

# SHIRE OF LEONORA

## NOTICE OF AN ORDINARY COUNCIL MEETING



**MINUTES OF ORDINARY MEETING HELD  
IN SHIRE CHAMBERS, LEONORA  
ON TUESDAY 21<sup>ST</sup> FEBRUARY, 2012  
COMMENCING AT 9:32 AM**

President: \_\_\_\_\_

**1.0 DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS / FINANCIAL INTEREST DISCLOSURE****1.1 Cr JF Carter declared the meeting open at 9:32am.****1.2 Visitors or members of the public in attendance**

At 10.30am – Mr James Rigg, Minara Resources Limited, to discuss the Minara Community Fund and the 2012 Leonora Golden Gift.

**1.3 Financial Interests Disclosure**

Nil

**2.0 DISCLAIMER NOTICE****3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE****3.1 Present**

President

Deputy President

Councillors

J F Carter

P Craig

G W Baker

S J Heather

MWV Taylor

L R Petersen

Chief Executive Officer

Deputy Chief Executive Officer

J G Epis

T M Browning

**3.2 Apologies**

Nil

**3.3 Leave Of Absence (Previously Approved)**

Nil

**4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5.0 PUBLIC QUESTION TIME**

Nil

**6.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7.0 PETTITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

President: \_\_\_\_\_

**8.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS**

**Moved Cr P Craig, Seconded Cr GW Baker** that the Minutes of the Ordinary Meeting held on 15<sup>th</sup> November, 2011 be confirmed as a true and accurate record.

**CARRIED (7 VOTES TO 0)**

**9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Shire President, Cr JF Carter noted the following:

- Correspondence issued to Premier re: youth/young people not attending school in the community. This is an area of concern and is necessary that awareness is raised with regard to this issue.

President: \_\_\_\_\_

**10.0 REPORTS OF OFFICERS****10.1 CHIEF EXECUTIVE OFFICER****10.1(A) TENDER PATRONI'S GUEST HOUSE**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21<sup>st</sup> February, 2012

**AGENDA REFERENCE:** 10.1 (A) FEB 12

**SUBJECT:** Tender. Patroni's Guest House

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Tenders General 10.7

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 10<sup>th</sup> January, 2012

**BACKGROUND**

On the 12<sup>th</sup> November, 2011 tenders were invited from registered builders suitably qualified and experienced in Conservation and Restoration projects to undertake conservation works on Patroni's Guest House at Gwalia.

The advertisement, which appeared in the Kalgoorlie Miner on the 12<sup>th</sup> November, 2011, detailed tender closing time and date being 4.00 pm on Friday 9<sup>th</sup> December, 2011.

Tenders were opened by the Chief Executive Officer in the presence of the Deputy Chief Executive Officer after closing time and date.

Only one tender was received, that from Majstrovich Building Company for the amount of \$403,580.00 excluding GST.

**STATUTORY ENVIRONMENT**

Local Government (Functions and General) Regulations 11 states that tenders are to be publicly invited before a Local Government enters into a Contract for another person to supply goods or services if the consideration under the Contract is expected to be worth more than \$100,000.00.

**POLICY IMPLICATIONS**

There are no Policy Implications resulting from the recommendation of this report.

**FINANCIAL IMPLICATIONS**

An amount of \$285,000.00 is contained within the current budget for this project. You will recall that Council was successful in obtaining a grant of \$110,000.00 (incl GST) to assist with this project, funding made available from the Federal Government, Department of Resources, Energy and Tourism, TQUAL Grants Program.

Unfortunately a shortfall of \$118,580.00 between budget and actual costs exists, however, funding opportunities for this type of project are limited and as a consequence, the project should proceed and that the additional costs be considered at Budget Review time. An additional cost will be that of a Conservation/Heritage Architect which was not considered in the budget.

President: \_\_\_\_\_

Mr Robert Majstrovich, Majstrovich Building Company has made comment that the overall tender price is somewhat excessive due to unknown factors in regard the condition of the existing buildings. He further advises that the project should be done on a “Do and Charge” contract and has submitted hourly rates for various tradesmen.

The opportunity to negotiate with the building contractor exists which is an advantage for all parties.

In fact, Stephen Carrick of Stephen Carrick Architects and Mr. Robert Majstrovich did meet in Perth on the 19<sup>th</sup> December, 2011 to discuss various options for progressing the works.

### **STRATEGIC IMPLICATIONS**

The unique tourism experience that Gwalia offers needs to be capitalised upon to capture a larger share of the tourism dollar by continuing the restorative and interpretative works at Gwalia, thus enhancing the overall experience for the visitor. The rarity of Gwalia as a surviving, almost intact, ‘ghost town’ provides the opportunity to explore the evocative theme of ephemeral towns and the mobility of mining operations.

### **RECOMMENDATIONS**

That Council resolve to accept the tender of Majstrovich Building Company, tendered price being \$403,580.00 excluding GST and that the budget be amended during the budget review to reflect the additional and unexpected cost of \$118,580.00

### **VOTING REQUIREMENT**

Simple majority required.

### **COUNCIL DECISION**

**Moved Cr LR Petersen, Seconded Cr SJ Heather**, that Council resolve to accept the tender of Majstrovich Building Company, tendered price being \$403,580.00 excluding GST and that the budget be amended during the budget review to reflect the additional and unexpected cost of \$118,580.00

**CARRIED (7 VOTES TO 0)**

**10.0 REPORTS OF OFFICERS****10.1 CHIEF EXECUTIVE OFFICER****10.1(B) COLLECTIONS CARE - GOLDFIELDS**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21<sup>st</sup> February, 2012

**AGENDA REFERENCE:** 10.1 (B) FEB 12

**SUBJECT:** Collections Care - Goldfields

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Collections Care 8.13a

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 7<sup>th</sup> February, 2012

**BACKGROUND**

CollectionsCare Goldfields WA was established in March 2010 as a two-year pilot project. CollectionsCare is an investment in the community collections of the WA Goldfields Region. Its aim is to assist the collecting organisations within the Goldfields region to develop, enhance, record, preserve and provide access to their collections in order to ensure a sustainable future.

The first year of the project was funded by the Sidney Myer Foundation and the second year by the Western Australian Department of Culture and the Arts with in-kind support from the city of Kalgoorlie-Boulder.

The services delivered by CollectionsCare and the benefits reaped has prompted a request for the project to continue beyond its scheduled closure on 1 March, 2012.

One of the objectives for CollectionsCare as determined by Department of Culture and the Arts, Collections Council of Australia and City of Kalgoorlie-Boulder was to provide mentoring to two or three organisations. Therefore not all the Shires in the region has received the intensive mentoring service. Mentoring partnerships with the following four organisations was established:

Shire of Coolgardie (Goldfields Exhibition Centre)  
Shire of Laverton (Great Beyond Explorers Hall of Fame)  
Shire of Leonora (Gwalia Leonora Historical Precinct)  
Eastern Goldfields Historical Society

Advice and assistance has also been provided to:  
History and Heritage Unit City of Kalgoorlie-Boulder  
Norseman Historical Society  
Shire of Menzies

Training workshops were attended by representatives of all of the above organisations as well as Esperance Museum, Dance Cottage in Ravensthorpe, Kalgoorlie Cemetery Board, Goldfields Art Centre and the Western Australian Museum-Kalgoorlie-Boulder.

**Project Objectives**

1. Improve sustainability of collections in the WA Goldfields region
2. Encourage region-wide strategic management of resources to maximise value
3. Increase skills of those working with collections in the WA Goldfields Region
4. Advice and support to all collecting organisation in the WA Goldfields region

President: \_\_\_\_\_

5. Develop a collaborative relationship between stakeholders
6. Maximise cultural tourism potential

### Key Deliverables and Outcomes

- Improve care and documentation of collections
- Delivery of in-region training/workshops to increase and develop skills of paid and volunteer staff
- Provide advice on adequate care, management and storage of collections
- Support with grant application and project management thereof
- Assist with developing vibrant and informative exhibitions
- Promote collecting organisations and their collections
- Identify conservation issues and solutions
- Ensure implementation and compliance with National Standards of Australian Museums and Galleries
- Establish relevant policies and procedures
- Expand the cultural tourism potential
- Create networking opportunities with other collecting organisations to strengthen and develop new partnerships
- Provide on-site monthly visits and hands-on assistance
- Prepare and implement strategic plans/work plans
- Enhance knowledge of Significance assessment of collections
- Provide a basic level of advice and support to collecting organisations

### STATUTORY ENVIRONMENT

Section 3.1(1) of the Local Government Act, 1995 states that “the general function of a local government is to provide for the good government of persons in its district.

The collections Council believed that the cultural collections of Australia represent the essence of the past, present and future memory of the country; they shape our psyche; record our development, provide insight into our national spirit, and inspire us for the future. The Council’s vision was for all Australians and their governments committed to policies and practices that ensure Australia’s collections will always inspire, amaze, inform and delight Australians and the world.

### POLICY IMPLICATIONS

There are no Policy Implications resulting from the recommendation of this report.

### FINANCIAL IMPLICATIONS

#### Preliminary Resources and Cost Plan

Allocated Time	Service	Accommodation	Food and Beverages	\$ Amount
24 Hours per month (Approximately 3 days)	Field visits, hands-on assistance and paperwork			20,000
		\$145 per day x2	\$75 per day (breakfast, lunch, dinner) x 2	4,840
				<b>24,840</b>
12 hours (1.5days)	Field visits, hands-on assistance and paper work			10,000
		\$145 per day	\$75 per day (breakfast, lunch, dinner)	2,420
				12,420

#### Notes:

- Cost for an 11 month period. During 1 month annual leave there will be no service.
- Accommodation, food and Beverages only payable by Shires more than 120km from Kalgoorlie-Boulder.
- In-kind support (vehicle, fuel, office space, telephone) provided by City of Kalgoorlie-Boulder

President: \_\_\_\_\_

- When Shires agree to contribute, individual service agreements will be established.

**Conclusion**

Over the two year period CollectionsCare has been successful in delivering a number of positive outcomes in partnership with collecting organisations and Shires. Progress has been made with projects and the continuance of CollectionsCare will see the completion of these, the commencement of new projects with participating Shires, the strengthening of current relationships and establishment of new partnerships. Supportive evidence can be provided if required on the achievements of CollectionsCare to date.

**STRATEGIC IMPLICATIONS**

The extension of the CollectionsCare Goldfields WA project will see the continuance of delivering an in-region service to collecting organisations (museums, historical societies, art galleries, archives and other collecting organisations).

**RECOMMENDATIONS**

The Council agree to the extension of the CollectionsCare Program and that an amount of \$24,840.00 excluding GST be included in the 2012/2013 budget to cover the Shire of Leonora's participation costs.

**VOTING REQUIREMENT**

Simple majority required.

**COUNCIL DECISION**

**Moved Cr MWV Taylor, Seconded Cr GW Baker**, that Council agree to the extension of the CollectionsCare Program and that an amount of \$24,840.00 excluding GST be included in the 2012/2013 budget to cover the Shire of Leonora's participation costs.

**CARRIED (7 VOTES TO 0)**



President: \_\_\_\_\_

**10.0 REPORTS OF OFFICERS****10.1 CHIEF EXECUTIVE OFFICER****10.1(C) LOCAL GOVERNMENT REFORM AGENDA**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21<sup>st</sup> February, 2012

**AGENDA REFERENCE:** 10.1 (C) FEB 12

**SUBJECT:** Local Government Reform Agenda

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** DLGRD – Structure Reform 6.15

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 9<sup>th</sup> February, 2012

**BACKGROUND**

As you know, the Minister for Local Government, the Hon John Castrilli MLA, launched a wide-ranging local government reform agenda in February 2009. The three principal strategies in the reform agenda were that each local government:

1. Take steps to ‘voluntarily’ amalgamate and form local governments
2. Reduce the total number of elected members to between six and nine; and
3. Form appropriate regional groupings of councils to assist with the efficient delivery of services.

The assessment of all local government reform submissions was undertaken by the Local Government Reform Steering Committee and, based on those assessments, the Committee provided advice to the Minister on preferred options for reform. Some finalised proposals were referred to the Local Government Advisory Board for consideration and recommendation. As a consequence of the reform submissions made by all local governments the Minister determined that the Shire of Leonora should be considered as part of a Regional Collaborative Group (RCG) with other neighbouring local governments, and formally invited Council to become part of an RCG.

In response to one of the Minister’s original three principal strategies in the reform agenda, Council resolved to reduce the total number of elected members from nine to seven and that all wards be abolished.

Mayor Kevin Morgan, on behalf of the Mayors of Cottesloe, Mosman Park, Claremont and the Shire President of Peppermint Grove has written to all local governments in Western Australia seeking the support of individual Council’s to join with fellow Councils to preserve the right of our constituents to decide for themselves whether or not Council should be amalgamated with another council if that is ever proposed.

The right to self-determination is embodied in clauses 8, 9 and 10(2) of Schedule 2.1 of the *Local Government Act 1995 (WA)*. These “Poll Provisions” enshrine the right for 250 electors or 10% of electors in a local government district (whichever is the lesser) to require a poll on any proposed merger of their council whereby they can veto the merger so long as at least 50% of electors participate in the poll and more than 50% of those who do participate elect to vote against the proposed merger.

This is fair in requiring proponents for change to use persuasion rather than force.

The Poll Provisions embody our constituents’ democratic right to self-determination. Every democracy should be entitled to determine its own future.

The State Government of Western Australia intends to reduce the number of Local Governments, initially through its Metropolitan Local Government Review, but without any assurance that the Poll Provisions will not later be repealed, diluted or circumvented so as to forcibly implement any proposed reduction in council numbers.

To better ensure that the State Government recognises that the Poll Provisions are sacrosanct and must not be repealed, diluted or circumvented for any reason whatsoever, it is suggested that Council move to formally resolve a number of recommendations.

## STATUTORY ENVIRONMENT

RCG Agreements or other review/reports do not over-ride the current requirements of the Local Government Act 1995, in particular Schedule 2.1.

### Schedule 2.1 – Provisions about creating, changing the boundaries of, and abolishing districts

[Section 2.1(2)]

#### 8. Electors may demand poll on a recommended amalgamation

- (1) where the Advisory Board recommends to the Minister the making of an order to abolish 2 or more districts (*the districts*) and amalgamate them into one or more districts, the Board is to give notice to affected local governments, affected electors and the other electors of districts directly affected by the recommendation about the recommendation.
- (2) the notice to affected electors has to notify them of their right to request a poll about the recommendation under subclause (3).
- (3) if, within one month after the notice is given, the Minister receives a request made in accordance with regulations and signed by at least 250, or at least 10%, of the electors of one of the districts asking for the recommendation to be put to a poll of electors of that district, the Minister is to require that the Board's recommendation be put to a poll accordingly.
- (4) this clause does not limit the Minister's power under clause 7 to require a recommendation to be put to a poll in any case.

*[Clause 8 amended by No. 64 of 1988 s. 52(3).]*

#### 9. Procedure for holding poll

- (1) Where, under clause 7 or 8, the Minister requires that a recommendation be put to a poll –
  - (a) The advisory board is to –
    - (i) determine the question or questions to be answered by electors; and
    - (ii) prepare a summary of the case for each way of answering the question or questions;
 and
  - (b) Any local government directed by the Minister to do so is to –
    - (i) in accordance with directions by the Minister, make the summary available to the electors before the poll is conducted; and
    - (ii) subject to subclause (2) declare\* the Electoral Commissioner, or a person approved by the Electoral Commissioner, to be responsible for the conduct of the poll under Part 4, and return the results to the Minister.

*\*Absolute majority required.*

President: \_\_\_\_\_

- (2) before making a declaration under subclause (1)(b)(ii), the local government is to obtain the written agreement of the Electoral Commissioner.

*[Clause 9 amended by No. 49 of 2004 s. 67(4) and (5).]*

#### **10. Minister may accept or reject recommendation**

- (1) subject to subclause (w), the Minister may accept or reject a recommendation of the Advisory Board made under clause 3 or 6.
- (2) If at a poll held as required by clause 8 –
- (a) at least 50% of the electors of one of the districts vote; and
- (b) of those electors of that district who vote, a majority vote against the recommendation,

the minister is to reject the recommendation.

#### **10A. Recommendations regarding names, wards and representation**

- (1) The advisory Board may –
- (a) when it makes its recommendations under clause 3 or 6; or
- (b) after the Minister has accepted its recommendations under clause 10,
- in a written report to the Minister, recommend the making of an order to do any of the things referred to in section 2.2(1), 2.3(1) or (2) or 2.18(1) or (3) that the Board considers appropriate.
- (2) In making its recommendations under subclause (1) the Advisory Board –
- (a) may consult with the public and interested parties to such extent as it considers appropriately and
- (b) is to take into account the matters referred to in clause 8(c) to (g) of Schedule 2.2 so far as they are applicable.

*[Clause 10A inserted by No. 64 of 1998 s. 52(4).]*

### **POLICY IMPLICATIONS**

There are no Policy Implications resulting from the recommendation of this report.

### **FINANCIAL IMPLICATIONS**

The potential cost of any future amalgamation, boundary change or shared services arrangement has been considered in a general sense but would require more detailed analysis and will be dependent upon specific decisions of Council and/or the Minister.

There are many external factors which may prevent the realisation of the predicted amalgamation benefits, some of which include:

- actual amalgamation costs exceeding forecast costs,
- cost synergies not being realised,
- residents resisting amalgamation
- staff integration issues,
- other employee issues (such as staff being unfamiliar with new and expanded roles), and
- regulatory issues deriving from State government amalgamation legislation.

There will clearly be a cost to participate in any reform process and this will be in both time [officer resource] and direct funding.

Overall the financial implications of change associated with local government reform have the potential to be significant however the State has been prepared to negotiate and/or contribute to or meet some of these costs. In the immediate term there will continue to be ongoing human resource costs (officer time) to Council in responding to the Minister's Reform agenda.

### **STRATEGIC IMPLICATIONS**

President: \_\_\_\_\_

The potential strategic implications of local government reform for Council are significant. Council has a Strategic Plan for the period 2010 – 2015 and has endorsed the development of a new Community Plan in line with the recently released Framework from the Department of Local Government. Any future strategic planning and subsequent action plans will need to address the issue of local government reform.

The proper announcement by the Minister for Local Government in relation to reform strategies and the recent appointment of a Panel to undertake a metropolitan local government review has brought into sharp focus the need for the Shire to consider its position. Any significant change in regard amalgamation will require a complete review of all strategic and financial plans and priorities and this could be achieved, in part, through an RCG Business Plan or similar process.

## **RECOMMENDATIONS**

That Council resolve to:

- (1) Advise the Premier of the State of Western Australia, the Minister for Local Government, the Leader of the Opposition, the Shadow Minister for Local Government, our local members of the Legislative Assembly and Legislative Council, the Metropolitan Local Government Review Panel, and the President of the Western Australian Local Government Association, that this Council calls upon the Parliament of Western Australia to forever uphold and not dilute our constituents' right to self-determination as embodied in clauses 8, 9 and 10(2) of Schedule 2.1 of the Local Government Act 1995 (WA).
- (2) Request the recipient of each such letter to notify our Council by written reply as to whether they do support and will continue to support the preservation without dilution of our constituents' right to self-determination as embodied in clauses 8, 9 and 10(2) of Schedule 2.1 of the Local Government Act 1995 (WA).
- (3) Provide to the Secretariat of the Councils for Democracy a copy of each of our above letters and any responses that our Council receives for use in demonstrating collective support for our constituents' right to self-determination in clauses 8, 9 and 10(2) of Schedule 2.1 of the Local Government Act 1995.

## **VOTING REQUIREMENT**

Simple majority required.

## **COUNCIL DECISION**

**Moved Cr MWV Taylor, Seconded Cr GW Baker,** that Council resolve to:

- (1) Advise the Premier of the State of Western Australia, the Minister for Local Government, the Leader of the Opposition, the Shadow Minister for Local Government, our local members of the Legislative Assembly and Legislative Council, the Metropolitan Local Government Review Panel, and the President of the Western Australian Local Government Association, that this Council calls upon the Parliament of Western Australia to forever uphold and not dilute our constituents' right to self-determination as embodied in clauses 8, 9 and 10(2) of Schedule 2.1 of the Local Government Act 1995 (WA).
- (2) Request the recipient of each such letter to notify our Council by written reply as to whether they do support and will continue to support the preservation without dilution of our constituents' right to self-determination as embodied in clauses 8, 9 and 10(2) of Schedule 2.1 of the Local Government Act 1995 (WA).
- (3) Provide to the Secretariat of the Councils for Democracy a copy of each of our above letters and any responses that our Council receives for use in demonstrating collective support for our constituents' right to self-determination in clauses 8, 9 and 10(2) of Schedule 2.1 of the Local Government Act 1995.

**CARRIED (7 VOTES TO 0)**

President: \_\_\_\_\_

**10.0 REPORTS OF OFFICERS****10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2(A) MINUTES OF ANNUAL ELECTORS MEETING**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21 February 2012

**AGENDA REFERENCE:** 10.2 (A) FEB 12

**SUBJECT:** Minutes of Annual Electors Meeting

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** Council – Internal Correspondence 2.2

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Tanya Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 12<sup>th</sup> January, 2012

**BACKGROUND**

The General Meeting of Electors was held 16<sup>th</sup> December 2011 to consider the Shire of Leonora Annual Report for 2010/11. The minutes of that meeting are shown in the attachment following this report.

As no matters were raised that required a decision at the General Electors meeting, other than the adoption of the previous minutes and the 2010/11 annual report, there are no matters for the Council to consider.

**STATUTORY ENVIRONMENT**

Section 5.27 of the Local Government Act 1995 requires that a general electors meeting be held at least once every financial year.

Section 5.33 of the Act requires that the Council consider any decisions made at the general electors meeting and any decision made by the Council regarding the decisions of the electors meeting be recorded in the minutes of the Council meeting.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

**RECOMMENDATIONS**

That the minutes of the General Electors meeting held 16<sup>th</sup> December, 2011 as shown in the attachment to this report, be noted.

**VOTING REQUIREMENT**

Simple Majority required.

President: \_\_\_\_\_

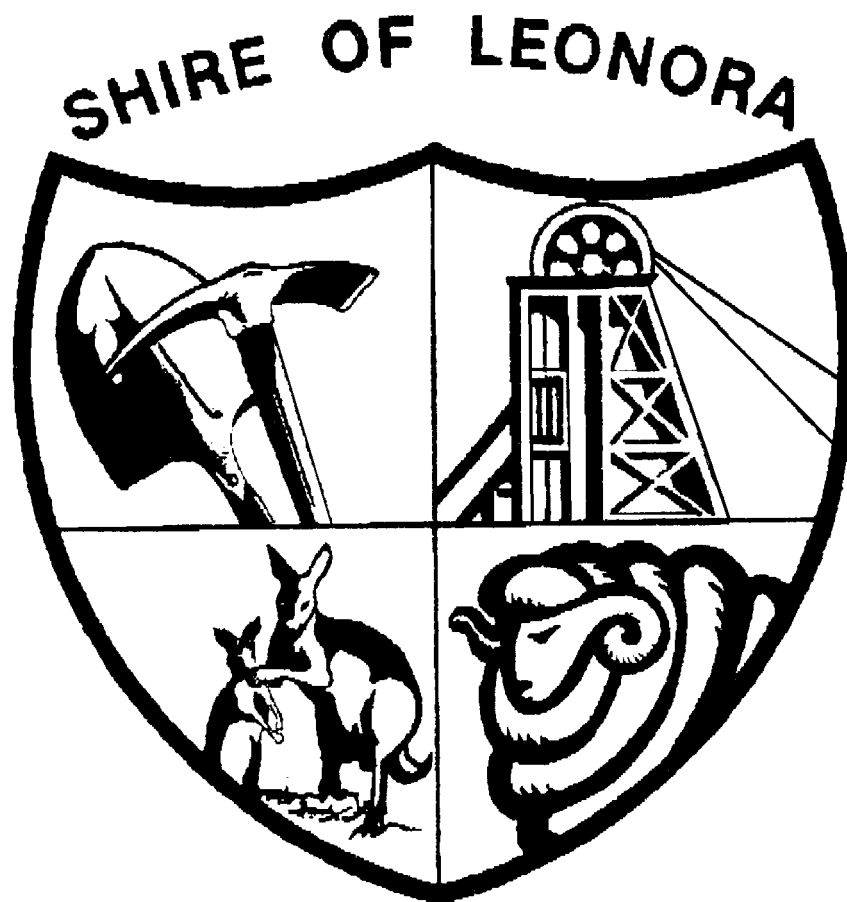
**COUNCIL DECISION**

**Moved Cr RA Norrie, Seconded Cr SJ Heather**, that the minutes of the General Electors meeting held 16<sup>th</sup> December, 2011 as shown in the attachment to this report, be noted.

**CARRIED (7 VOTES TO 0)**

# SHIRE OF LEONORA

## MINUTES OF THE ANNUAL ELECTORS MEETING



**HELD IN COUNCIL CHAMBERS  
LEONORA ON TUESDAY,  
16<sup>th</sup> DECEMBER, 2011**

**SHIRE OF LEONORA**

Minutes of the Annual Electors Meeting held in Council Chambers, Leonora on Friday 16<sup>th</sup> December 2011.

**1.0 MEETING OPEN**

President, Cr Carter declared the meeting open, the time being 3:32pm.

**2.0 PRESENT**

President	J F Carter
Deputy President	PJ Craig
Councillors	MWV Taylor
	L Petersen
	SJ Heather
	RA Norrie
	GW Baker
Chief Executive Officer	J G Epis
Deputy Chief Executive Officer	T M Browning
Youth Services Officer	Gemma Boucher
Youth Services/Admin Assistant	Edem Edusei
Members of the Public	Nil

**3.0 APOLOGIES**

Mrs JC Carter

**4.0 MINUTES**

The minutes of the previous Annual Electors Meeting held on Friday 16<sup>th</sup> November, 2010 were read by the Chief Executive Officer.

**Moved Cr LR Petersen, seconded Cr P Craig** that the minutes of the previous Annual Electors Meeting held on Friday 16<sup>th</sup> November, 2010 be confirmed as a true and accurate record of the proceedings.

**CARRIED UNANIMOUSLY**

**5.0 PRESENTATION OF ANNUAL REPORTS FOR THE PERIOD ENDED 30TH JUNE, 2011****5.1 *PRESIDENTS REPORT***

Cr Carter presented and read the Presidents Report for the period ending 30th June, 2011.

**5.2 *CHIEF EXECUTIVE OFFICERS REPORT***

Mr Epis presented and read the Chief Executive Officers Report for the period ending 30th June, 2011.



President: \_\_\_\_\_

**5.3    *AUDIT REPORT***

Miss TM Browning read the audit report for the period ending 30th June, 2011.

**5.4    *ANNUAL FINANCIAL STATEMENTS***

The Statements for the financial year ended 30th June, 2011 were presented without query.

**Moved Cr RA Norrie, seconded Cr P Craig** that the foregoing Annual Reports and Statements to be received.

**CARRIED UNANIMOUSLY**

**6.0    GENERAL BUSINESS**

- Cr JF Carter welcomed Edem Edusei to Leonora, and advised that he would be undertaking a three-four month placement in Leonora working with Youth Services Officer and administration staff. Edem has recently completed his Masters in Business and Administration and is a welcome addition to the team.
- Cr JF Carter thanked Youth Services Officer Gemma Boucher for her work over the past year. She has managed the challenges etc before her very well, and has developed an excellent youth program.

**7.0    CLOSURE**

President Carter declared the meeting closed at 3:32pm.

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
DATE

President: \_\_\_\_\_

**10.0 REPORTS OF OFFICERS****10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2 (B) AUDIT COMMITTEE**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21<sup>st</sup> February, 2012

**AGENDA REFERENCE:** 10.2(B) FEB 12

**SUBJECT:** Audit Committee

**LOCATION / ADDRESS:** Not Applicable

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Audits- Reports & Minutes 1.10

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Tanya Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 17<sup>th</sup> January, 2012

**BACKGROUND**

A Local government is to establish an audit committee of three (3) or more persons to exercise the powers and duties conferred upon it. The committee has to be appointed by the local government by an absolute majority. The committee has to consist of at least three (3) Council members and make up the majority of the membership.

The Chief Executive Officer is unable to be a member of the committee and may not nominate a person for membership or have any person represent him on the committee. An employee is not able to be a member of the committee.

An audit committee is to provide guidance and assistance to the local government as to –

- the carrying out of its functions in relation to Audits carried out under Part 7 of the Act; and
- the development of a process to be used to select and appoint a person to be an Auditor.

An audit committee may provide guidance and assistance to the local government as to –

- matters to be audited
- the scope of the audits
- its functions under Part 6 of the Act.
- the carrying out of its functions relating to other audits and other matters related to financial management.

A local government may delegate to its audit committee any of its powers and duties under Part 7 of the Act, other than the power to delegate.

A decision of the audit committee is made by simple majority.

Previously, Councillors Norrie, Carter and Craig were appointed members of the Audit Committee with Councillor Norrie as Chairperson. It is now time to review and re-appoint Audit Committee Members.

**STATUTORY ENVIRONMENT**

In accordance with Section 7.1 to 7.13 of the Local Government Act 1995 and Local Government Audit Regulations 4 to 8.

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report.

President: \_\_\_\_\_

### **FINANCIAL IMPLICATIONS**

There are no financial implications resulting from the recommendations of this report.

### **STRATEGIC IMPLICATIONS**

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

### **RECOMMENDATION**

That the local government establish from amongst its members and others if desired, an audit committee, remembering that the committee be made up of at least three (3) Council members, one of which to be the Chairperson.

### **VOTING REQUIREMENTS**

Absolute majority.

### **COUNCIL DECISION**

**Moved Cr GW Baker, Seconded Cr SJ Heather**, that the Shire of Leonora audit committee be formed with Crs Norrie, Craig and Carter comprising membership of the committee, one of which is to be the Chairperson

**CARRIED (7 VOTES TO 0)**

President: \_\_\_\_\_

**10.0 REPORTS OF OFFICERS****10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2(C) COMPLIANCE AUDIT RETURN 2011**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21<sup>st</sup> February, 2012

**AGENDA REFERENCE:** 10.2 (C) FEB 12

**SUBJECT:** Compliance Audit Return

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Department of Local Government

**FILE REFERENCE:** Department of Local Government & Regional Development – Circulars 6.11

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Tanya Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 17<sup>th</sup> January, 2012

**BACKGROUND**

Attached to this report is the 2011 Compliance Audit Return (CAR). This return was completed by retired CEO/Local Government consultant Murray Brown, through the inspection of various documents and records including:

- Minute books
- Tender Register
- Financial Interest & Return Register
- Delegations Register
- Election records

The CAR is one of the tools that allow Council to monitor how the organisation is functioning in regards to compliance with the Local Government Act 1995. This year's return again places emphasis on the need to bring to the attention of Council any cases of non-compliance or where full compliance was not achieved. Comments are included in the return to provide further clarification where necessary, as well as a report from Murray Brown.

**STATUTORY ENVIRONMENT**

Section 7.13(1)(i) of the Local Government Act and Audit Regulations 13 to 15 prevail in this matter. In brief, the process is:-

- a) A compliance audit must be carried out for the period 1 January to 31 December in each year;
- b) A compliance audit return, in a form approved by the Minister, is to be completed;
- c) The return is to be presented to the Council at a Council Meeting
- d) The return is to be adopted by the Council;
- e) The return is to be recorded in the minutes of the meeting at which it was adopted;
- f) A certified copy of the return, together with a copy of the Council minute adopting the return and any additional information explaining or qualifying the return, is to be sent to the Director General of the Department for Local Government and Regional Development by 31 March. Note – 'certified' means signed by the President and the CEO.

President: \_\_\_\_\_

## **POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendation of this report. (Provision exists for consultant fees in 2011/12 budget)

## **FINANCIAL IMPLICATIONS**

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

## **STRATEGIC IMPLICATIONS**

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

## **RECOMMENDATIONS**

That the Council adopt the Compliance Audit Return for 2011 as shown in the attachment following this report, and that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.

## **VOTING REQUIREMENT**

Simple Majority required.

## **COUNCIL DECISION**

**Moved Cr LR Petersen, Seconded Cr P Craig**, that the Council adopt the Compliance Audit Return for 2011 as shown in the attachment following this report, and that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.

**CARRIED (7VOTES TO 0)**

## **COMPLIANCE AUDIT RETURN 2011**

### **INTRODUCTION**

All Local Government Authorities in Western Australia are required to complete a Compliance Audit Return each year. The CAR is one of the tools that allow Council to monitor how the organisation is functioning in regards to compliance with the Local Government Act and various regulations.

This year the CAR has been reduced in size from a total of 293 questions in 2010, to only 76 questions for the 2011 year.

### **COMMENT**

This year I completed the CAR for this Shire.

I have been a Local Government Consultant for some six years and have carried out this work for a variety of Shires. Having this work completed by a consultant provides Council with an independent view on the questions raised in the CAR. (Previously this work has been carried out in house).

I declare that I have no personal or financial interest that would affect my judgement with this task.

### **RESULTS**

**For the 2011 year there were no issues of non compliance identified.**

I thank the Shire for allowing me to complete this task. (My travel costs will be shared with the Shire of Dundas as I also completed this work for them)

Murray Brown

7 Dominican Close  
PORT DENISON WA 6525  
0427 532 788



## Leonora - Compliance Audit Return 2011

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments						
No	Reference	Question	Response	Comments	Respondent	
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2011.	N/A		Murray Brown	
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2011.	N/A		Murray Brown	
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2011.	N/A		Murray Brown	
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2011.	N/A		Murray Brown	
5	s3.59(5)	Did the Council, during 2011, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Murray Brown	



<b>Delegation of Power / Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Murray Brown
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Murray Brown
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Murray Brown
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Murray Brown
5	s5.18	Has Council reviewed delegations to its committees in the 2010/2011 financial year.	Yes	15/02/11	Murray Brown
6	s5.42(1),5.43 Admin.Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Murray Brown
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	15/02/11	Murray Brown
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Murray Brown
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Murray Brown
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Murray Brown
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Murray Brown
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2010/2011 financial year.	Yes		Murray Brown
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Murray Brown

<b>Disclosure of Interest</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Murray Brown
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Murray Brown



## Department of Local Government - Compliance Audit Return



Government of Western Australia  
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Murray Brown
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Murray Brown
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Murray Brown
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2011.	Yes		Murray Brown
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2011.	Yes		Murray Brown
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Murray Brown
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Murray Brown
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Murray Brown
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Murray Brown
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Murray Brown
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Murray Brown
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Murray Brown



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Murray Brown
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Murray Brown

### Disposal of Property

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

### Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Murray Brown

### Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	15/02/2012	Murray Brown
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Murray Brown
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Murray Brown
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Murray Brown
5	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	15/02/11	Murray Brown

## Department of Local Government - Compliance Audit Return



Government of Western Australia  
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2011 received by the local government within 30 days of completion of the audit.	Yes		Murray Brown
7	s7.9(1)	Was the Auditor's report for 2010/2011 received by the local government by 31 December 2011.	Yes		Murray Brown
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Murray Brown
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Murray Brown
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Murray Brown
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Murray Brown
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Murray Brown
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Murray Brown
14	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Murray Brown
15	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Murray Brown



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

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


**Tenders for Providing Goods and Services**

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Murray Brown
2	F&G Reg 12	Has the local government entered into multiple contracts only where avoiding the requirement to call tenders for a single contract in accordance with F&G Reg 11(1) was not a significant reason for doing so.	No		Murray Brown
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Murray Brown
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Murray Brown
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Murray Brown
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Murray Brown
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Murray Brown
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Murray Brown
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Murray Brown
10	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Murray Brown
11	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Murray Brown

President: \_\_\_\_\_

Department of Local Government - Compliance Audit Return



Government of Western Australia  
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
12	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Murray Brown
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Murray Brown
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Murray Brown
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes		Murray Brown

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

\_\_\_\_\_  
Signed Mayor / President, Leonora

\_\_\_\_\_  
Signed CEO, Leonora

President: \_\_\_\_\_

**10.0 REPORTS OF OFFICERS****10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2(D) REVIEW OF DELEGATIONS**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21<sup>st</sup> February 2012

**AGENDA REFERENCE:** 10.2 (D) FEB 12

**SUBJECT:** Delegation Register Review

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** 1.40

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Tanya Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 6<sup>th</sup> February 2012

**BACKGROUND**

The delegations included in the attached register allow officers to undertake day to day operational activities in the Shire without continual referral to Council. These delegations are often made subject to the confines of policy that give general direction in the decision making process.

All delegations have been reviewed, with the only updates/changes reflecting linkages to newly reviewed policy manual document.

It is advised that the members carefully check all delegations to ensure that the Council is satisfied as to the level of delegation.

**STATUTORY ENVIRONMENT**

Section 5.46 of the Local Government Act requires a local government to review its delegations at least once every twelve months.

**POLICY IMPLICATIONS**

Following the review of Council's policy manual in December 2011, a clear linkage between delegation and policy is now documented where relevant.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

**RECOMMENDATIONS**

That the Council adopt the Register of Delegations as attached to this report.

**VOTING REQUIREMENT**

Absolute Majority

President: \_\_\_\_\_

**COUNCIL DECISION**

**Moved Cr RA Norrie, Seconded Cr P Craig**, that the Council adopt the Register of Delegations as attached to this report.

**CARRIED (7 VOTES TO 0)**





# SHIRE OF LEONORA

## REGISTER OF DELEGATIONS

*Reviewed by Council 21<sup>st</sup> February, 2012*

## THE LOCAL GOVERNMENT ACT 1995 GIVES LOCAL AUTHORITIES THE POWERS OF DELEGATION

### Delegation of some powers and duties to certain committees:

- 5.16 (1) Absolute majority required to delegate; cannot delegate power of delegation.  
 (2) To be in writing and may be general or conditional.  
 (3) Can be for a period of time or indefinite.  
 (4) Doesn't prevent Council acting through another.
- 5.17 Limits on delegations to committees.
- 5.18 Register of Delegations to be kept and reviewed annually.

### Delegation of some powers and duties to CEO:

- 5.42 (1) Absolute majority required to delegate.  
 (2) To be in writing and may be general or conditional.
- 5.43 Limits on delegations to CEO.
- 5.44 CEO may delegate to others, but not the power of delegation.
- 5.45 (1) (a) Can be for a period of time or indefinite.  
 (b) Absolute majority required to amend or revoke.  
 (2) Doesn't prevent Council or CEO acting through another.
- 5.46 (1) & (2) Register of Delegations to be kept and reviewed annually.  
 (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

### Admin Reg 19.

“Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty had been delegated is to keep a written record of –

- (a) how the person exercised the power or discharged the duty;  
 (b) when the person exercised the power or discharged the duty;  
 (c) the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty”.

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President: \_\_\_\_\_

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**FINANCE****F01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS**

***Function to be performed:*** To make payments from the Municipal Fund Bank Accounts for payment of creditors and payroll between Council meetings.

***Delegated to:*** Chief Executive Officer

***On delegated to:*** Deputy Chief Executive Officer

***Conditions:*** Compliance with Regulations 12 and 13 of the Local Government (Financial Management) Regulations 1996.

The authority extends only to making of investments, the payment of salaries and wages, payment for fuel and supplies, loan repayments, petty cash recoups, freight, contract progress payments, group tax, FBT, GST, utilities, advance recoup and the payment of general trade creditors accounts.

The authority extends only to payments for items previously authorised by the council by inclusion in the budget.

The Chief Executive Officer is to ensure the relevant debt was incurred by a person who is properly authorized to do so and that the goods and services to which each account relates were provided in a satisfactory standard as the case requires.

Each payment from the Municipal Fund Bank Accounts and is to be noted on a list compiled each month showing:

- 1) The payee's name
- 2) The amount of the payment
- 3) The date of the payment
- 4) Sufficient information to identify the transaction

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

The vouchers, supporting invoices and other relevant documents be made available for inspection by Councillors at any time following the date of payment and at the next ordinary meeting of Council.

Records to be kept under the provision of **General Disposal Authority for Local Government Records** Legislation.

***Reference:*** S5.42/5.44, S6.10 – Local Government Act 1995  
Local Government (Financial Management) Regulations 1996

***Council Policy:*** N/A.

***Date Adopted:*** 20<sup>th</sup> May 1997

***Date Reviewed:*** 21<sup>st</sup> February, 2012

***Date Reviewed & Amended:*** 15<sup>th</sup> February 2011

**F02 INVESTMENTS**

<b><i>Function to be performed:</i></b>	1 To invest money held in the Municipal or Trust Funds that is not required for the time being for any purpose in accordance with Part III of the Trustees Act 1962 or in an investment approved by the Minister. 2 To establish and document internal control procedures to be followed to ensure control over the investments.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Deputy CEO
<b><i>Conditions:</i></b>	1) The establishing of documental internal control procedures to be followed to ensure control over the investments. 2) Compliance with Clause 19(2) Local Government (Financial Management) Regulations 1996 3) Council Policy (where applicable) 4) Investments in Managed Funds require the approval of Council.
<b><i>Record of Use:</i></b>	Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	S5.42/S5.44, S6.14 Local Government Act, 1995 (As Amended)
<b><i>Council Policy:</i></b>	A.2.1
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	N/A

**F03 HIRE FEES & CHARGES – RECREATION CENTRE**

<b><i>Function to be performed:</i></b>	To adjust/vary recreation centre, halls, and oval hire fees and charges as determined in the budget.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<p>Subject to Regulations 5, 8 and 10 of the Local Government (Financial Management) Regulations 1996; and</p> <ul style="list-style-type: none"> <li>• where it is considered that there is the need due to extenuating circumstances, unusual kind of use</li> <li>• The cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s.</li> <li>• One-off usage discounts being supported in favour of regular use discounts.</li> <li>• The participation of children/juniors in the program.</li> <li>• The benefits to the Shire, its staff and the community in general.</li> <li>• The costs to the Shire, including any forfeited opportunity costs.</li> <li>• Any other circumstances that warrant consideration to a discount or waiving of fees.</li> </ul>
<b><i>Record of Use:</i></b>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	S5.42, S6.10 Local Government Act (As Amended).
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed:</i></b>	N/A
<b><i>Date Reviewed and Amended:</i></b>	N/A



**F04 CONFERENCES / SEMINARS / TRAINING COURSES - EXPENSES OF COUNCILLORS AND STAFF**

<b><i>Function to be performed:</i></b>	<p>1 To reimburse all reasonable expenses to members and staff incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include registration fees, accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses.</p> <p>2 The payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councillor or staff member to be accompanied by another person.</p>
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<p>Obtain from the Councillor or staff member receipts or other appropriate proof that the expense was incurred. Obtain a declaration that the expense was incurred wholly whilst on Council business.</p> <p>Attendance will enhance the professional development of the officer or elected member, provide benefits to Council and is relevant to the duties and responsibilities of the officer or elected member.</p>
<b><i>Record of Use:</i></b>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Act 1995.
<b><i>Council Policy:</i></b>	A.3.2 + A.3.3
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**F05 EXPENDITURE PRIOR TO ADOPTION OF BUDGET**

<b><i>Function to be performed:</i></b>	To incur operating expenditures from the Municipal Fund prior to the adoption of the annual budget.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	This delegation refers to operating expenditure only.
<b><i>Record of Use:</i></b>	List of accounts for payment to Council
<b><i>Reference:</i></b>	Local Government Act (As Amended).
<b><i>Council Policy:</i></b>	A.2.6
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	N/A

**F06            INSURANCE**

<b><i>Function to be performed:</i></b>	To enter into appropriate contracts of insurance.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Nil
<b><i>Record of Use:</i></b>	Insurance Policies held by the Council.
<b><i>Reference:</i></b>	Part 3 of Local Government Act (As Amended).
<b><i>Council Policy:</i></b>	A.2.5
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b>Date Reviewed and Amended:</b>	N/A

**F07 RATE RECORDS AND RECOVERY OF RATES AND SERVICE CHARGES*****Function to be performed:***

1. Where appropriate or necessary, to amend the rate record of the local government for the 5 years preceding the current financial year as contemplated by section 6.39 (2)(b).
2. To enter into agreements in accordance with Section 6.49 of the Local Government Act 1995 for the payment of rates and service charges.
3. To determine the dates that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995, such that the due payment of a rate or service charge, or the first installment thereof as the case may be, shall become due and payable 35 days after the date noted on the rate notice as the date the rate notice was issued;
4. To take any or all of the actions pursuant to the provisions of the Act as reasonable and proper, to recover rates and service charges due to the local government;
5. Pursuant to section 6.64 (3) of the Act, to lodge caveats on land where the rates or service charges are in arrears, and it is considered that the interests of the Council should be protected; and to subsequently withdraw such caveats once arrears of rates have been settled.
6. To exercise discretion in regard to granting an extension of time for the service of objections to the rate record in accordance with Section 6.76(4) of the Local Government Act 1995;
7. To allow or disallow in accordance with section 6.76 (5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with Section 6.76(6)
8. To discharge the obligations specified in section 6.39(1) of the Local Government Act 1995 (as amended).
9. The service of notices of valuation and rates referred to in section 6.41(1) of the Local Government Act 1995.
10. The powers conferred on Section 6.40 of the Local Government Act 1995.
11. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the Local Government Act 1995.
12. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.

***Delegated to:***

Chief Executive Officer

***On delegated to:***

N/A

***Conditions:***

Nil

***Record of Use:***

List of rate arrears submitted to Council when requested.

***Reference:***

Local Government Act (As Amended).

***Council Policy:***

A.2.4

***Date Adopted:*** 20<sup>th</sup> May 1997

***Date Reviewed:*** 21<sup>st</sup> February, 2012

***Date Reviewed and Amended:*** 15<sup>th</sup> February 2011

**F08 SURPLUS EQUIPMENT, MATERIALS, TOOLS**

<b><i>Function to be performed:</i></b>	To sell surplus equipment, materials, tools, etc with an estimated value of less than \$2000 which are no longer required, or are out moded, or are no longer serviceable.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	By calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means. Where it has not been possible to dispose of surplus equipment, materials, tools, and such like as outlined above, dispose of such things by other nominated means, including scrapping, after a listing of such items and the proposed disposal method has been provided to Council.
<b><i>Record of Use:</i></b>	Information on File and advice provided to Council. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Act (As Amended) Sect 3.58 & 5.42 and Financial Management Regulation 5.2
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**F09 PURCHASE ORDER AUTHORISATION**

**Function to be performed:** 1 To sign Purchase Orders for items contained within the current budget.

2 This delegation includes authorisation to accept a tender for purchase up to an amount of \$100,000 (Local Government Act 1995 section 5.43 (b)).

**Delegated to:** Chief Executive Officer

**On delegated to:** As follows:

*The following staff members are authorised to sign purchase orders on behalf of Council, with limitations as indicated:*

<i>Officer:</i>	<i>Limit of Authority:</i>
<i>Manager Works</i>	<i>As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.</i>
<i>Deputy Chief Executive Officer</i>	<i>As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.</i>
<i>Chief Executive Officer</i>	<i>As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within any department of the organisation.</i>

**Conditions:** Officers must adhere to requirements of purchasing policy i.e. purchases up to \$10,000 can be arranged by delegated officers, \$10,001-\$25,000 must receive two quotes Deputy CEO delegated to approve, \$25,001-\$99,999 must receive three quotes with CEO delegated to approve, \$100,000 and above tenders are to be called in line with tender regulations with full Council to approve.

**Record of use:** Duplicate of purchase order to be handed to Creditor Clerk. Triplicate stored in original purchase order book. Completed order books to be returned to Administration Officer for archiving. Register to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

**Reference:** S5.42 & 3.57 Local Government Act 1995 (As Amended).

**Council Policy:** A.2.3

**Date Adopted:** 20<sup>th</sup> February 2007

**Date Reviewed:** 21<sup>st</sup> February, 2012

**Date Reviewed and Amended:** 15<sup>th</sup> February 2011

**F10 RECOVERY OF DEBTS**

<b><i>Function to be performed:</i></b>	The Chief Executive Officer is delegated authority to negotiate with debtors unable to pay debts due to particular hardships. The Chief Executive Officer is delegated authority to initiate legal action for the recovery of debts either through the local court or by Council's solicitors, as the case may warrant, when all other reasonable attempts at collection have been exhausted.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Deputy CEO
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"> <li>1) The establishing of written records of any action taken.</li> <li>2) Compliance with relevant sections of the Local Government (Financial Management) Regulations 1996 and Local Government Act 1995.</li> </ol>
<b><i>Record of Use:</i></b>	Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	S5.42 Local Government Act, 1995 (As Amended)
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011



**F11 LAND VALUATIONS**

<b><i>Function to be performed:</i></b>	To obtain from the Valuer General or a qualified private Valuer, the value of any land or property that is subject of a report or submission to the Council involving negotiations for the purchase or sale of property.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Deputy CEO
<b><i>Conditions:</i></b>	Provisions to be included in budget for land valuation expenses.
<b><i>Record of Use:</i></b>	Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	S5.42 Local Government Act, 1995 (As Amended)
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	N/A

**ADMINISTRATION****A01 USE OF SHIRE VEHICLES**

<b><i>Function to be performed:</i></b>	To make appropriate private use arrangements with all staff having use of a Council vehicle.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Deputy Chief Executive Officer
<b><i>Conditions:</i></b>	Nil
<b><i>Record of Use:</i></b>	Vehicle Log Book. (Where applicable)
<b><i>Reference:</i></b>	S5.42 Local Government Act, 1995 (As Amended)
<b><i>Council Policy:</i></b>	T.6.3
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	N/A

**A02 STAFF HOUSING**

<b><i>Function to be performed:</i></b>	To make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by the Council.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<p>1 In exercising this delegation regard shall be given to any Council policy in place from time to time.</p> <p>2 In the event that any Council provided accommodation is at anytime not required for Council employees, the Chief Executive Officer is delegated authority to rent or lease the accommodation to persons other than Council employees or organisations</p> <p>3 The rental to other persons or organisations is subject to an appropriate tenancy agreement and period that does not unduly impact on the Shires requirements for the property.</p>
<b><i>Record of Use:</i></b>	Employee Files.
<b><i>Reference:</i></b>	Nil.
<b><i>Council Policy:</i></b>	Nil.
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	Nil.

**A03 LIQUOR – SALE & CONSUMPTION AT COUNCIL PROPERTY**

<b><i>Function to be performed:</i></b>	To approve applications for the sale of liquor from the Councils facilities and impose any conditions relating to its sale as considered appropriate, and to approve applications to consume liquor on property under the care, control and management of Council.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	In exercising this delegation, the Chief Executive Officer shall have regard to the provisions of the appropriate State Legislation regarding consumption and sale of liquor and shall, when appropriate, consult with local Police.
<b><i>Record of Use:</i></b>	Applications and approvals to be kept in Filing System.
<b><i>Reference:</i></b>	S5.42 Local Government Act, 1995 (As Amended). Sections 59 and 119 of the Liquor Licensing Act 1988.
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**A04 IMPOUNDING GOODS – AUTHORISED EMPLOYEE**

<b><i>Function to be performed:</i></b>	To authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding;
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Pt 6.
<b><i>Record of Use:</i></b>	Report to Council.
<b><i>Reference:</i></b>	Local Government Act, 1995 (As Amended) – S5.42 Local Government Act, 1995 – S3.39
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	Nil

**A05          AWARD / INDUSTRIAL MATTERS**

<b><i>Function to be performed:</i></b>	To instruct the local government's consultants in workplace relations if considered appropriate to act on the Council's behalf in any general Industrial/Award matter and any industrial dispute involving an employee or employees of the Council.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Nil
<b><i>Record of Use:</i></b>	File records of authorisations given.
<b><i>Reference:</i></b>	Local Government Act, 1995.
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	Nil

**A06 CONTRACT VARIATIONS**

<b><i>Function to be performed:</i></b>	To approve minor variations to contracts which have been entered into by the Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Nil
<b><i>Record of Use:</i></b>	Contract Register
<b><i>Reference:</i></b>	Local Government Act, 1995 and Tender Regulations
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	Nil

**A07        LEGAL ADVICE**

<b><i>Function to be performed:</i></b>	To obtain such legal advice and opinions as considered is necessary in the management of the Local Government.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Subject to existing budgetary provisions for that purpose
<b><i>Record of Use:</i></b>	Information on File and advice provided to Council. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Act, 1995.
<b><i>Council Policy:</i></b>	A.1.3
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	Nil



**A08 ENFORCEMENTS AND LEGAL PROCEEDINGS**

<b><i>Function to be performed:</i></b>	<p>1) To appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of local laws.</p> <p>2) To issue to each person authorised to enforce local laws a certificate stating that the person is so authorised and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.</p> <p>3) To appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws.</p>
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<p>Subject to compliance with the following:</p> <ul style="list-style-type: none"> <li>• Local Government Act 1995</li> <li>• Dog Act 1976</li> <li>• Bush Fire Act 1954</li> <li>• Health Act 1911</li> <li>• Local Government (Miscellaneous Provisions) Act 1960</li> <li>• Local Laws, Parking and Dogs</li> <li>• Council Policy</li> </ul>
<b><i>Record of Use:</i></b>	Retention of file copy of relevant correspondence.
<b><i>Reference:</i></b>	S5.42/S5.44, S9.10, S9.19, S9.20 and S9.23 Local Government Act, 1995 (As Amended) Section 44.9 Local Government (Miscellaneous Provisions) Act 1960.
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	Nil

**A09 DELEGATION OF POWER**

<b><i>Function to be performed:</i></b>	Where the Deputy Chief Executive Officer is authorised to act as the Chief Executive Officer, all delegations to the Chief Executive Officer may be performed / undertaken by the Acting Chief Executive Officer.
<b><i>Delegated to:</i></b>	Deputy Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	In the absence of Chief Executive Officer and when authorised in writing, the Deputy Chief Executive Officer shall act as the Chief Executive Officer.
<b><i>Record of use:</i></b>	Retention of file copy of relevant appointment in Personnel File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	S5.42 Local Government Act 1995 (As Amended).
<b><i>Council Policy:</i></b>	A.3.6
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	Nil

**A10 COUNCIL/MEMBERS - REGISTER OF DELEGATIONS TO COMMITTEES**

<b><i>Function to be performed:</i></b>	1 To keep a Register of the Delegations made by the Council to Committees, the Register being required in accordance with the provisions of Section 5.18 of the Act.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	The Register is only required if Committees are in existence and have delegated powers of duties. Council acknowledges that this task could be interpreted to be a function of the CEO under Section 5.41 (d) – management of day to day operations.
<b><i>Record of use:</i></b>	Register
<b><i>Reference:</i></b>	S5.42 and S5.18 Local Government Act 1995 (As Amended).
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	Nil

**A11 TENDERS*****Function to be performed:***

(1) To make determinations about the following matters contemplated by the Local Government (Functions and General) Regulations 1996 in relation to the supply of goods and services by tender, unless Council has already done so in any instance:

a) to determine whether or not tenders should be publicly invited having regard to the circumstances contemplated by a clause 11 subclause (2) paragraphs (ba) (iii) (II) and (f) of the regulations;

(b) before publicly inviting tenders, to determine appropriate criteria for deciding which tender should be accepted as contemplated by clause 14 subclause (2a) of the regulations;

(c) to ensure that there is an adequate specification upon which to invite tenders for goods or services and to decide upon the extent of detailed information to be made available to interested tenderers to satisfy clause 14 subclauses 3 (b) and (4) (a) of regulations, and to vary that information where required whilst having regard to the provisions of subclause (5);

(d) to make a determination as to whether or not the local government will submit a tender, and advise other interested tenders accordingly as required by clause 14 subclause (4) (d) of the regulations;

(e) to assess tenders by written evaluation against the assessment criteria as provided for by clause 18 (4) of the regulations

(f) where the circumstances contemplated by clause 18 (6) and (7) of the regulations prevail and the tender has been awarded by the CEO pursuant to Part (B)(a) of this delegation, to deal with the matter according to that clause and applicable subclause;

(g) where the circumstances contemplated by clause 20 (1) of the regulations prevail, upon becoming aware of the need for any minor variation/s, to deal with the matter according to that clause/subclause, including being satisfied that the extent of the variation constitute a minor variation under clause 20 (3);

(h) where the circumstances contemplated by clause 20 (2) of the regulations prevail and the tender has been awarded by the CEO pursuant to Part (B) (a) of this delegation, to deal with the matter according to that clause/subclause;

(i) to make determination about seeking expressions of interest in lieu of public tenders as contemplated by clause 21 (1) of the regulations; and

(j) evaluating expressions of interest as to determining which would be capable of satisfactorily supplying the goods or services.

(2) Unless otherwise specified by the Council for a particular case, where the consideration involved does not

exceed \$30,000 and is acceptable or advantageous to the local government.

(a) to accept a tender provided that the appropriate provision has been made in Council's Budget; and

(b) to decline to accept a tender where none is deemed acceptable or advantageous to the Local Government.

<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"> <li>1. Provision must be included in budget for CEO to call tenders without referring to Council.</li> <li>2. On receipt of the tenders, the CEO shall report on tenders received to the next Council meeting.</li> </ol>
<b><i>Record of use:</i></b>	Report to Council and file of correspondence and actions. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Tender Regulations and Local Government Act 1995 (As Amended).
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**A12 TRADE/VENDOR LICENCES**

<b><i>Function to be performed:</i></b>	To negotiate with traders/vendors to operate within the townsite, and if trader/vendor is unable to obtain suitable premises from which to operate within the central business area, the Chief Executive Officer is delegated authority to approve a suitable location within the townsite boundary provided no nuisance is created by the nature of that business.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Nil
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"> <li>1. The nature of the business and the type of goods sold</li> <li>2. The effect the business has on local traders.</li> <li>3. The duration of the stay</li> <li>4. No nuisance is created by the nature of the business</li> </ol>
<b><i>Record of use:</i></b>	Record to be kept on appropriate file.
<b><i>Reference:</i></b>	Local Government Miscellaneous Provisions Act 1996
<b><i>Council Policy:</i></b>	T.6.5
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> October 1998
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**A13 ANIMALS – UNLAWFUL RELEASE FROM POUND**

<b><i>Function to be performed:</i></b>	To instruct Council's solicitors to commence legal proceedings against any person/s who, in the opinion of the Chief Executive Officer has: a) Unlawfully rescued or released, or attempted to rescue or release, dogs lawfully impounded or seized for the purpose of being impounded. b) Damaged a Council pound c) Committed a breach of procedures enabling dogs to escape from Council pound.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Nil
<b><i>Conditions:</i></b>	The CEO is to report particulars of instructions issued to Council's solicitors to the next following meeting of Council.
<b><i>Record of use:</i></b>	Record to be kept on appropriate file.
<b><i>Reference:</i></b>	S5.94 Local Government Act 1995 (As Amended).
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**ENGINEERING****E01      TEMPORARY RURAL ROAD CLOSURES**

<b><i>Function to be performed:</i></b>	To temporarily close a street or a portion of a street for a period not exceeding 30 days to vehicles in cases of emergency, in connection with Council works, by reason of heavy rain, a street likely to be damaged by the passage of traffic of any particular class.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Manager of Works
<b><i>Conditions:</i></b>	Compliance with the Local Government (Functions and General) Regulations 1996.
<b><i>Record of use:</i></b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Act 1995 (As Amended) – S5.42, S3.50, S3.51 Local Government (Function and General) Regulations 1996. Executive Function S3.18
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011



**E02 ROAD TRAINS AND EXTRA MASS PERMITS**

<b><i>Function to be performed:</i></b>	To determine any application for the use of such roads granting approval with or without conditions and, subject to assessment and approval of the use of the road/s by Main Roads WA.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Have regard for any policy of the Council in relation to the use of local roads by restricted access vehicles
<b><i>Record of Use:</i></b>	Correspondence on File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation
<b><i>Reference:</i></b>	Road Traffic Vehicle Standard Regulations
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**E03 TRAFFIC CONTROL SIGNALS, ROAD REGULATORY SIGNS & STREET SIGNS**

<b><i>Function to be performed:</i></b>	<p>1 To make application to Main Roads WA for approvals to install stop and give-way signs at such places as considered warranted other than in accordance with any urban or rural traffic management plan adopted by Council,</p> <p>2 Arrange installation of “school bus stop” signs and other appropriate traffic warning, advisory or directional signs at such places on local roads as considered necessary.</p> <p>3 Proceed with the provision and erection of new street name plates and the replacement of damaged name plates.</p>
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Due regard to limit of funds within budget
<b><i>Record of Use:</i></b>	Correspondence on File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation
<b><i>Reference:</i></b>	Road Traffic Code 2000
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**E04 CONTRACTORS – USE OF WORKS**

<b><i>Function to be performed:</i></b>	To engage private contractors to assist and complement Council's work staff in carrying out any works and services.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	In exercising this delegated authority, the Chief Executive Officer shall have due regard to the following: <ul style="list-style-type: none"> <li>• It must be demonstrated that by engaging the private contractors, it will be in the best interests of the Council;</li> <li>• Appropriate funds are provided in the budget.</li> </ul>
<b><i>Record of Use:</i></b>	Correspondence on File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation
<b><i>Reference:</i></b>	Section 3.50 Local Government Act 1995
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**E05 PLANT – USE BY EMPLOYEES**

<b><i>Function to be performed:</i></b>	Permit Council employees to utilise Council plant after hours.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"> <li>Usage will be permitted within the townsite area, to those employees who are competent with the operating capabilities of the plant that they propose to use and subject to their agreement to accept full responsibility for any loss or damage caused by negligence to the plant.</li> <li>Where the use, or intended use, of plant is likely to conflict with usage of Council, of that plant, then permission will not be given.</li> </ol>
<b><i>Record of Use:</i></b>	Correspondence on File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation
<b><i>Council Policy:</i></b>	T.6.2
<b><i>Reference:</i></b>	Section 5.42 Local Government Act 1995
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**E06          DAMAGE TO ROADS AND FOOTPATHS**

<b><i>Function to be performed:</i></b>	Issue accounts for repairs to damage caused to roads, kerbing and footpaths where the Chief Executive Officer is of the opinion that the damage was clearly caused by the Party. The Chief Executive Officer is also authorised to take legal action to recover the costs if the accounts remain unpaid after a reasonable time and notice has been given.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Nil
<b><i>Record of Use:</i></b>	Correspondence on File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation
<b><i>Council Policy:</i></b>	Nil
<b><i>Reference:</i></b>	Section 5.42 Local Government Act 1995
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**E07 PRIVATE WORKS**

<b><i>Function to be performed:</i></b>	Carry out private works utilising Council employees and plant.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"> <li>1. Private works will only be undertaken when time permits to ensure there is no disruption to Council's works programme.</li> <li>2. Requests for private works for the time other than that suited to the Council shall be completed outside the Council's normal working hours and charged at the appropriate penalty rates.</li> </ol>
<b><i>Record of Use:</i></b>	Correspondence on File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation
<b><i>Council Policy:</i></b>	Nil
<b><i>Reference:</i></b>	Section 5.42 Local Government Act 1995
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**HEALTH****H01 ENVIRONMENTAL HEALTH**

<b><i>Function to be performed:</i></b>	In accordance with the provisions of Section 26 of the Health Act 1911 the Chief Executive Officer is appointed and authorised to exercise and discharge the following powers and functions: 1. Issue such Health Act notices and orders as appropriate; 2. Determine applications for license under the Health Act.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	To any person appointed by the local authority to the position of Environmental Health Officer.
<b><i>Conditions:</i></b>	Subject to the provisions of the Health Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights. A detailed report to the monthly Council meeting
<b><i>Record of use:</i></b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Health Act 1911 (As Amended)
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	N/A

**H02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS**

<b><i>Function to be performed:</i></b>	<p>Pursuant to the provisions of Section 26 of the Health Act 1911, the Environmental Health Officer is hereby appointed and authorized to exercise and discharge powers and functions conferred on local government for the purpose of Regulation 4 of the Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974:</p> <ol style="list-style-type: none"> <li>1. For the purpose of section 107(2)(a) of the Act, an apparatus is to be approved a local government if it is intended to serve: <ol style="list-style-type: none"> <li>a. A single dwelling</li> <li>b. Any other building that produces not more than 540 litres of sewerage per day;</li> </ol> </li> <li>2. A person may apply for approval by: <ol style="list-style-type: none"> <li>a. Completing an application in a form approved by the Executive Director, Public Health</li> <li>b. Forwarding application to the Shire of Leonora together with any documents required under Regulation 5 and the fee specified in Item 1, of Schedule 1;</li> </ol> </li> <li>3. The Shire of Leonora upon application will as soon as practicable after receiving the application: <ol style="list-style-type: none"> <li>a. Grant approval, or</li> <li>b. Refuse to grant approval;</li> </ol> </li> <li>4. Where the Shire refuses to grant approval it shall provide to the applicant written notice: <ol style="list-style-type: none"> <li>a. Advising the person of the refusal, and</li> <li>b. Setting out the reasons for the refusal;</li> </ol> </li> </ol>
<b><i>Delegated to:</i></b>	To any person appointed by the local authority to the position of Environmental Health Officer.
<b><i>On delegated to:</i></b>	Nil.
<b><i>Conditions:</i></b>	<p>Subject to the provisions of the Health Act, Local Laws and Council Policies.</p> <p>The applicant being advised of objections and/or appeal rights.</p>
<b><i>Record of use:</i></b>	<p>Retention of file copy of relevant correspondence.</p> <p>Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.</p>
<b><i>Reference:</i></b>	Health Act 1911 (As Amended), Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	19 <sup>th</sup> August 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	N/A



**H03 DEALING WITH NUISANCES**

<b><i>Function to be performed:</i></b>	In accordance with the provisions of Section 184 of the Health Act 1911 the Chief Executive Officer is authorised to deal with nuisances.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	To any person appointed by the local authority to the position of Environmental Health Officer.
<b><i>Conditions:</i></b>	Subject to the provisions of the Health Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
<b><i>Record of use:</i></b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Health Act 1911 (As Amended)
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	19 <sup>th</sup> May 1998
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**H04 CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND**

<b><i>Function to be performed:</i></b>	To grant approval to an applicant wishing to camp on land or a period of up to three (3) months in any twelve month period.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Nil.
<b><i>Conditions:</i></b>	Subject to the approval being in accordance with the provisions of Regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997.
<b><i>Record of use:</i></b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Health Act 1911 (As Amended)
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	19 <sup>th</sup> May 1998
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**BUILDING****B01 WORKS - UNLAWFUL**

<b><i>Function to be performed:</i></b>	1 To issue stop work notices pursuant to Section 401A of the Local Government (Miscellaneous Provisions) Act 1960 where a breach of building requirements is considered to be of a magnitude sufficient to warrant issue of a notice. 2 To withdraw stop work notices pursuant to Section 401A of the Local Government (Miscellaneous Provisions) Act 1960 where the breach for which the notice has been issued is corrected.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	The person holding the office of Building Surveyor.
<b><i>Conditions:</i></b>	Subject to the provisions contained in the Local Government Act 1995, Council's Resolutions and Policies.
<b><i>Record of use:</i></b>	Notices and correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government (Miscellaneous Provisions) Act 1960 – Pt 15.
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**B02. BUILDING LICENCES**

<b><i>Function to be performed:</i></b>	To undertake the powers as appropriate and fulfill the obligations of the local government under section S374 (1b) of the Local Government (Miscellaneous Provisions) Act 1960 in respect of: <ul style="list-style-type: none"> <li>a. Approval or refusal of plans and specifications relating to applications for building licences and the authority to issue or refuse building licences, including the authority to impose conditions as appropriate.</li> <li>b. The authority to extend, for a period not exceeding twelve months, time for an applicant who has been issued a licence, to complete construction.</li> <li>c. The authority to approve or refuse amended plans and/or specifications including the authority to impose conditions as appropriate.</li> </ul>
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	The person holding the office of Building Surveyor.
<b><i>Conditions:</i></b>	Subject to the provisions of Section 3.74 of the Local Government (Miscellaneous Provisions) Act 1960 and subject to the relevant building codes, Local Laws, Council's Policies and specific Resolutions of Council.  Prior to issuing a building licence in respect of an application which involves the relocation of a non-transportable dwelling the application shall be submitted to Council for determination.  Applicant being advised of objection and/or appeal rights.
<b><i>Record of use:</i></b>	Licences and correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government (Miscellaneous Provisions) Act 1960 Part 15
<b><i>Council Policy:</i></b>	T.6.10
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**B03 DEMOLITION LICENSES**

<b><i>Function to be performed:</i></b>	To undertake the powers as appropriate and fulfill the obligations of the local government under section 374A of the Local Government (Miscellaneous Provisions) Act 1960.
<b><i>Delegated to:</i></b>	Chief Executive Officer.
<b><i>On delegated to:</i></b>	The person holding the office of Building Surveyor.
<b><i>Conditions:</i></b>	Subject to the provisions of Section 401 of the Local Government Act 1995 and subject to the relevant Local Laws, Council's Policies and specific Resolutions of Council. Work must also be in accordance with appropriate Australian Standards.  A bond of \$500 shall be issued on each building to be demolished (including the removal of 'dongas') and this bond is to be refunded if the applicant complies with all the conditions and no damage is caused to Council property.
<b><i>Record of use:</i></b>	Licences and correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Act 1960
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**B04 ISSUE OF SECTION 401 NOTICES**

<b><i>Function to be performed:</i></b>	To issue notices pursuant to Section 401 of the Local Government (Miscellaneous Provisions) Act 1960 where a breach of building requirements is considered to be of a magnitude sufficient to warrant the issue of such a notice.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	The person occupying the office of Building Surveyor.
<b><i>Conditions:</i></b>	Subject to the provisions of Section 401 of the Local Government Act 1995 and subject to the relevant Local Laws, Council's Policies and specific Resolutions of Council.
<b><i>Record of use:</i></b>	Licenses and correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Act 1960 (Miscellaneous Provisions)
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**B05                    REMOVAL OF NEGLECTED AND RENOVATIONS OF DILAPIDATED BUILDINGS**

<b><i>Function to be performed:</i></b>	To carry out the following functions as provided in Section 403 of the Local Government (Miscellaneous Provisions) Act 1960: <ol style="list-style-type: none"> <li>1. Where there is reason to suspect that a building within the district is in a dangerous state, to direct that the Building Surveyor or another competent person to carry out a survey of that building.</li> <li>2. Where the Building Surveyor or another competent person certifies that a building is in a dangerous state, to serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.</li> <li>3. Where appropriate or otherwise necessary, to shore up or otherwise secure the building, as well as providing a hoarding or fence around the building to protect the public from danger.</li> </ol>
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	The person occupying the office of Building Surveyor.
<b><i>Conditions:</i></b>	Subject to the provisions of Section 403 of the Local Government Act 1995 and subject to the relevant Local Laws, Council's Policies and specific Resolutions of Council.
<b><i>Record of use:</i></b>	Licenses and correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Act 1960 (Section 403)
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**B06 DWELLINGS UNFIT FOR HABITATION**

<b><i>Function to be performed:</i></b>	To declare that a house, or any part thereof is unfit for human habitation in accordance with the provisions of Section 135 of the Health Act 1911 (as amended).
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	To the person occupying the office of Building Surveyor
<b><i>Conditions:</i></b>	Subject to the provisions of Section 135 of the Health Act 1911 (as amended).
<b><i>Record of use:</i></b>	Certificates issued and correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Section 135 of the Health Act 1911 (as amended).
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	19 <sup>th</sup> May 1998
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011



**B07 DWELLINGS TO BE REPAIRED**

<i>Function to be performed:</i>	Require owner of a house declared unfit for habitation or in a poor state of repair, to make repairs and render clean such a house.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	To the person occupying the office of Building Surveyor.
<i>Conditions:</i>	The order is accordance with the provisions of Section 139 of the Health Act 1911 (as amended).
<i>Record of use:</i>	Notices and correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<i>Reference:</i>	Section 139 of the Health Act 1911 (as amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 <sup>th</sup> May 1998
<i>Date Reviewed:</i>	21 <sup>st</sup> February, 2012
<i>Date Reviewed and Amended:</i>	15 <sup>th</sup> February 2011

**B08 BUILDING CONVERSION TO A DWELLING**

<b><i>Function to be performed:</i></b>	Grant approval and impose any conditions to an applicant wishing to convert a building not erected as a dwelling into one.
<b><i>Delegated to:</i></b>	Chief Executive Officer.
<b><i>On delegated to:</i></b>	To the person occupying the office of Building Surveyor.
<b><i>Conditions:</i></b>	The order is accordance with the provisions of Section 144 of the Health Act 1911 (as amended).
<b><i>Record of use:</i></b>	Notices and correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Section 144 of the Health Act 1911 (as amended).
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	19 <sup>th</sup> May 1998
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**B09            PARK HOMES**

<b><i>Function to be performed:</i></b>	To grant approval to any person wishing to bring a Park Home on to a Caravan Park.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	The person holding the office of Building Surveyor.
<b><i>Conditions:</i></b>	Nil
<b><i>Record of use:</i></b>	Building licenses issued and correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Caravan Parks and Camping Grounds Regulations 1997 (11(2)(a))
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	19 <sup>th</sup> May 1998
<b><i>Date Reviewed:</i></b>	21 <sup>st</sup> February, 2012
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**OTHER – BUSHFIRE CONTROL****BF01 USE OF COUNCIL PLANT**

<i>Function to be performed:</i>	To place Shire plant and operators at the disposal of the Bush Fire Control Officer in the event of an emergency for bush fire prevention and/or control measures.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In situations where shire plant is required, the persons requesting such assistance must first guarantee payment of all costs incurred.
<i>Record of use:</i>	Copies of correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<i>Reference:</i>	Bushfires Act 1954
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 <sup>th</sup> May 1997
<i>Date Reviewed:</i>	21 <sup>st</sup> February, 2012
<i>Date Reviewed and Amended:</i>	15 <sup>th</sup> February 2011

**REGISTER OF DELEGATIONS**

01 To: Chief Executive Officer

**Delegations**

In accordance with Local Government Act Section 5.42(1), I advise that the Council of the Shire of Leonora on 15<sup>th</sup> February 2011 resolved, by absolute majority, to delegate the following duties and powers to you:

<b>FINANCE</b>	<b>37</b>
01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS	37
02 INVESTMENT	39
03 HIRE FEES & CHARGES – RECREATION CENTR	40
04 CONFERENCES / SEMINARS / TRAINING – EXPENSES OF COUNCILLORS AND STAF	41
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03 TRAFFIC CONTROL SIGNALS AND ROAD REGULATORY DEVICES	66
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07 PRIVATE WORKS	70
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01 ENVIRONMENTAL HEALTH	71
03 DEALING WITH NUISANCES	73
04 CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND	74

President: \_\_\_\_\_

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01 WORKS – UNLAWFUL	75
02 BUILDING LICENSES	76
03 DEMOLITION LICENSES	77
04 BUILDING – ISSUE OF SECTION 401 LICENSE	78
05 REMOVAL OF NEGLECTED AND RENOVATIONS OF DILAPIDATED BUILDINGS	79
06 DWELLINGS UNFIT FOR HABITATION	80
07 DWELLINGS TO BE REPAIRED	81
08 BUILDING CONVERSION TO A DWELLING	82
09 PARK HOMES	83
<b>BUSHFIRE</b>	<b>84</b>
01 USE OF COUNCIL PLANT	84

.....  
Shire President

**REGISTER OF DELEGATIONS**

02 To: Deputy Chief Executive Officer

**Delegations**

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

<b>FINANCE</b>	<b>37</b>
01 PAYMENTS OF ACCOUNTS BETWEEN MEETING	37
02 INVESTMENT	39
09 PURCHASE ORDER AUTHORISATION	46
10 RECOVERY OF DEBTS	47
11 LAND VALUATIONS	48
<b>ADMINISTRATION</b>	<b>49</b>
01 USE OF SHIRE VEHICLES	49
09 DELEGATION OF POWER	57

.....  
Chief Executive Officer

**REGISTER OF DELEGATIONS**

03 To: Environmental Health Officer / Building Surveyor

**Delegations**

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

<b>HEALTH</b>	<b>71</b>
02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS	72
03 DEALING WITH NUISANCES	73
<b>BUILDING</b>	<b>75</b>
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02 BUILDING LICENSES	76
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06 DWELLINGS UNFIT FOR HABITATION	80
07 DWELLINGS TO BE REPAIRED	81
08 BUILDING CONVERSION TO A DWELLING	82
09 PARK HOMES	83

.....  
Chief Executive Officer



**REGISTER OF DELEGATIONS**

04 To: Manager of Works

**Delegations**

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

<b>FINANCE</b>	<b>37</b>
09 PURCHASE ORDER AUTHORISATION	46
 <b>ENGINEERING</b>	 <b>64</b>
01 TEMPORARY RURAL ROAD CLOSURES	64

.....  
Chief Executive Officer

**10.0 REPORTS OF OFFICERS****10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2(E) MONTHLY FINANCIAL STATEMENTS**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21<sup>st</sup> February, 2012

**AGENDA REFERENCE:** 10.2 (E) 12

**SUBJECT:** Monthly Financial Statements

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Nil

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Tanya Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 14<sup>th</sup> February, 2012

**BACKGROUND**

In complying with the Local Government Financial Management Regulations 1996, a monthly statement of financial activity must be submitted to an Ordinary Council meeting within 2 months after the end of the month to which the statement relates. The statement of financial activity is a complex document but gives a complete overview of the “cash” financial position as at the end of each month. The statement of financial activity for each month must be adopted by Council and form part of the minutes.

It is understood that parts of the statement of financial activity have been submitted to Ordinary Council meetings previously. In reviewing the Regulations the complete statement of financial activity is to be submitted, along with the following reports that are not included in the statement.

Monthly Financial Statements submitted for adoption include:

- (a) Statement of Financial Activity – 31<sup>st</sup> December, 2011
- (b) Compilation Report
- (c) Material Variances – 31<sup>st</sup> December, 2011

**STATUTORY ENVIRONMENT*****Part 4 — Financial reports— s. 6.4***

34. *Financial activity statement report – s. 6.4*

(1A) *In this regulation —*

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

34. (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 in the following detail —*

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- (b) *budget estimates to the end of the month to which the statement relates;*
- (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) *the net current assets at the end of the month to which the statement relates.*

President: \_\_\_\_\_

34. (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) *such other supporting information as is considered relevant by the local government.*
34. (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
  - (b) *by program; or*
  - (c) *by business unit.*
34. (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.*
34. (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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

### **RECOMMENDATIONS**

That the Monthly Financial Statements for the month ended 31<sup>st</sup> December, 2011 consisting of:

- (a) Statement of Financial Activity – 31<sup>st</sup> December, 2011
- (b) Compilation Report
- (c) Material Variances – 31<sup>st</sup> December, 2011

be accepted.

### **VOTING REQUIREMENT**

Simple Majority

### **COUNCIL DECISION**

**Moved Cr P Craig, Seconded Cr GW Baker,** that the Monthly Financial Statements for the month ended 31<sup>st</sup> December, 2011 consisting of:

- (a) Statement of Financial Activity – 31<sup>st</sup> December, 2011
- (b) Compilation Report
- (c) Material Variances – 31<sup>st</sup> December, 2011

be accepted.

**CARRIED (7VOTES TO 0)**

The Chief Executive Officer  
Shire of Leonora  
PO Box 56  
LEONORA WA 6438

### COMPILATION REPORT TO THE SHIRE OF LEONORA

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Leonora, which comprise the Statement of Financial Activity, a summary of significant accounting policies and other explanatory notes for the period ending 31 December 2011. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

#### ***The Responsibility of the Shire of Leonora***

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

#### ***Our Responsibility***

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

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

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

*UHY Haines Norton (WA) Pty Ltd.*

UHY Haines Norton (WA) Pty Ltd  
Chartered Accountants



Paul Breman  
Director

12 January 2012

**SHIRE OF LEONORA**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011**

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## SHIRE OF LEONORA

President: \_\_\_\_\_

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011

	NOTE	31 December 2011 Actual \$	31 December 2011 Y-T-D Budget \$	2011/12 Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues</b>					
	1,2				
Governance		320	952	1,900	(66.39%)
General Purpose Funding		410,269	722,663	1,105,205	(43.23%)
Law, Order, Public Safety		8,519	7,540	15,080	12.98%
Health		13,960	27,164	34,328	(48.61%)
Education and Welfare		64,353	51,170	97,352	25.76%
Housing		19,514	21,440	42,920	(8.98%)
Community Amenities		77,089	43,162	86,760	78.60%
Recreation and Culture		95,036	112,631	209,453	(15.62%)
Transport		327,101	1,930,327	3,477,040	(83.05%)
Economic Services		129,236	371,826	607,836	(65.24%)
Other Property and Services		94,514	72,600	145,200	30.18%
		<u>1,239,911</u>	<u>3,361,475</u>	<u>5,823,074</u>	<u>(63.11%)</u>
<b>(Expenses)</b>					
	1,2				
Governance		(176,953)	(202,871)	(401,765)	12.78%
General Purpose Funding		(138,079)	(146,437)	(292,867)	5.71%
Law, Order, Public Safety		(71,140)	(80,468)	(160,682)	11.59%
Health		(312,914)	(257,712)	(493,590)	(21.42%)
Education and Welfare		(210,392)	(215,921)	(418,181)	2.56%
Housing		(3,477)	(4,440)	0	21.69%
Community Amenities		(157,939)	(157,600)	(406,090)	(0.22%)
Recreation & Culture		(457,986)	(493,681)	(974,917)	7.23%
Transport		(1,935,799)	(2,946,323)	(5,852,051)	34.30%
Economic Services		(522,823)	(722,450)	(1,425,662)	27.63%
Other Property and Services		27,237	(82,903)	(70,008)	132.85%
		<u>(3,960,265)</u>	<u>(5,310,806)</u>	<u>(10,495,813)</u>	<u>25.43%</u>
<b><u>Adjustments for Non-Cash</u></b>					
<b><u>(Revenue) and Expenditure</u></b>					
(Profit)/Loss on Asset Disposals	4	94,337	76,741	163,085	0.00%
Depreciation on Assets		721,660	721,583	1,443,137	0.00%
<b><u>Capital Revenue and (Expenditure)</u></b>					
Purchase Land and Buildings	3	(328,273)	(820,000)	(1,293,000)	0.00%
Purchase Infrastructure Assets - Roads	3	(32,662)	0	(323,243)	0.00%
Purchase Infrastructure Assets - Other	3	(212,269)	(330,000)	(861,310)	100.00%
Purchase Plant and Equipment	3	(178,228)	(828,196)	(828,196)	0.00%
Purchase Furniture and Equipment	3	(5,700)	(15,000)	(15,000)	0.00%
Proceeds from Disposal of Assets	4	477,609	272,953	1,231,453	0.00%
Transfers to Reserves (Restricted Assets)	6	(7,258)	(45,785)	(91,570)	84.15%
Transfers from Reserves (Restricted Assets)	6	0	35,735	71,470	100.00%
ADD Net Current Assets July 1 B/Fwd	7	257,467	478,170	478,170	46.16%
LESS Net Current Assets Year to Date	7	2,850,198	2,294,613	0	(24.21%)
<b>Amount Raised from Rates</b>	8	<u>(4,783,869)</u>	<u>(4,697,743)</u>	<u>(4,697,743)</u>	

This statement is to be read in conjunction with the accompanying notes.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

Council currently hold no funds on behalf of other entities.

**(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

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

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

**(e) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

**(g) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(h) Inventories****General**

Inventories are valued 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.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

**Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Municipality includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

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

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

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

Buildings	30 to 50 years
Furniture and Equipment	2 to 15 years
Plant and Equipment	5 to 15 years
Infrastructure	10 to 40 years



**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2012.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

**(l) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

**(m) Employee Benefits**

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

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

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

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

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

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(n) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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

***Borrowing Costs***

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

**(o) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

**(p) Current and Non-Current Classification**

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

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011**

## 2. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

### **GOVERNANCE**

Includes costs and revenues associated with the President and Councillors in the exercise of their obligations as a governing body. Items of expenditure include conference, travel, meeting attendance fees, presidential allowance, receptions, donations, subscriptions and phone rentals. Costs of advertising and conducting elections are also included. Revenues include election nomination fees and reimbursements by members for private expenses.

An administration cost is also allocated which enables staff to process Council Meeting procedures, implement all government decisions and conduct Council meetings. Cost of conducting audit of Council books of accounts and procedures is also include under this heading.

### **GENERAL PURPOSE FUNDING**

#### *1 Rates*

- (a) GRV (gross rental value) refers to property rates for Leonora, Gwalia, Leinster and Agnew town sites and operational mines and associated infrastructure.
- (b) UV (unimproved value) refers to mining properties and tenements (other than mines and other associated infrastructure) and includes prospecting licences, exploration licences and mining leases. It also refers to broad acre rural pastoral properties.
- (c) Additional rates and rates written back refer mainly to mining rates where tenements are granted or surrendered following the adoption of the budget.
- (d) Administration charge refers to the charge levied on ratepayers electing to make payment of rates on the offered instalment plan and is based on the actual cost involved in administering this process
- (e) Administration costs allocated are the costs of maintaining records, levying and collecting all rates.

#### *2 Grants*

- (a) Grants Commission - a general purpose grant allocated annually by the Federal Government to all local governments. The amount is determined by various formulae devised by the Grants Commission, with a significant component being based on population.
- (b) Roads Grant - An untied road grant allocated by the Federal Government and again distributed by the Grants Commission utilising a pre-determined formula.
- (c) Administration costs allocated to grants refers to the costs associated in collection of Federal Government grants including provision and updating of data used in grants commission formula.

#### *3 Interest from Investments*

Includes interest received on surplus funds invested throughout the year from both operating and reserve accounts.

### **LAW, ORDER, PUBLIC SAFETY**

Costs and revenues associated with animal control within the Shire and also includes fire insurance, dog control and registration.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011****2. STATEMENT OF OBJECTIVE (Continued)****HEALTH**

Costs and revenues associated with compliance with the Health Act including inspections and approvals, food quality control, mosquito control, septic tank inspection/control, food hygiene inspection/control, contribution to doctors expenses, Royal Flying Doctor donation and notification of disease.

**EDUCATION AND WELFARE**

Provision of support for education and aged and disabled facilities within the district for the betterment of the residents.

**HOUSING**

Costs of maintaining Council owned accommodation units and collection of rentals paid by staff for use of those buildings. Costs that can be accurately attributed to other programs are allocated. Revenue associated with a State Government owned house by way of loan repayments to Council are also included.

Accommodation units include 3 houses, 2 duplexes and a single persons quarters.

**COMMUNITY AMENITIES**

Costs of collection and disposal of domestic and commercial refuse for town site of Leonora and Gwalia and maintenance of the landfill refuse site. Revenue collection by way of an annual fee for this service which is included on rate assessment notices.

Costs associated with review and administration of Council's Town Planning Scheme.

Provision of Christmas decorations in Leonora Town site.

Operation of the Leonora Cemetery.

**RECREATION AND CULTURE**

Provision and maintenance of Council owned parks, gardens and grassed oval/recreation ground at Leonora and a contribution to similar facilities within Leinster town site.

Costs of operation and maintenance of a purpose built recreation centre which includes indoor basketball court, two squash courts, kitchen, gymnasium and associated facilities and revenues collected from the public for use of these facilities.

Costs of maintenance of Council owned and provided television and radio re-transmission service which includes GWN, WIN and SBS television and WAFM and ABC fine music radio.

Costs and revenues associated with the operation and maintenance of library facilities at Leonora in conjunction with the Library Board of Western Australia.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011****2. STATEMENT OF OBJECTIVE (Continued)****TRANSPORT**

Maintenance and improvements of 1,300 kilometres of Council controlled unsealed roads, town site footpaths and streets, drainage control, street cleaning and provision and maintenance of street trees. Costs of providing electricity for steel lights in the Leonora/Gwalia town sites and maintenance of Council's works depot and associated infrastructure.

Operation, maintenance and management of Leonora Aerodrome including runways, runway lighting, tarmac and terminal building and gardens. Purchase of aviation fuel for resale to aircraft operators.

Revenues by way of landing fees and Head Tax charges charged to all aircraft with the exception of the Royal Flying Doctors Service, lease/renting of building to all users of facilities and charges for fuel supplied to aircraft.

**ECONOMIC SERVICES**

Costs associated with tourism promotion throughout the Shire including employment of a Curator/Promotion Officer at the Gwalia Museum and historic precinct.

Contribution to employment of a Goldfields/Esperance Development Officer operating from Shire Offices - Leonora.

Costs and revenues associated with building control under building regulations, including inspections and issuing building permits.

**OTHER PROPERTY & SERVICES**

Costs and revenues for private hire of Council machinery and operators for completion of private works for ratepayers and others.

Costing allocation pools including administration, overheads, plant operation costs and salaries and wages which are all individually detailed and then allocated throughout all previously mentioned operating activities, works and services.

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011

3. ACQUISITION OF ASSETS		31 December 2011 Actual \$	2011/12 Budget \$
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
Upgrade Boardroom IT/Furniture	FE	5,700	15,000
<b>Health</b>			
Health Vehicle (4L)	PE	41,923	41,652
Doctor Vehicle (3L)	PE	41,920	41,652
<b>Education and Welfare</b>			
Redesign Youth Centre Entrance	LB	5,000	8,000
Youth Centre - External Refurbishment	LB	797	60,000
<b>Housing</b>			
Construct 4x2 House	LB	0	400,000
<b>Community Amenities</b>			
Garbage Truck	PE	0	360,000
Caravan Toilet Dump	LB	10,508	40,000
Renewal/Refurbish Streetscape	IO	77,599	150,000
Public Toilets - Cemetery	IO	0	180,000
Entry Statements - Cemetery	IO	0	57,610
<b>Recreation and Culture</b>			
Lawn Bowling Facility	LB	308,278	320,000
Extension CRC Meeting Room	LB	0	120,000
Caretakers Cottage	LB	1,690	0
<b>Transport</b>			
Haulmore Trailer	PE	0	110,000
Ford Utility	PE	0	36,000
Kubota Tractor	PE	0	65,000
Isuzu Tip Truck	PE	0	80,000
Extension Street Lighting	IO	0	100,000
Airport Apron Extension	IO	134,670	348,700
Roads to Recovery	IR	32,662	323,243
<b>Economic Services</b>			
Carport - Info Centre	LB	0	20,000
Restoration - Ken the Locomotive	IO	0	25,000
Restoration - Patron's Guest House	LB	2,000	285,000
<b>Other Property and Services</b>			
Upgrade Store Room (Records)	LB	0	40,000
CEO Vehicle (1L)	PE	52,509	52,240
DCEO Vehicle (2L)	PE	41,876	41,652
		<b><u>757,132</u></b>	<b><u>3,320,749</u></b>

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011

3. ACQUISITION OF ASSETS (Continued)	31 December 2011 Actual \$	2011/12 Budget \$
<b><u>By Class</u></b>		
Land Held for Resale	LR 0	0
Land and Buildings	LB 328,273	1,293,000
Infrastructure Assets - Roads	IR 32,662	323,243
Infrastructure Assets - Parks and Ovals	IO 212,269	861,310
Plant and Equipment	PE 178,228	828,196
Furniture and Equipment	FE 5,700	15,000
	<u>757,132</u>	<u>3,320,749</u>

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011

## 4. DISPOSALS OF ASSETS

<u>By Program</u>	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Health</b>						
Health Vehicle	38,764	38,901	30,909	29,090	(7,855)	(9,811)
Doctor Vehicle	37,862	39,422	29,091	30,909	(8,771)	(8,513)
<b>Transport</b>						
Haulmore Trailer	0	0	0	20,000	0	20,000
Ford Ranger	0	34,850	0	25,000	0	(9,850)
Kubota Tractor	0	13,689	0	15,000	0	1,311
Isuzu Tip Truck	0	25,960	0	20,000	0	(5,960)
<b>Other Community Amenities</b>						
Lot 6 Kurrajong	62,225	0	55,883	0	(6,342)	0
Lot 7 Kurrajong	61,918	0	55,883	0	(6,035)	0
Lot 17 Cavzer	135,977	0	120,194	0	(15,783)	0
Lot 18 Cavzer	153,171	0	120,194	0	(32,977)	0
Isuzu Garbage Truck	0	49,297	0	30,000	0	(19,297)
Sale of Industrial Land	0	186,803	0	147,500	0	(39,303)
Sale of U/G Powered Lots	0	921,048	0	848,500	0	(72,548)
<b>Other Property and Services</b>						
CEO Vehicle	44,386	45,146	36,364	36,364	(8,022)	(8,782)
DCEO Vehicle	37,643	39,422	29,091	29,090	(8,552)	(10,332)
	571,946	1,394,538	477,609	1,231,453	(94,337)	(163,085)

<u>By Class</u>	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Plant &amp; Equipment</b>						
Ford Falcon	44,386	45,146	36,364	36,364	(8,022)	(8,782)
Ford Falcon	37,862	39,422	29,091	30,909	(8,771)	(8,513)
Ford Sedan	38,764	38,901	30,909	29,090	(7,855)	(9,811)
Ford Falcon	37,643	39,422	29,091	29,090	(8,552)	(10,332)
Haulmore Trailer	0	0	0	20,000	0	20,000
Ford Ranger	0	34,850	0	25,000	0	(9,850)
Kubota Tractor	0	13,689	0	15,000	0	1,311
Isuzu Tip Truck	0	25,960	0	20,000	0	(5,960)
Isuzu Garbage Truck	0	49,297	0	30,000	0	(19,297)
<b>Land &amp; Buildings</b>						
Lot 6 Kurrajong	62,225		55,883		(6,342)	0
Lot 7 Kurrajong	61,918		55,883		(6,035)	0
Lot 17 Cavzer	135,977		120,194		(15,783)	0
Lot 18 Cavzer	153,171		120,194		(32,977)	0
Sale of Industrial Land	0	186,803	0	147,500	0	(39,303)
Sale of U/G Powered Lots	0	921,048	0	848,500	0	(72,548)
	571,946	1,394,538	477,609	1,231,453	(94,337)	(163,085)

Summary

	Actual \$	Budget \$
Profit on Asset Disposals	0	21,311
Loss on Asset Disposals	(94,337)	(184,396)
	<u>(94,337)</u>	<u>(163,085)</u>



**SHIRE OF LEONORA**

President: \_\_\_\_\_

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011**

**5. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

The Shire of Leonora has no borrowings.

(b) New Debentures 2011/12

No new debentures were raised during the reporting period.

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011

	31 December 2011 Actual \$	2011/12 Budget \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Long Service Leave Reserve</b>		
Opening Balance	129,055	129,055
Amount Set Aside / Transfer to Reserve	3,046	64,869
Amount Used / Transfer from Reserve	0	(26,750)
	<u>132,101</u>	<u>167,174</u>
<b>(b) Fire Disaster Reserve</b>		
Opening Balance	12,691	12,691
Amount Set Aside / Transfer to Reserve	300	2,441
Amount Used / Transfer from Reserve	0	0
	<u>12,991</u>	<u>15,132</u>
<b>(c) Plant Purchase Reserve</b>		
Opening Balance	992	992
Amount Set Aside / Transfer to Reserve	0	30
Amount Used / Transfer from Reserve	0	0
	<u>992</u>	<u>1,022</u>
<b>(d) Bowling Green Reserve</b>		
Opening Balance	44,720	44,720
Amount Set Aside / Transfer to Reserve	1,056	0
Amount Used / Transfer from Reserve	0	(44,720)
	<u>45,776</u>	<u>0</u>
<b>(e) Annual Leave Capital Reserve</b>		
Opening Balance	120,974	120,974
Amount Set Aside / Transfer to Reserve	2,856	24,230
Amount Used / Transfer from Reserve	0	0
	<u>123,830</u>	<u>145,204</u>
<b>Total Reserves</b>	<u><u>315,690</u></u>	<u><u>328,532</u></u>

All of the above reserve accounts are supported by money held in financial institutions.

## SHIRE OF LEONORA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011

6. RESERVES (Continued)	31 December 2011 Actual \$	2011/12 Budget \$
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Long Service Leave Reserve	3,046	64,869
Fire Disaster Reserve	300	2,441
Plant Purchase Reserve	0	30
Bowling Green Reserve	1,056	0
Annual Leave Reserve	2,856	24,230
	<u>7,258</u>	<u>91,570</u>
<b>Transfers from Reserves</b>		
Long Service Leave Reserve	0	(26,750)
Fire Disaster Reserve	0	0
Plant Purchase Reserve	0	0
Bowling Green Reserve	0	(44,720)
Annual Leave Reserve	0	0
	<u>0</u>	<u>(71,470)</u>
<b>Total Transfer to/(from) Reserves</b>	<u>7,258</u>	<u>20,100</u>

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Long Service Leave Reserve**

- This reserve is to offset Council's leave liability to it's employees.

**Fire Disaster Reserve**

- This reserve will assist in the provision of emergency contingencies in the case of fire disaster.

**Plant Replacement Reserve**

- to be used for the purchase of major plant.

**Bowling Green Reserve**

- to be used for the maintenance of the bowling green.

**Annual Leave Reserve**

- This reserve is to offset Council's annual leave liability to it's employees.

None of the above reserves are expected to be used within a set period as further transfers to the reserve accounts are expected before funds are utilised.

**SHIRE OF LEONORA****NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011**

	<b>31 December 2011 Actual \$</b>	<b>Brought Forward 1-Jul \$</b>
<b>7. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	3,062,131	340,896
Cash - Restricted	315,690	308,432
Receivables	345,776	306,307
Inventories	16,938	44,700
	<u>3,740,535</u>	<u>1,000,335</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(574,647)</u>	<u>(434,436)</u>
<b>NET CURRENT ASSET POSITION</b>	3,165,888	565,899
Less: Cash - Reserves - Restricted	(315,690)	(308,432)
<b>NET CURRENT ASSET POSITION</b>	<u><u>2,850,198</u></u>	<u><u>257,467</u></u>

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011

## 8. RATING INFORMATION

<u>RATE TYPE</u>	Rate in \$	Number of Properties	Rateable Value \$	2011/12 Rate Revenue \$	2011/12 Interim Rates \$	2011/12 Back Rates \$	2011/12 Total Revenue \$	2011/12 Budget \$
<b>Differential General Rate</b>								
GRV	0.0561	581	16,358,817	918,302	5,184	0	923,486	912,708
UV Pastoral	0.0464	26	1,239,156	57,435	0	0	57,435	57,435
UV Other	0.1236	1,190	28,177,613	3,482,753	22,751	0	3,505,504	3,471,460
<b>Sub-Totals</b>		1,797	45,775,586	4,458,490	27,935	0	4,486,425	4,441,603
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV	258	91	156,696	23,478	1,183	0	24,661	25,284
UV Pastoral	258	4	15,156	1,032	0	0	1,032	1,032
UV Other	258	1,001	1,180,949	258,258	13,493	0	271,751	269,824
<b>Sub-Totals</b>		1,096	1,352,801	282,768	14,676	0	297,444	296,140
							4,783,869	4,737,743
Write-offs							0	(40,000)
<b>Totals</b>							4,783,869	4,697,743

All land except exempt land in the Shire of Leonora is rated according to its Gross Rental Value (GRV) in town sites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2011/12 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

**SHIRE OF LEONORA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2011 TO 31 DECEMBER 2011**

**9. TRUST FUNDS**

Council holds no funds on behalf of other entities

Shire of Leonora  
Material Variances as at 31st December 2011

**Variances 2011/12 Budget to Actual  
Month Ended 31/12/2011**

In accordance with your adopted policy (\$15000.00 Variance) the following accounts are reported for your information.

ACCOUNT	NAME	ACTUAL	Year To Date BUDGET	DIFFERENCE	REASON FOR VARIATION
<b>Income</b>					
I030005	· UV Mining Rate - \$0.1236	3,482,752.76	3,453,959.00	\$ 28,793.76	Valuation adjustments received in early July, resulted in increase in rate revenue
I030009	· Rates Addition UV	37,220.69	17,504.00	\$ 19,716.69	More valuation adjustments and tenement grants received than anticipated
I030011	· Rates Mining Written Back	0.00	20,002.00	\$ (20,002.00)	Less than budget estimate
I030028	· Grant Country Local Governmer	0.00	337,610.00	\$ (337,610.00)	Still finalising reporting requirements and draft FAA
I076473	· Grant Feasibility Study - Aged (	0.00	20,000.00	\$ (20,000.00)	Grant has not been applied for
I101410	· Charges Domestic Refuse Rem	54,880.00	29,602.00	\$ 25,278.00	Budget split is over 12 months (requires amendment to correctly reflect)
I122054	· Grant - RRG - Improvement Old	0.00	29,000.00	\$ (29,000.00)	No claim submitted for funds as yet
I122055	· Grant - RRG - Improvement Lec	0.00	26,667.00	\$ (26,667.00)	No claim submitted for funds as yet
I122056	· Blackspot MRWA 10-11	0.00	32,655.00	\$ (32,655.00)	No claim submitted for funds as yet
I122200	· Grants - MRWA Direct	0.00	91,199.00	\$ (91,199.00)	No claim submitted for funds as yet
I122211	· RRG - Kookynie Malcolm	0.00	41,702.00	\$ (41,702.00)	No claim submitted for funds as yet
I122212	· RRG - Leonora Mt Ida	0.00	29,525.00	\$ (29,525.00)	No claim submitted for funds as yet
I122213	· Natural Disaster Reinstatement	85,532.00	1,444,420.00	\$ (1,358,888.00)	Cost of Opening claim received, still awaiting other funds to be released
I122300	· Gain on Disposal of Assets	0.00	21,311.00	\$ (21,311.00)	Assets not yet disposed of
I132002	· Contribution Golden Gift	7,852.04	99,998.00	\$ (92,145.96)	Alteration to timing of budget programme
I134458	· Grant Income (Projects)	0.00	175,942.00	\$ (175,942.00)	Alteration to timing of budget programme
I136468	· Cont to Gold Treat Plant Feas	0.00	24,998.00	\$ (24,998.00)	Alteration to timing of budget programme
		<u>\$ 3,668,237.49</u>	<u>\$ 5,896,094.00</u>	<u>\$ (2,227,856.51)</u>	
<b>Expenditure</b>					
E041187	· Strategic Plan Development	0.00	39,000.00	\$ (39,000.00)	Alteration to timing of budget programme
E074075	· Doctor Top Up Salary	124,800.00	62,400.00	\$ 62,400.00	Payment allocated in one lump sum and not instalments
E077002	· Aed Care Feasibility Study	0.00	15,000.00	\$ (15,000.00)	Project has not commenced
E081005	· Youth Support Wages	2,432.88	39,706.00	\$ (37,273.12)	Budget amount listed at incorrect line (should be E082001)
E101030	· Refuse Site Maintenance	4,039.28	22,794.00	\$ (18,754.72)	Alteration to timing of original programme
E102300	· Loss on Disposal of Asset	0.00	19,297.00	\$ (19,297.00)	Alteration to timing of original programme
E107041	· Sale of Industrial Blocks (Costs	5,963.82	25,648.00	\$ (19,684.18)	Only 4 lots sold at auction, therefore less costs so far
E113298	· Depreciation Expense	33,026.75	8,141.00	\$ 24,885.75	Further investigation required into postings in this account
E122040	· Roadworks - Maintenance	600,139.35	528,412.00	\$ 71,727.35	Alteration to timing of original programme
E122043	· Road Maintenance Bush Gradi	119,500.00	140,002.00	\$ (20,502.00)	Alteration to timing of original programme
E122120	· Depot Maintenance	51,019.01	20,001.00	\$ 31,018.01	Some works brought forward and carried out earlier, higher than expected costs
E122160	· Street Cleaning	99,990.38	75,000.00	\$ 24,990.38	Some works brought forward and carried out earlier
E122182	· Traffic signs	30,461.36	12,502.00	\$ 17,959.36	Budget split is over 12 months (requires amendment to correctly reflect)
E122190	· Loss on Disposal of Asset(s)	0.00	15,810.00	\$ (15,810.00)	Alteration to timing of original programme
E122203	· Grant RRG-Old Agnew	58,793.24	21,750.00	\$ 37,043.24	Some review required into allocations
E122205	· Leinster Agnew Shoulder Gradi	59,133.75	30,000.00	\$ 29,133.75	Budget split is over 12 months (requires amendment to correctly reflect)
E122207	· RRG Kookynie Malcolm Road	31,617.00	78,186.00	\$ (46,569.00)	Alteration to timing of original programme
E122208	· RRG Leonora Mt Ida Road	27,330.35	55,358.00	\$ (28,027.65)	Alteration to timing of original programme
E122209	· Natural Disaster Reinstatement	0.00	1,130,348.00	\$ (1,130,348.00)	Awaiting approval from FESA prior to commencing works
E126010	· Aerodrome Maintenance	82,511.23	48,998.00	\$ 33,513.23	Alteration to timing of original programme (more works carried out earlier)
E126021	· Insurance - Aerodrome	0.00	18,382.00	\$ (18,382.00)	Invoice not yet received and entered (was due August 2011)
E132078	· Leonora Golden Gift	21,097.36	200,002.00	\$ (178,904.64)	Reversal of cancelled cheque from 2010/11 period, alteration to timing of programme
E132097	· Italian Girls Gwalia	60,000.00	30,000.00	\$ 30,000.00	Budget split is over 12 months (requires amendment to correctly reflect)
E134013	· Museum Maintenance	1,021.54	18,240.00	\$ (17,218.46)	Alteration to timing of original programme
E134027	· Cultural Heritage Grant	0.00	15,750.00	\$ (15,750.00)	Alteration to timing of original programme
E136042	· Gold Treatment Feasibility Stu	14,256.02	50,002.00	\$ (35,745.98)	Project has commenced, starting to trend back to budget estimates
E141010	· Private Works	14,084.15	35,002.00	\$ (20,917.85)	Alteration to timing of programme
E142011	· Salaries Admin	323,638.46	281,039.00	\$ 42,599.46	Includes long service leave payment (will adjust against liability account at year end)
E142299	· Less Allocated to Programs	(625,798.35)	(610,311.00)	\$ (15,487.35)	Some bulk payments made within program, will even out over a number of months
E143030	· Sick and Holiday Pay	27,202.21	56,324.00	\$ (29,121.79)	Less leave taken than budget estimate at YTD
E143290	· Less PWOH Allocated	(198,966.00)	(266,769.00)	\$ 67,803.00	Some bulk payments made within program, will even out over a number of months
E144010	· Fuels and Oils	131,429.30	105,000.00	\$ 26,429.30	Includes misallocation for bulk diesel purchase
E144060	· Expendable Tools and Freight	30,444.95	12,502.00	\$ 17,942.95	Investigation required into overspend
E144290	· Less POC Allocated	(330,698.25)	(247,124.00)	\$ (83,574.25)	Some bulk payments made within program, will even out over a number of months
		<u>\$ 798,469.79</u>	<u>\$ 2,086,392.00</u>	<u>\$ (1,287,922.21)</u>	

**10.0 REPORTS OF OFFICERS****10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2(F) MONTHLY FINANCIAL STATEMENTS**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21<sup>st</sup> February, 2012

**AGENDA REFERENCE:** 10.2 (F) 12

**SUBJECT:** Monthly Financial Statements

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Nil

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Tanya Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 14<sup>th</sup> February, 2012

**BACKGROUND**

In complying with the Local Government Financial Management Regulations 1996, a monthly statement of financial activity must be submitted to an Ordinary Council meeting within 2 months after the end of the month to which the statement relates. The statement of financial activity is a complex document but gives a complete overview of the “cash” financial position as at the end of each month. The statement of financial activity for each month must be adopted by Council and form part of the minutes.

It is understood that parts of the statement of financial activity have been submitted to Ordinary Council meetings previously. In reviewing the Regulations the complete statement of financial activity is to be submitted, along with the following reports that are not included in the statement.

Monthly Financial Statements submitted for adoption include:

- (a) Statement of Financial Activity – 31<sup>st</sup> January, 2012
- (b) Compilation Report
- (c) Material Variances – 31<sup>st</sup> January, 2012

**STATUTORY ENVIRONMENT*****Part 4 — Financial reports— s. 6.4***

34. *Financial activity statement report – s. 6.4*

(1A) *In this regulation —*  
***committed assets*** means revenue unspent but set aside under the annual budget for a specific purpose.

34. (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 in the following detail —*

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- (b) *budget estimates to the end of the month to which the statement relates;*
- (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) *the net current assets at the end of the month to which the statement relates.*



President: \_\_\_\_\_

34. (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) *such other supporting information as is considered relevant by the local government.*
34. (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
  - (b) *by program; or*
  - (c) *by business unit.*
34. (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.*
34. (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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

### **RECOMMENDATIONS**

That the Monthly Financial Statements for the month ended 31<sup>st</sup> January, 2012 consisting of:

- (d) Statement of Financial Activity – 31<sup>st</sup> January, 2012
- (a) Compilation Report
- (b) Material Variances – 31<sup>st</sup> January, 2012

be accepted.

### **VOTING REQUIREMENT**

Simple Majority

### **COUNCIL DECISION**

**Moved Cr P Craig, Seconded Cr R Norrie**, that the Monthly Financial Statements for the month ended 31<sup>st</sup> January, 2012 consisting of:

- (a) Statement of Financial Activity – 31<sup>st</sup> January, 2012
- (b) Compilation Report
- (c) Material Variances – 31<sup>st</sup> January, 2012

be accepted.

**CARRIED (7 VOTES TO 0)**

The Chief Executive Officer  
Shire of Leonora  
PO Box 56  
LEONORA WA 6438

### **COMPILATION REPORT TO THE SHIRE OF LEONORA**

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Leonora, which comprise the Statement of Financial Activity, a summary of significant accounting policies and other explanatory notes for the period ending 31 January 2012. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

#### ***The Responsibility of the Shire of Leonora***

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

#### ***Our Responsibility***

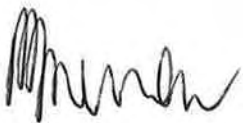
On the basis of information provided by the Shire of Leonora we have compiled the accompanying special purpose financial statements in accordance with the requirements of the Local Government Act 1995, associated Regulations and APES 315 *Compilation of Financial Information*.

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

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

*UHY Haines Norton (WA) Pty Ltd*

UHY Haines Norton (WA) Pty Ltd  
Chartered Accountants



Paul Breman  
Director

6 February 2012

**SHIRE OF LEONORA**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012**

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## SHIRE OF LEONORA

President: \_\_\_\_\_

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012

	NOTE	31 January 2012 Actual \$	31 January 2012 Y-T-D Budget \$	2011/12 Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues</b>					
	1,2				
Governance		320	1,110	1,900	(71.17%)
General Purpose Funding		417,244	726,947	1,105,205	(42.60%)
Law, Order, Public Safety		10,520	8,190	15,080	28.45%
Health		13,960	28,358	34,328	(50.77%)
Education and Welfare		64,353	54,571	97,352	17.93%
Housing		22,815	25,020	42,920	(8.81%)
Community Amenities		78,188	50,845	86,760	53.78%
Recreation and Culture		102,966	157,268	209,453	(34.53%)
Transport		458,794	2,288,962	3,477,040	(79.96%)
Economic Services		186,332	411,161	607,836	(54.68%)
Other Property and Services		123,536	84,700	145,200	45.85%
		<u>1,479,028</u>	<u>3,837,132</u>	<u>5,823,074</u>	(61.45%)
<b>(Expenses)</b>					
	1,2				
Governance		(190,056)	(236,020)	(401,765)	19.47%
General Purpose Funding		(158,657)	(170,842)	(292,867)	7.13%
Law, Order, Public Safety		(81,073)	(93,837)	(160,682)	13.60%
Health		(323,367)	(297,025)	(493,590)	(8.87%)
Education and Welfare		(227,902)	(249,631)	(418,181)	8.70%
Housing		(3,507)	(3,700)	0	5.22%
Community Amenities		(175,381)	(180,373)	(406,090)	2.77%
Recreation & Culture		(530,067)	(573,887)	(974,917)	7.64%
Transport		(2,210,620)	(3,430,611)	(5,852,051)	35.56%
Economic Services		(568,040)	(839,652)	(1,425,662)	32.35%
Other Property and Services		27,276	(80,754)	(70,008)	133.78%
		<u>(4,441,394)</u>	<u>(6,156,332)</u>	<u>(10,495,813)</u>	27.86%
<b><u>Adjustments for Non-Cash</u></b>					
<b><u>(Revenue) and Expenditure</u></b>					
(Profit)/Loss on Asset Disposals	4	94,337	51,234	163,085	0.00%
Depreciation on Assets		843,000	841,842	1,443,137	0.00%
<b><u>Capital Revenue and (Expenditure)</u></b>					
Purchase Land and Buildings	3	(328,273)	(1,000,000)	(1,293,000)	0.00%
Purchase Infrastructure Assets - Roads	3	(39,931)	0	(323,243)	0.00%
Purchase Infrastructure Assets - Other	3	(264,100)	(861,310)	(861,310)	100.00%
Purchase Plant and Equipment	3	(178,228)	(828,196)	(828,196)	0.00%
Purchase Furniture and Equipment	3	(5,700)	(15,000)	(15,000)	0.00%
Proceeds from Disposal of Assets	4	477,609	272,953	1,231,453	0.00%
Transfers to Reserves (Restricted Assets)	6	(8,429)	(53,416)	(91,570)	84.22%
Transfers from Reserves (Restricted Assets)	6	0	41,691	71,470	100.00%
ADD Net Current Assets July 1 B/Fwd	7	257,467	478,170	478,170	46.16%
LESS Net Current Assets Year to Date	7	2,668,128	1,306,511	0	(104.22%)
<b>Amount Raised from Rates</b>	8	<u>(4,782,742)</u>	<u>(4,697,743)</u>	<u>(4,697,743)</u>	

This statement is to be read in conjunction with the accompanying notes.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

Council currently hold no funds on behalf of other entities.

**(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

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

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

**(e) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

**(g) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(h) Inventories****General**

Inventories are valued 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.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

**Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Municipality includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

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

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

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

Buildings	30 to 50 years
Furniture and Equipment	2 to 15 years
Plant and Equipment	5 to 15 years
Infrastructure	10 to 40 years

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2012.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

**(l) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

**(m) Employee Benefits**

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

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

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

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

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

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(n) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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

***Borrowing Costs***

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

**(o) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

**(p) Current and Non-Current Classification**

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



**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012**

## 2. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

### **GOVERNANCE**

Includes costs and revenues associated with the President and Councillors in the exercise of their obligations as a governing body. Items of expenditure include conference, travel, meeting attendance fees, presidential allowance, receptions, donations, subscriptions and phone rentals. Costs of advertising and conducting elections are also included. Revenues include election nomination fees and reimbursements by members for private expenses.

An administration cost is also allocated which enables staff to process Council Meeting procedures, implement all government decisions and conduct Council meetings. Cost of conducting audit of Council books of accounts and procedures is also include under this heading.

### **GENERAL PURPOSE FUNDING**

#### *1 Rates*

- (a) GRV (gross rental value) refers to property rates for Leonora, Gwalia, Leinster and Agnew town sites and operational mines and associated infrastructure.
- (b) UV (unimproved value) refers to mining properties and tenements (other than mines and other associated infrastructure) and includes prospecting licences, exploration licences and mining leases. It also refers to broad acre rural pastoral properties.
- (c) Additional rates and rates written back refer mainly to mining rates where tenements are granted or surrendered following the adoption of the budget.
- (d) Administration charge refers to the charge levied on ratepayers electing to make payment of rates on the offered instalment plan and is based on the actual cost involved in administering this process
- (e) Administration costs allocated are the costs of maintaining records, levying and collecting all rates.

#### *2 Grants*

- (a) Grants Commission - a general purpose grant allocated annually by the Federal Government to all local governments. The amount is determined by various formulae devised by the Grants Commission, with a significant component being based on population.
- (b) Roads Grant - An untied road grant allocated by the Federal Government and again distributed by the Grants Commission utilising a pre-determined formula.
- (c) Administration costs allocated to grants refers to the costs associated in collection of Federal Government grants including provision and updating of data used in grants commission formula.

#### *3 Interest from Investments*

Includes interest received on surplus funds invested throughout the year from both operating and reserve accounts.

### **LAW, ORDER, PUBLIC SAFETY**

Costs and revenues associated with animal control within the Shire and also includes fire insurance, dog control and registration.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012****2. STATEMENT OF OBJECTIVE (Continued)****HEALTH**

Costs and revenues associated with compliance with the Health Act including inspections and approvals, food quality control, mosquito control, septic tank inspection/control, food hygiene inspection/control, contribution to doctors expenses, Royal Flying Doctor donation and notification of disease.

**EDUCATION AND WELFARE**

Provision of support for education and aged and disabled facilities within the district for the betterment of the residents.

**HOUSING**

Costs of maintaining Council owned accommodation units and collection of rentals paid by staff for use of those buildings. Costs that can be accurately attributed to other programs are allocated. Revenue associated with a State Government owned house by way of loan repayments to Council are also included.

Accommodation units include 3 houses, 2 duplexes and a single persons quarters.

**COMMUNITY AMENITIES**

Costs of collection and disposal of domestic and commercial refuse for town site of Leonora and Gwalia and maintenance of the landfill refuse site. Revenue collection by way of an annual fee for this service which is included on rate assessment notices.

Costs associated with review and administration of Council's Town Planning Scheme.

Provision of Christmas decorations in Leonora Town site.

Operation of the Leonora Cemetery.

**RECREATION AND CULTURE**

Provision and maintenance of Council owned parks, gardens and grassed oval/recreation ground at Leonora and a contribution to similar facilities within Leinster town site.

Costs of operation and maintenance of a purpose built recreation centre which includes indoor basketball court, two squash courts, kitchen, gymnasium and associated facilities and revenues collected from the public for use of these facilities.

Costs of maintenance of Council owned and provided television and radio re-transmission service which includes GWN, WIN and SBS television and WAFM and ABC fine music radio.

Costs and revenues associated with the operation and maintenance of library facilities at Leonora in conjunction with the Library Board of Western Australia.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012**

**2. STATEMENT OF OBJECTIVE (Continued)**

**TRANSPORT**

Maintenance and improvements of 1,300 kilometres of Council controlled unsealed roads, town site footpaths and streets, drainage control, street cleaning and provision and maintenance of street trees. Costs of providing electricity for steel lights in the Leonora/Gwalia town sites and maintenance of Council's works depot and associated infrastructure.

Operation, maintenance and management of Leonora Aerodrome including runways, runway lighting, tarmac and terminal building and gardens. Purchase of aviation fuel for resale to aircraft operators.

Revenues by way of landing fees and Head Tax charges charged to all aircraft with the exception of the Royal Flying Doctors Service, lease/renting of building to all users of facilities and charges for fuel supplied to aircraft.

**ECONOMIC SERVICES**

Costs associated with tourism promotion throughout the Shire including employment of a Curator/Promotion Officer at the Gwalia Museum and historic precinct.

Contribution to employment of a Goldfields/Esperance Development Officer operating from Shire Offices - Leonora.

Costs and revenues associated with building control under building regulations, including inspections and issuing building permits.

**OTHER PROPERTY & SERVICES**

Costs and revenues for private hire of Council machinery and operators for completion of private works for ratepayers and others.

Costing allocation pools including administration, overheads, plant operation costs and salaries and wages which are all individually detailed and then allocated throughout all previously mentioned operating activities, works and services.

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012

3. ACQUISITION OF ASSETS		31 January 2012 Actual \$	2011/12 Budget \$
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
Upgrade Boardroom IT/Furniture	FE	5,700	15,000
<b>Health</b>			
Health Vehicle (4L)	PE	41,923	41,652
Doctor Vehicle (3L)	PE	41,920	41,652
<b>Education and Welfare</b>			
Redesign Youth Centre Entrance	LB	5,000	8,000
Youth Centre - External Refurbishment	LB	797	60,000
<b>Housing</b>			
Construct 4x2 House	LB	0	400,000
<b>Community Amenities</b>			
Garbage Truck	PE	0	360,000
Caravan Toilet Dump	LB	10,508	40,000
Renewal/Refurbish Streetscape	IO	98,627	150,000
Public Toilets - Cemetery	IO	28,753	180,000
Entry Statements - Cemetery	IO	0	57,610
<b>Recreation and Culture</b>			
Lawn Bowling Facility	LB	308,278	320,000
Extension CRC Meeting Room	LB	0	120,000
Caretakers Cottage	LB	1,690	0
<b>Transport</b>			
Haulmore Trailer	PE	0	110,000
Ford Utility	PE	0	36,000
Kubota Tractor	PE	0	65,000
Isuzu Tip Truck	PE	0	80,000
Extension Street Lighting	IO	0	100,000
Airport Apron Extension	IO	136,720	348,700
Roads to Recovery	IR	39,931	323,243
<b>Economic Services</b>			
Carport - Info Centre	LB	0	20,000
Restoration - Ken the Locomotive	IO	0	25,000
Restoration - Patron's Guest House	LB	2,000	285,000
<b>Other Property and Services</b>			
Upgrade Store Room (Records)	LB	0	40,000
CEO Vehicle (1L)	PE	52,509	52,240
DCEO Vehicle (2L)	PE	41,876	41,652
		<b>816,232</b>	<b>3,320,749</b>

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012

3. ACQUISITION OF ASSETS (Continued)	31 January 2012 Actual \$	2011/12 Budget \$
<b><u>By Class</u></b>		
Land Held for Resale	LR 0	0
Land and Buildings	LB 328,273	1,293,000
Infrastructure Assets - Roads	IR 39,931	323,243
Infrastructure Assets - Parks and Ovals	IO 264,100	861,310
Plant and Equipment	PE 178,228	828,196
Furniture and Equipment	FE 5,700	15,000
	<b><u>816,232</u></b>	<b><u>3,320,749</u></b>

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012

## 4. DISPOSALS OF ASSETS

<u>By Program</u>	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Health</b>						
Health Vehicle	38,764	38,901	30,909	29,090	(7,855)	(9,811)
Doctor Vehicle	37,862	39,422	29,091	30,909	(8,771)	(8,513)
<b>Transport</b>						
Haulmore Trailer	0	0	0	20,000	0	20,000
Ford Ranger	0	34,850	0	25,000	0	(9,850)
Kubota Tractor	0	13,689	0	15,000	0	1,311
Isuzu Tip Truck	0	25,960	0	20,000	0	(5,960)
<b>Other Community Amenities</b>						
Lot 6 Kurrajong	62,225	0	55,883	0	(6,342)	0
Lot 7 Kurrajong	61,918	0	55,883	0	(6,035)	0
Lot 17 Cavzer	135,977	0	120,194	0	(15,783)	0
Lot 18 Cavzer	153,171	0	120,194	0	(32,977)	0
Isuzu Garbage Truck	0	49,297	0	30,000	0	(19,297)
Sale of Industrial Land	0	186,803	0	147,500	0	(39,303)
Sale of U/G Powered Lots	0	921,048	0	848,500	0	(72,548)
<b>Other Property and Services</b>						
CEO Vehicle	44,386	45,146	36,364	36,364	(8,022)	(8,782)
DCEO Vehicle	37,643	39,422	29,091	29,090	(8,552)	(10,332)
	571,946	1,394,538	477,609	1,231,453	(94,337)	(163,085)

<u>By Class</u>	Net Book Value		Sale Price		Profit (Loss)	
	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
<b>Plant &amp; Equipment</b>						
Ford Falcon	44,386	45,146	36,364	36,364	(8,022)	(8,782)
Ford Falcon	37,862	39,422	29,091	30,909	(8,771)	(8,513)
Ford Sedan	38,764	38,901	30,909	29,090	(7,855)	(9,811)
Ford Falcon	37,643	39,422	29,091	29,090	(8,552)	(10,332)
Haulmore Trailer	0	0	0	20,000	0	20,000
Ford Ranger	0	34,850	0	25,000	0	(9,850)
Kubota Tractor	0	13,689	0	15,000	0	1,311
Isuzu Tip Truck	0	25,960	0	20,000	0	(5,960)
Isuzu Garbage Truck	0	49,297	0	30,000	0	(19,297)
<b>Land &amp; Buildings</b>						
Lot 6 Kurrajong	62,225		55,883		(6,342)	0
Lot 7 Kurrajong	61,918		55,883		(6,035)	0
Lot 17 Cavzer	135,977		120,194		(15,783)	0
Lot 18 Cavzer	153,171		120,194		(32,977)	0
Sale of Industrial Land	0	186,803	0	147,500	0	(39,303)
Sale of U/G Powered Lots	0	921,048	0	848,500	0	(72,548)
	571,946	1,394,538	477,609	1,231,453	(94,337)	(163,085)

Summary

	Actual \$	Budget \$
Profit on Asset Disposals	0	21,311
Loss on Asset Disposals	(94,337)	(184,396)
	<u>(94,337)</u>	<u>(163,085)</u>

**SHIRE OF LEONORA**

President: \_\_\_\_\_

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012**

**5. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

The Shire of Leonora has no borrowings.

(b) New Debentures 2011/12

No new debentures were raised during the reporting period.

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012

	31 January 2012 Actual \$	2011/12 Budget \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Long Service Leave Reserve</b>		
Opening Balance	129,055	129,055
Amount Set Aside / Transfer to Reserve	3,539	64,869
Amount Used / Transfer from Reserve	0	(26,750)
	<u>132,594</u>	<u>167,174</u>
<b>(b) Fire Disaster Reserve</b>		
Opening Balance	12,691	12,691
Amount Set Aside / Transfer to Reserve	348	2,441
Amount Used / Transfer from Reserve	0	0
	<u>13,039</u>	<u>15,132</u>
<b>(c) Plant Purchase Reserve</b>		
Opening Balance	992	992
Amount Set Aside / Transfer to Reserve	0	30
Amount Used / Transfer from Reserve	0	0
	<u>992</u>	<u>1,022</u>
<b>(d) Bowling Green Reserve</b>		
Opening Balance	44,720	44,720
Amount Set Aside / Transfer to Reserve	1,225	0
Amount Used / Transfer from Reserve	0	(44,720)
	<u>45,945</u>	<u>0</u>
<b>(e) Annual Leave Capital Reserve</b>		
Opening Balance	120,974	120,974
Amount Set Aside / Transfer to Reserve	3,317	24,230
Amount Used / Transfer from Reserve	0	0
	<u>124,291</u>	<u>145,204</u>
<b>Total Reserves</b>	<u>316,861</u>	<u>328,532</u>

All of the above reserve accounts are supported by money held in financial institutions.



## SHIRE OF LEONORA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012

6. RESERVES (Continued)	31 January 2012 Actual \$	2011/12 Budget \$
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Long Service Leave Reserve	3,539	64,869
Fire Disaster Reserve	348	2,441
Plant Purchase Reserve	0	30
Bowling Green Reserve	1,225	0
Annual Leave Reserve	3,317	24,230
	<u>8,429</u>	<u>91,570</u>
<b>Transfers from Reserves</b>		
Long Service Leave Reserve	0	(26,750)
Fire Disaster Reserve	0	0
Plant Purchase Reserve	0	0
Bowling Green Reserve	0	(44,720)
Annual Leave Reserve	0	0
	<u>0</u>	<u>(71,470)</u>
<b>Total Transfer to/(from) Reserves</b>	<u>8,429</u>	<u>20,100</u>

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Long Service Leave Reserve**

- This reserve is to offset Council's leave liability to it's employees.

**Fire Disaster Reserve**

- This reserve will assist in the provision of emergency contingencies in the case of fire disaster.

**Plant Replacement Reserve**

- to be used for the purchase of major plant.

**Bowling Green Reserve**

- to be used for the maintenance of the bowling green.

**Annual Leave Reserve**

- This reserve is to offset Council's annual leave liability to it's employees.

None of the above reserves are expected to be used within a set period as further transfers to the reserve accounts are expected before funds are utilised.

**SHIRE OF LEONORA****NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012**

	<b>31 January 2012 Actual \$</b>	<b>Brought Forward 1-Jul \$</b>
<b>7. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	2,698,359	340,896
Cash - Restricted	316,861	308,432
Receivables	447,336	306,307
Inventories	45,768	44,700
	<u>3,508,324</u>	<u>1,000,335</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(523,335)</u>	<u>(434,436)</u>
<b>NET CURRENT ASSET POSITION</b>	2,984,989	565,899
Less: Cash - Reserves - Restricted	(316,861)	(308,432)
<b>NET CURRENT ASSET POSITION</b>	<u><u>2,668,128</u></u>	<u><u>257,467</u></u>

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012

## 8. RATING INFORMATION

<u>RATE TYPE</u>	Rate in \$	Number of Properties	Rateable Value \$	2011/12 Rate Revenue \$	2011/12 Interim Rates \$	2011/12 Back Rates \$	2011/12 Total Revenue \$	2011/12 Budget \$
<b>Differential General Rate</b>								
GRV	0.0561	581	16,358,817	918,302	6,953	0	925,255	912,708
UV Pastoral	0.0464	26	1,239,156	57,435	0	0	57,435	57,435
UV Other	0.1236	1,190	28,177,613	3,482,753	15,491	0	3,498,244	3,471,460
<b>Sub-Totals</b>		1,797	45,775,586	4,458,490	22,444	0	4,480,934	4,441,603
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV	258	91	156,696	23,478	925	0	24,403	25,284
UV Pastoral	258	4	15,156	1,032	0	0	1,032	1,032
UV Other	258	1,001	1,180,949	258,258	18,115	0	276,373	269,824
<b>Sub-Totals</b>		1,096	1,352,801	282,768	19,040	0	301,808	296,140
							4,782,742	4,737,743
Write-offs							0	(40,000)
<b>Totals</b>							4,782,742	4,697,743

All land except exempt land in the Shire of Leonora is rated according to its Gross Rental Value (GRV) in town sites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2011/12 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

**SHIRE OF LEONORA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2012**

**9. TRUST FUNDS**

Council holds no funds on behalf of other entities

Shire of Leonora  
Material Variances as at 31st January 2012

**Variances 2011/12 Budget to Actual  
Month Ended 31/01/2012**

In accordance with your adopted policy (\$15000.00 Variance) the following accounts are reported for your information.

ACCOUNT	NAME	ACTUAL	Year To Date BUDGET	DIFFERENCE	REASON FOR VARIATION
<b>Income</b>					
I030005	· UV Mining Rate - \$0.1236	3,482,752.76	3,453,959.00	\$ 28,793.76	Valuation adjustments received in early July, resulted in increase in rate revenue
I030011	· Rates Mining Written Back	0.00	(23,335.00)	\$ 23,335.00	Less than budget estimate
I030022	· Interest Revenue Municipal	40,076.23	23,335.00	\$ 16,741.23	More than budget estimate (good municipal bank balance, steady rates)
I030028	· Grant Country Local Governmer	0.00	337,610.00	\$ (337,610.00)	Still finalising reporting requirements and draft FAA
I076473	· Grant Feasibility Study - Aged (	0.00	20,000.00	\$ (20,000.00)	Grant has not been applied for
I101410	· Charges Domestic Refuse Rem	54,880.00	34,535.00	\$ 20,345.00	Budget split is over 12 months (requires amendment to correctly reflect)
I117003	· Grant - CRC Other	10,000.00	34,200.00	\$ (24,200.00)	Documentation sent 31/01/12, funds likely to be forwarded during February
I122200	· Grants - MRWA Direct	0.00	91,199.00	\$ (91,199.00)	No claim submitted for funds as yet
I122206	· Grants - Roads to Recovery	0.00	323,243.00	\$ (323,243.00)	Funds likely to be received during early March when works commence
I122211	· RRG - Kookynie Malcolm	0.00	41,702.00	\$ (41,702.00)	No claim submitted for funds as yet
I122212	· RRG - Leonora Mt Ida	0.00	29,525.00	\$ (29,525.00)	No claim submitted for funds as yet
I122213	· Natural Disaster Reinstatement	85,532.00	1,444,420.00	\$ (1,358,888.00)	Cost of Opening claim received, still awaiting other funds to be released
I122300	· Gain on Disposal of Assets	0.00	21,311.00	\$ (21,311.00)	Assets not yet disposed of
I132002	· Contribution Golden Gift	18,802.04	116,665.00	\$ (97,862.96)	Alteration to timing of budget programme
I134458	· Grant Income (Projects)	40,000.00	182,641.00	\$ (142,641.00)	Alteration to timing of budget programme
I136468	· Cont to Gold Treat Plant Feas	0.00	29,165.00	\$ (29,165.00)	Alteration to timing of budget programme
I141450	· Charges (Plant Hire)	85,300.75	58,335.00	\$ 26,965.75	Alteration to timing of budget programme
		<u>\$ 3,817,343.78</u>	<u>\$ 6,218,510.00</u>	<u>\$ (2,401,166.22)</u>	
<b>Expenditure</b>					
E041187	· Strategic Plan Development	0.00	45,500.00	\$ (45,500.00)	Alteration to timing of budget programme
E074075	· Doctor Top Up Salary	124,800.00	72,800.00	\$ 52,000.00	Payment allocated in one lump sum and not instalments
E077002	· Aed Care Feasibility Study	0.00	17,500.00	\$ (17,500.00)	Project has not commenced
E081005	· Youth Support Wages	2,432.88	46,323.00	\$ (43,890.12)	Budget amount listed at incorrect line (should be E082001)
E091451	· Allocated to other programs	(72,270.03)	(97,289.00)	\$ 25,018.97	Allocations will be reviewed at budget review
E101030	· Refuse Site Maintenance	6,028.64	26,594.00	\$ (20,565.36)	Alteration to timing of original programme
E102300	· Loss on Disposal of Asset	0.00	19,297.00	\$ (19,297.00)	Alteration to timing of original programme
E107041	· Sale of Industrial Blocks (Costs	5,963.82	29,922.00	\$ (23,958.18)	Only 4 lots sold at auction, therefore less costs so far
E107050	· Loss on Disposal of Asset	61,135.36	0.00	\$ 61,135.36	Alteration to timing of original programme
E113298	· Depreciation Expense	39,023.86	8,141.00	\$ 30,882.86	Further investigation required into postings in this account
E122040	· Roadworks - Maintenance	710,689.27	616,480.00	\$ 94,209.27	Alteration to timing of original programme
E122120	· Depot Maintenance	51,948.05	23,334.00	\$ 28,614.05	Some works brought forward and carried out earlier, higher than expected costs
E122160	· Street Cleaning	112,160.34	87,500.00	\$ 24,660.34	Some works brought forward and carried out earlier
E122182	· Traffic signs	30,461.36	14,585.00	\$ 15,876.36	Budget split is over 12 months (requires amendment to correctly reflect)
E122190	· Loss on Disposal of Asset(s)	0.00	15,810.00	\$ (15,810.00)	Alteration to timing of original programme
E122203	· Grant RRG-Old Agnew	58,793.24	25,375.00	\$ 33,418.24	Some review required into allocations
E122205	· Leinster Agnew Shoulder Gradi	59,133.75	35,000.00	\$ 24,133.75	Budget split is over 12 months (requires amendment to correctly reflect)
E122207	· RRG Kookynie Malcolm Road	38,048.66	91,218.00	\$ (53,169.34)	Alteration to timing of original programme
E122208	· RRG Leonora Mt Ida Road	29,468.01	64,585.00	\$ (35,116.99)	Alteration to timing of original programme
E122209	· Natural Disaster Reinstatement	0.00	1,318,740.00	\$ (1,318,740.00)	Awaiting approval from FESA prior to commencing works
E126010	· Aerodrome Maintenance	89,514.50	57,165.00	\$ 32,349.50	Alteration to timing of original programme (more works carried out earlier)
E126021	· Insurance - Aerodrome	0.00	18,382.00	\$ (18,382.00)	Invoice not yet received and entered (was due August 2011)
E132076	· Northern Goldfields Tourism W	5,557.85	22,607.00	\$ (17,049.15)	Less activity than expected at this time
E132078	· Leonora Golden Gift	22,897.36	233,335.00	\$ (210,437.64)	Reversal of cancelled cheque from 2010/11 period, alteration to timing of programme
E132097	· Italian Girls Gwalia	60,000.00	35,000.00	\$ 25,000.00	Budget split is over 12 months (requires amendment to correctly reflect)
E134013	· Museum Maintenance	1,021.54	21,280.00	\$ (20,258.46)	Alteration to timing of original programme
E134027	· Cultural Heritage Grant	0.00	18,375.00	\$ (18,375.00)	Alteration to timing of original programme
E136042	· Gold Treatment Feasibility Stu	14,256.02	58,335.00	\$ (44,078.98)	Project has commenced, less invoices received to date than expected
E142011	· Salaries Admin	364,597.74	327,879.00	\$ 36,718.74	Includes long service leave payment (will adjust against liability account at year end)
E143030	· Sick and Holiday Pay	35,352.05	65,711.00	\$ (30,358.95)	Less leave taken than budget estimate at YTD
E143290	· Less PWOH Allocated	(223,960.35)	(311,231.00)	\$ 87,270.65	Some bulk payments made within program, will even out over a number of months
E144010	· Fuels and Oils	150,591.07	122,500.00	\$ 28,091.07	Includes misallocation for bulk diesel purchase
E144060	· Expendable Tools and Freight	38,463.59	14,585.00	\$ 23,878.59	Investigation required into overspend
E144290	· Less POC Allocated	(378,603.25)	(288,311.00)	\$ (90,292.25)	Some bulk payments made within program, will even out over a number of months
E148299	· Less Depn Allocated	(119,507.95)	(59,761.00)	\$ (59,746.95)	Rates require review and calculations required to correct any overallocations
		<u>\$ 1,317,997.38</u>	<u>\$ 2,797,266.00</u>	<u>\$ (1,479,268.62)</u>	

President: \_\_\_\_\_

**10.0 REPORTS OF OFFICERS****10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2(G) ACCOUNTS FOR PAYMENT**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 16<sup>th</sup> December, 2011

**AGENDA REFERENCE:** 10.2 (G) 11

**SUBJECT:** Accounts for Payment

**LOCATION / ADDRESS:** Nil

**NAME OF APPLICANT:** Nil

**FILE REFERENCE:** Nil

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Tanya Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 14<sup>th</sup> February, 2012

**BACKGROUND**

Attached statement consists of accounts paid by Delegated Authority represented by **Cheques 15253 to 15422 and 14987 to 15000** and totalling **\$1,119,115.50**, and accounts paid by Council Authorisation represented by **Cheques 15423 to 15483** and totalling **\$195,370.30**.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

**RECOMMENDATIONS**

That accounts paid by Delegated Authority represented by **Cheques 15253 to 15422 and 14987 to 15000** and totalling **\$1,119,115.50**, and accounts paid by Council Authorisation represented by **Cheques 15423 to 15483** and totalling **\$195,370.30** be authorised for payment.

**VOTING REQUIREMENT**

Simple Majority

President: \_\_\_\_\_

**COUNCIL DECISION**

**Moved Cr MWV Taylor, Seconded Cr SJ Heather**, that accounts paid by Delegated Authority represented by **Cheques 15253 to 15422 and 14987 to 15000** and totalling **\$1,119,115.50**, and accounts paid by Council Authorisation represented by **Cheques 15423 to 15483** and totalling **\$195,370.30** be authorised for payment.

**CARRIED (6 VOTES TO 0)**

<b>Shire of Leonora</b>
<b>Monthly Report - List of Accounts Paid by Delegated Authority</b>
<b>Submitted to Council on the 21<sup>st</sup> February, 2012</b>
<p>The following list of accounts has been paid via <b>direct bank transactions</b> since the previous list of accounts, totalling <b>\$19,722.13</b></p>
<b>CHIEF EXECUTIVE OFFICER</b>

<b>Direct Deposits</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment</b>
1 (B/S)	16/12/2011	National Australia Bank	Bank Fee - DEC 2011 B/S	105.00
1 (B/S)	16/12/2011	Toyota Financial Services	GEDC Vehicle - DEC 2011 B/S	1,476.05
1 (B/S)	19/12/2011	National Australia Bank	Mastercard Charges – DEC 2011 B/S	12,121.77
1 (B/S)	28/12/2011	Alliance Equipment Finance	Lease on Photocopier – DEC 2011 B/S	1,121.55
1 (B/S)	30/12/2011	National Australia Bank	Bank Fee - DEC 2011 B/S	146.00
1 (B/S)	30/12/2011	National Australia Bank	Bank Fee - DEC 2011 B/S	105.00
1 (B/S)	30/12/2011	National Australia Bank	Bank Fee - DEC 2011 B/S	78.56
1 (B/S)	16/01/2012	National Australia Bank	Bank Fee – JAN 2012 B/S	98.00
1 (B/S)	16/01/2012	Westnet Pty Ltd	CRC Internet – JAN 2012 B/S	11.00
1(B/S)	18/01/2012	Toyota Financial Services	GEDC Vehicle – Jan 2012 B/S	1,476.05
1 (B/S)	23/01/2012	Alliance Equipment Finance	Lease on Photo Copier – Jan 2012 B/S	1,121.55
1 (B/S)	26/01/2012	National Australia Bank	Bank Fee – Jan 2012 B/S	108.50
1 (B/S)	27/01/2012	National Australia Bank	Mastercard Charges – Jan 2012 B/S	1424.68
1 (B/S)	31/01/2012	National Australia Bank	Bank Fee – January 2012	131.30
1 (B/S)	10/02/2012	National Australia Bank	Bank Fee – February 2012 B/S	74.12
1 (B/S)	10/02/2012	Westnet P/L	CRC Internet – February 2012 B/S	11.00
1 (B/S)	20/02/2012	National Australia Bank	Bank Fee – February 2012 B/S	112.00
			<b>GRAND TOTAL</b>	<b>\$19,722.13</b>



<b>Shire of Leonora</b>				
<b>Monthly Report - List of Accounts Paid by Delegated Authority</b>				
<b>Submitted to Council on the 21<sup>st</sup> February, 2012</b>				
The following list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Cheques numbered from <b>15253 to 15422</b> and <b>14987 to 15000</b> and totalling <b>\$1,099,393.37</b>				
<b>CHIEF EXECUTIVE OFFICER</b>				
<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>
1 (D/D)	14/12/2011	Shire of Leonora	Salary and Wages - PPE: 14/12/2011	62,551.00
15253	14/12/2011	LGRCEU	Union Fee - PPE: 14/12/2011	17.40
15254	14/12/2011	Shire of Leonora	Tax/Rent - PPE: 14/12/2011	26,820.38
15255	14/12/2011	WALGS Plan	Superannuation - PPE: 14/12/2011	10,942.84
15256	14/12/2011	Child Support Agency	Child Support - PPE: 14/12/2011	643.31
15257	14/12/2011	Social Club – LDHS	Bond Refund – Sporting Oval Facility	330.00
15258	15/12/2011	R F Young	Contract Grading	4,840.00
15259	15/12/2011	S. Williamson	Contract Grading	9,231.00
15260	15/12/2011	PJJD Nominees (cancelled Cheque)	Contract Grading	9,231.00
15261	15/12/2011	Auslec	5 PUC Pits with Concrete Lids + Orange Cable	374.99
15262	15/12/2011	Huri-Cain Sporting Goods	Various Balls and Racquets for Tennis courts	737.33
15263	15/12/2011	Magna Carter Entertainment	Live band – Shire Christmas Party	2,200.00
15264	15/12/2011	Sparlon Electrical	Repairs after Power Outage at Oval Caretakers house, Supply and fit plug to Pressure cleaner at Info Centre, Fix lighting issue at Doctor's house, Electrical work for Shire Xmas tree, Liaising with engineer and work done in relation to airport apron lights	7,030.10
15265	15/12/2011	Australian Communications Authority	Licence Renewal – WOW63	38.00
15266	16/12/2011	Barrick Yilgarn	Refund on Rates – Ass 2936	29.90
15267	19/12/2011	Australian Communications Authority	License Renewal – WAW 69/SBS 66	76.00
15268	19/12/2011	Beeline Services	Machinery, Labour and Supplies for Trench at Airport	11,616.00
15269	19/12/2011	Books Direct	Books Purchased using Leinster Community Grant	267.49
15270	19/12/2011	Bunnings Building Supplies	Plants and Garden Supplies for Streetscape work	805.60
15271	19/12/2011	Commander Australia TD	Telephone System Subscription	975.04
15272	19/12/2011	Cyber Secure	Subscription Renewal	1,897.50
15273	19/12/2011	Dell	New Computers for Medical Centre	6,010.40
15274	19/12/2011	Eagle Petroleum	Motorcharge Retail Cards	1,014.82
15275	19/12/2011	Earth Australia Contracting	Gas Refills – Aquatic	90.00
15276	19/12/2011	Goldline	Coffee Beans – Airport	30.36
15277	19/12/2011	Health Communication Network	Annual Development and support fee	869.00
15278	19/12/2011	Horizon Power	Power Usage for Shire owned properties	21,128.51
15279	19/12/2011	Johnson Gold Partnership	Earthworks – Grave Digging	275.00
15280	19/12/2011	Leonora Paint Service	Streetscape refurbishments	44,000.00
15281	19/12/2011	Looranah Pty Ltd	Expenses – Emergency Risk Management Arrangements Recovery Plan	8,024.50
15282	19/12/2011	McMahon Burnett Transport	Freight	985.30
15283	19/12/2011	National Pen	Champagne pens for resale – Gwalia Museum	251.14
			<b>Sub Total</b>	<b>\$233,333.91</b>

President: \_\_\_\_\_

<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>
			<b>Balance Brought Forward</b>	<b>\$233,333.91</b>
15284	19/12/2011	Outback Carpet Cleaning	Carpet Cleaning – 229 Hoover Street	70.00
15285	19/12/2011	Pipeline Mining and Civil Contracting	Extras to Signage works	825.00
15286	19/12/2011	Reynolds Graphics and Multimedia	Leonora/Gwalia Double Sided Map	1,650.00
15287	19/12/2011	School Products Australia	Calico Bags and Logo for Leinster Community Grant	549.95
15288	19/12/2011	Squire Sanders	Native Title Expenses	3,085.17
15289	19/12/2011	Stephen Carrick Architects	Patroni's Guest House – Restoration consultation/work	2,200.00
15290	19/12/2011	Telstra	Camp Requisites	49.25
15291	19/12/2011	Toll Ipec PTY LTD	Freight	364.42
15292	19/12/2011	Wa Library Supplies	Purchases – Leinster Community Grant	1,945.00
15293	19/12/2011	Westrac Pty Ltd	VOID	0.00
15294	19/12/2011	Australian Taxation Office	Nov 2011 BAS	19,574.00
15295	19/12/2011	CANCELLED CHEQUE	CANCELLED CHEQUE	0.00
15296	19/12/2011	CANCELLED CHEQUE	CANCELLED CHEQUE	0.00
15297	20/12/2011	Lou Vaccaro	Contract Grading	4,840.00
1 (D/D)	28/12/2011	Shire of Leonora	Salary and Wages – PPE: 28/12/2011	60,454.00
15298	28/12/2011	LGRCEU	Union Fee – PPE: 28/12/2011	17.40
15299	28/12/2011	Shire of Leonora	Tax/Rent – PPE: 28/12/2011	33,340.24
15300	28/12/2011	WALGS Plan	Superannuation – PPE: 28/12/2011	11,278.72
15301	28/12/2011	Child Support Agency	Child Support – PPE: 28/12/2011	643.31
15302	05/01/2012	G. Agnew (CANCELLED CHQ)	Health & Building Report	4,820.53
15303	06/01/2012	Lou Vaccaro	Contract Grading	6,424.00
15304	06/01/2012	Greg Loughlin	Contract Grading	5,324.00
15305	06/01/2012	John Calegari	Rates Refund – E37/00992	126.89
15306	06/01/2012	Tanya Nardone	Reimbursement for Goods purchased for CRC	279.33
15307	06/01/2012	Horizon Power	CANCELLED	0.00
15308	06/01/2012	Horizon Power	Power Usage for Shire owned Properties	4,957.58
15309	06/01/2012	Hotel Ibis Perth	Accommodation (P. Craig, J. Carter, J. Epis)	109.80
15310	09/01/2012	CANCELLED CHEQUE	CANCELLED CHEQUE	0.00
15311	09/01/2012	CANCELLED CHEQUE	CANCELLED CHEQUE	0.00
15312	09/01/2012	CANCELLED CHEQUE	CANCELLED CHEQUE	0.00
15313	09/01/2012	CANCELLED CHEQUE	CANCELLED CHEQUE	0.00
15314	09/01/2012	CANCELLED CHEQUE	CANCELLED CHEQUE	0.00
15315	09/01/2012	CANCELLED CHEQUE	CANCELLED CHEQUE	0.00
15316	11/01/2012	Shire of Leonora	Salaries & Wages – PPE: 11/1/2012	49,920.00
15317	11/01/2012	LGRCEU	Union Fee - PPE: 11/1/2012	17.40
15318	11/01/2012	Shire of Leonora	Tax/Rent – PPE: 11/1/2012	17,743.60
15319	11/01/2012	WALGS Plan	Superannuation – PPE: 11/1/2012	8,547.78
14987	11/01/2012	Child Support Agency	Child Support – PPE: 11/1/2012	643.31
14988	13/01/2012	Lou Vaccaro	Contract Grading	2,984.00
14989	13/01/2012	Greg Loughlin	Contract Grading	3,608.00
14990	16/01/2012	Artist Network Trust Account (CANCELLED CHQ)	Entertainment for Golden Gift Weekend	26,160.00
			<b>Sub Total</b>	<b>\$505,886.59</b>

<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by D/A</b>
			<b>Balance Brought Forward</b>	<b>\$505,886.59</b>
14991	16/01/2012	P.J.J.D. Nominees P/L - (CANCELLED CHQ)	Contract Grading	4,479.00
14992	18/01/2012	Corporate Express	Stationery Order for Shire - January, 2012	352.51
14993	18/01/2012	Courier Australia	Freight Costs	91.21
14994	18/01/2012	D. R. Fitzgerald	Reimbursement of out of pocket expenses - Preparing report "Spread of Cactus in the Leonora Area"	715.21
14995	18/01/2012	David Gray & Co. Pty. Ltd.	Dark Green Sulo Bins x 50	3,300.00
14996	18/01/2012	Department Of Transport	Registration for 1TLT912	24.05
14997	18/01/2012	Eagle Petroleum (WA) Pty Ltd	Motorcharge Fuel Costs - December, 2011	1,015.43
14998	18/01/2012	Earth Australia Contracting Pty Ltd	Hire of Loader to Push up Rubbish Tip and Hire of Excavator and Skidsteer Loader for Airport Site works	5,901.50
14999	18/01/2012	Express Yourself Printing	Magenta Toner - CRC	18.00
15000	18/01/2012	Forman Bros	Supply Rapid Set Concrete and install new Electrical Hot Water unit at Info Centre	2,026.75
15319	18/01/2012	Agnew Hotel -	Two nights' Accommodation and Meals	653.00
15320	18/01/2012	Amcom IP Telephony Pty Ltd	Phone usage - Medical Centre - January	236.65
15321	18/01/2012	ATOM Supply	Parts ordered for Depot	523.46
15322	18/01/2012	Australian Taxation Office	December 2011 BAS & PAYG	20,133.00
15323	18/01/2012	BHP Billiton Limited	Rate Refund - E36/773, E37/1094, E38/2565	2,501.98
15324	18/01/2012	BOC Limited	Acetylene Gas Bottle	110.17
15325	18/01/2012	Central Hotel	Accommodation, Meals and Incidentals for IT Support, Mr Charles Parker and Cr Peter Craig	1,096.00
15326	18/01/2012	Chubb Security Services Ltd	ATM Expenses - December	1,948.41
15327	18/01/2012	Coates Hire	Roller multi-Tyre Hire - December, 2011	5,989.50
15328	18/01/2012	Collins Distributors	Jewellery Items for resale - Museum	271.59
15329	18/01/2012	Commander Australia Limited	Network Charges - Shire Phone System	4.95
15330	18/01/2012	Complete Tyre Solutions	Parts for P857 and P2146	1,050.00
15331	18/01/2012	Corporate Express	Stationery Order - Shire - Nov/Jan 2011/12	1,075.51
15332	18/01/2012	Galaxy Embroidery and Printing	Clutch Pins - Goods for resale - Museum	55.28
15333	18/01/2012	Goldfields Commercial Security P/L	New Scan Dome for Shire Street Camera	1,848.00
15334	18/01/2012	Goldfields Pest Control	Various Pest Control and inspections on Shire owned Houses/Properties	6,094.00
15335	18/01/2012	Goldfields Pilbara Forklift Services	Degreased/Cleaned down Forklift + Service and Travel costs	1,849.65
15336	18/01/2012	Goldfields Truck Power	Cable Ties - Depot	51.79
15337	18/01/2012	Goldline Distributors	Goods purchased for Hoover House, Cleaning Products for Shire and Rec Centre	1,439.20
15338	18/01/2012	Greenhill Electrical Pty Ltd	Electrical Inspection - Airport	6,366.80
15339	18/01/2012	Harvey Norman, Kalgoorlie	Dyson Multifloor + Hot Water Urn for Leinster CRC - Leinster Community Grant	828.95
15340	18/01/2012	Hesperian Press	11 Books purchased for Leinster Community Library via Leinster Community Grant	680.40
15341	18/01/2012	Horizon Power	Power Usage costs - Shire owned Properties	2,356.76
15342	18/01/2012	J L Sherriff	Consultancy Services at Gwalia, December 2011	2,843.50
15343	18/01/2012	J. Heather	Malcolm Dam Cleaning - Nov/Dec 2011	871.00
			<b>Sub Total</b>	<b>\$584,689.80</b>

President: \_\_\_\_\_

Cheque	Date	Name	Item	Payment by D/A
			<b>Balance Brought Forward</b>	<b>\$584,689.80</b>
15344	18/01/2012	Kleenheat Gas	Facility Fee/Cylinder Service Charge - 13 Fitzgerald Drive	56.00
15345	18/01/2012	Landgate	Land Enquiry and Search Service	63.60
15346	18/01/2012	Leonora Post Office	Postage costs - Shire - December, 2011	681.60
15347	18/01/2012	Leonora Supermarket and Hardware	Supermarket Purchases - November, 2011	407.99
15348	18/01/2012	LGIS Insurance Services	Property Insurance Schedule, Machinery Breakdown Insurance and Multi-Risk. General Property Insurance	7,602.12
15349	18/01/2012	Mackay Projects Pty Ltd	Engineering Services - Mackay Projects - December, 2011	21,780.00
15350	18/01/2012	McMahon Burnett Transport	Freight Costs	1,745.05
15351	18/01/2012	MLG OZ Pty Ltd	Payment for 14mm Aggregate - 135.4 tonnes	5,644.83
15352	18/01/2012	Mozi	Bath Bag - Clamshell - M - Goods for resale (Info-centre)	119.79
15353	18/01/2012	Mukinbudin Agencies July 08	Gladiator Optimax 540 20 Lt x 4	572.00
15354	18/01/2012	Nicole Haverfield	Reimbursement for goods purchased using Leinster Community Grant - Library	826.31
15355	18/01/2012	Office National Kalgoorlie	Monthly Copy Charge for Photocopier - Konica	565.95
15356	18/01/2012	On- Line Business Equipment	Periodic Click Charge for CRC Equipment	180.28
15357	18/01/2012	Pipeline Mining & Civil Contracting	Demolishment work and waste transport ( Lot 258 Queen Vic) and Maintenance Grade of Agnew Rd	29,810.00
15358	18/01/2012	Powerchill Electrical & Refrigeration	Remove and install A/C at CRC, fit Meter Box to Meterline Pole (Oval Facility) and Remove 2 RAC's and install 2 Teco Split Systems	12,790.80
15359	18/01/2012	Railway Motel Kalgoorlie	Accommodation for P. Kelly - Ranger meeting	500.50
15360	18/01/2012	Reynolds Graphics Pty Ltd	Leonora Brochure maps/pads	1,757.80
15361	18/01/2012	Royal Life Saving Society WA	Life Guard Re-qualification for Rec Centre Manager	120.00
15362	18/01/2012	S.J. & J.A. Heather	Three months Rent - Centrelink - January - March 2012	1,338.99
15363	18/01/2012	Shire Of Leonora - General	Laminating at CRC for Youth Officer	28.80
15364	18/01/2012	Star Track Express	Freight Costs	107.12
15365	18/01/2012	Stratco (WA) Pty Ltd	Parts and building supplies - Depot, Lot 250 Queen Vic and Lot 137A Hoover South	7,502.18
15366	18/01/2012	Telstra	Phone/Internet Usage - Shire owned properties	3,483.49
15367	18/01/2012	Toll Fast	Freight for Pool Water Samples - Rec Centre	11.10
15368	18/01/2012	Toll Ipec Pty Ltd	Freight Costs	233.80
15369	18/01/2012	Toll Priority	WA Storage for Dec 11	167.77
15370	18/01/2012	Tyrepower Kalgoorlie	Wheel Alignment - Front Toe Only - GEDC Vehicle	45.00
15371	18/01/2012	UHY Haines Norton	Accounting Service Fee - December, 2011	6,050.00
15372	18/01/2012	WA Country Health Service - Goldfields	Rental of Surgery and Consulting rooms - January - February 2012	817.60
15373	18/01/2012	Water Corporation	Water Usage costs - Shire owned properties	7,145.65
15374	18/01/2012	West Australian Newspapers Ltd	Advertising costs - December, 2011	685.40
15375	18/01/2012	Western Plant Hire (WA) Pty Ltd	Hire of Padfoot Roller - December	7,920.00
15376	18/01/2012	WesTrac Pty Ltd	Repairs to P 2221, Parts ordered by Works Manager and Parts for P2221	3,407.02
15377	18/01/2012	Weusandi Contractors	Hire of Water cart for Leonora Airport	23,413.50
15378	18/01/2012	Woodlands Distributors and Agencies	Caufield Bin 55L x 22 - Streetscape work	20,930.80
			<b>Sub Total</b>	<b>\$753,202.64</b>

President: \_\_\_\_\_

Cheque	Date	Name	Item	Payment by D/A
			<b>Balance Brought Forward</b>	<b>\$753,202.64</b>
15379	18/01/2012	Cancelled cheque	Cancelled Cheque	0.00
15380	19/01/2012	Hannans Reward Ltd	Rates Refund on Ass No: 6455, 6456, 6588 & 6589	264.72
15381	19/01/2012	Department for Communities	N Stranks – Child Care Qualifications Assessment	100.00
15382	20/01/2012	Shire of Leonora	Petty Cash Recoup	328.40
15383	20/01/2012	R F Young	Contract Grading	4,620.00
D/D	25/01/2012	Shire of Leonora	Salaries & Wages – PPE: 25.01.2012	56,382.00
15384	25/01/2012	L.G.R.C.E.U	Union Fee – PPE: 25.01.2012	17.40
15385	25/01/2012	Shire of Leonora	Tax/Rent - PPE: 25.01.2012	23,160.40
15386	25/01/2012	W.A.L.G.S. Plan	Superannuation – PPE: 25.01.2012	10,264.41
15387	25/01/2012	Child Support Agency	Child Support – PPE: 25.01.2012	643.31
15388	25/01/2012	Air BP	Jet Fuel Purchases made by Skippers Aviation on the Shire's Account	5,211.25
15389	25/01/2012	Horizon Power	Account Establishment Fee for 13 Fitzgerald Drive	33.80
15390	25/01/2012	PJJD Nominees Pty Ltd (CAN CHQ)	Contract Grading	4,391.00
15391	26/01/2012	BHP Billiton Limited	Rates Refund – A1870, 1877, 1878	2,501.98
15392	31/01/2012	Greg Loughlin	Contract Grading	1,408.00
15393	31/01/2012	Lou Vaccaro	Contract Grading	1,672.00
15394	31/01/2012	Jonox	Contract Grading	800.00
15395	31/01/2012	Custom Creative Carpentry	Inspect and repair leak at Hoover House, Fix Vandalised Gutters at Youth Centre + Set up Paintings and Noticeboard, Fix barricade at Oval	640.00
15396	31/01/2012	Department of Transport	Registration for 1DOT000	48.60
15397	31/01/2012	Horizon Power	Electricity Usage – Bowls Club	209.65
15398	31/01/2012	Lee Jeavons	Travel Costs to and From Kalgoorlie for Lifeguard Requalification and Taxi costs for Travel to and from Meeting in Perth	596.00
15399	31/01/2012	Telstra	Phone Usage, CRC and Youth Worker	354.00
15400	31/01/2012	The Honda Shop	Pressure Cleaner for Depot	6,490.00
15401	31/01/2012	Woodbine Park Pty Ltd	Powerline Location, Oval and related costs	2,380.00
15402	31/01/2012	Reliance Petroleum	Diesel Purchased for Depot	51,761.37
15403	02/02/2012	Leonora Dodgey Tyres	Tyres/Repairs for Plant items 2169, 2229, 2019, 2230 and the depot	630.00
15404	02/02/2012	Garry J Agnew (CAN CHQ)	Health and Building Contract	7,897.25
D/D	08/02/2012	Shire of Leonora	Salaries & Wages – PPE: 08/02/2012	55,740.00
15405	08/02/2012	LGRCEU	Union Fees – PPE: 08/02/2012	17.40
15406	08/02/2012	Shire of Leonora	Tax/Rent – PPE: 08/02/2012	20,229.75
15407	08/02/2012	WALGSP	Superannuation – PPE: 08/02/2012	9,776.11
15408	08/02/2012	Child Support Agency	Child Support – PPE: 08/02/2012	527.75
15409	08/02/2012	Asgard Super	Superannuation – PPE: 08/02/2012	210.87
15410	08/02/2012	Lou Vaccaro	Contract Grading	8,580.00
15411	08/02/2012	R Young	Contract Grading	8,888.00
15412	09/02/2012	Sparlon Electrical	Work done at Doctors house and Depot, Plus upgrade of Distribution Box and Meter box at Oval. Parts, repairs labour and Freight as necessary	5,157.90
15413	13/2/2012	Garry J Agnew	Health & Building Contract (Cancelled Cheque)	4,575.58
			<b>SUB TOTAL</b>	<b>\$1,049,711.54</b>

President: \_\_\_\_\_

<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by D/A</b>
			<b>Balance Brought Forward</b>	<b>\$1,049,711.54</b>
15414	14/02/2012	Building Commission	Building Rego Fee – B/L No. 02/12	36.00
15415	14/02/2012	Construction Training Fund	Construction Training Fee – B/L No. 02/12	113.50
15416	14/02/2012	Australian Taxation Office	January, 2012 BAS	31,655.00
15417	14/02/2012	Horizon Power	Power Usage – Streetlights	3,456.19
15418	14/02/2012	Telstra	Internet/Phone Usage at Shire owned Properties	3,187.84
15419	14/02/2012	Water Corporation	Water Usage – Oval + Standpipe.	4,874.30
15420	14/02/2012	John Oxley	Contract Grading	1,000.00
15421	14/02/2012	P.J.J.D. Nominees	Contract Grading Cancelled Cheque	5,359.00
15422	14/02/2012	CANCELLED CHEQUE	CANCELLED CHEQUE	0.00
			<b>GRAND TOTAL</b>	<b>\$1,099,393.37</b>

<b>Shire of Leonora</b>
<b>Monthly Report - List of Accounts Paid by Authorisation of Council</b>
<b>Submitted to Council on the 21<sup>st</sup> February, 2012</b>

Cheques numbered from **15423** to **15483** totaling **\$195,370.30** submitted to each member of the Council on 21<sup>st</sup> February, 2012 have been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing.

**CHIEF EXECUTIVE OFFICER**

<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment</b>
15423	21/02/2012	Ace Range Corporation Pty Ltd	Floor Coverings to Lot 1142 Walton Street (A)	6,303.00
15424	21/02/2012	Air BP	Avgas purchased for Resale	3,328.36
15425	21/02/2012	Air Liquide W.A. Ltd	Nitrogen Liquid for Cryotherapy	100.74
15426	21/02/2012	Airport Security Pty Ltd	Aviation Security Identification Cards - Ian Mackay, Duncan Smith, David Hadson	630.00
15427	21/02/2012	ATOM Supply	Tools and Supplies for Depot	423.45
15429	21/02/2012	Australian Valuation Partners Pty Ltd	Building and Improvement Assets Valuation (AVP Ref: 191-11)	8,881.70
15430	21/02/2012	Avago Running Pty Ltd	Organisational fees for the 2012 Leonora Golden Gift	3,300.00
15431	21/02/2012	BOC Limited	Balloon gas (Kids xmas Party) Argoshield and Oxygen (Depot)	284.11
15432	21/02/2012	Bridgestone	Tyre Parts for Depot	780.76
15433	21/02/2012	Bridgestone Earthmover Tyres Pty Ltd	Short LB Valve core and Screwdriver type Cap - Depot	46.20
15434	21/02/2012	Bullivants Pty Ltd	1x Pallet of Global Peat	1,339.80
15435	21/02/2012	Bunnings Building Supplies Pty Ltd	Decking, cleaning supplies, Tools and Parts - Depot	1,536.82
15436	21/02/2012	Chubb Security Services Ltd	ATM Expenses - December, 2011	2,115.26
15437	21/02/2012	Coates Hire	Roller Multi-Tyre Hire, January, 2012	5,989.50
15438	21/02/2012	community Arts Network WA Ltd	Community Engagement and Cultural Planning Course - Youth Worker	1,000.00
15439	21/02/2012	Corporate Express	Calendar - Office	7.81
15440	21/02/2012	Courier Australia	Freight Costs	54.57
15441	21/02/2012	CPS Wear Parts	Grader Blade, Curved, Plow Bolt and Plow Nut	2,509.23
15442	21/02/2012	Downer EDI Works Pty Ltd	Cement works at Leonora Airport for Apron Extension	31,737.20
15443	21/02/2012	Eagle Petroleum (WA) Pty Ltd	Motorcharge costs (January) and Fuel purchases	1,445.17
15444	21/02/2012	Earth Australia Contracting Pty Ltd	Airport Apron - Earthworks	1,386.00
15445	21/02/2012	Eastern Goldfields Little Athletics	Replacement of Multi Timers - Not returned following Leonora Golden Gift 2010	1,800.00
15446	21/02/2012	Express Yourself Printing	Printer Cartridges - Depot + Goods sold on consignment (CRC)	573.26
15447	21/02/2012	Forman Bros	Clean out Silt and Debris from Stormwater Pits around town	13,541.00
15448	21/02/2012	Goldfields Commercial Security P/L	Security Surveillance/Monitoring costs around Shire	921.75
15449	21/02/2012	Goldfields Truck Power	Tools/Supplies for depot + Nuts and Bolts for P762	608.12
15450	21/02/2012	Goldline Distributors	Goods ordered for Gwalia Museum/Hoover House and depot	765.63
15451	21/02/2012	IP Systems Pty Ltd	Phone usage - Medical Centre	222.30
15452	21/02/2012	J.R. & A. Hersey Pty Ltd	Outstanding Amount of \$20.00 from Previous Invoice	20.00
15453	21/02/2012	Juwest Pty Ltd	Various work on Aerodrome and cemetery as requested by Engineer.	6,172.65
			<b>Sub Total</b>	<b>\$97,824.39</b>

President: \_\_\_\_\_

<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment</b>
			<b>Balance Brought Forward</b>	<b>\$97,824.39</b>
15454	21/02/2012	Landgate	Valuation costs and Mining Tenements chargeable	1,860.25
15455	21/02/2012	Landmark Engineering & Design	1 x Burton 2 Toilet Building with Verandah - Cemetery	27,467.00
15456	21/02/2012	Leinster News & Video	Leinster Community Grant - Leinster Library	132.80
15457	21/02/2012	Leonora Drive Connectors	Hydraulic Hoses + Fittings for Depot	1,004.80
15458	21/02/2012	Leonora Post Office	Postage costs - January, 2012	344.86
15459	21/02/2012	Leonora Supermarket and Hardware	Supermarket Purchases - December, 2011	2,021.72
15460	21/02/2012	Mackay Projects Pty Ltd	Engineering Services - January	17,858.50
15461	21/02/2012	McMahon Burnett Transport	Freight Costs - Depot	538.80
15462	21/02/2012	Mercury Firesafety Pty Ltd	Annual Inspection of Fire Equipment on Vehicles and Buildings - Shire	2,466.75
15463	21/02/2012	Murray Brown	Completion of Statutory Compliance Audit Return for 2011	914.74
15464	21/02/2012	Office National Kalgoorlie	Monthly Service charges = Travel Costs	1,076.40
15465	21/02/2012	On- Line Business Equipment	Toner bought using Leinster Community Grant	676.17
15466	21/02/2012	Outback Parks&Lodges	Leonora Lodge - Accommodation/Meals - Nikki Stranks	737.00
15467	21/02/2012	Pipeline Mining & Civil Contracting	Roadworks/Signage works, Auger Holes for apron Lighting at Aerodrome, Pot hole repairs, Excavation work and Replacing of bins along main street	21,083.04
15468	21/02/2012	Precision Acoustics	AC Calibration for WorkCover Audiometer Danplex	214.50
15469	21/02/2012	Reliance Petroleum	Fuel Purchase - Doctor	188.40
15470	21/02/2012	Reynolds Graphics Pty Ltd	Courier fees to deliver the Leonora Town/Map pads	324.50
15471	21/02/2012	RLG Mechanical Services	Anderson Plugs - Depot	107.83
15472	21/02/2012	Samuel Burke	Re-imbusement air fare - S. A. Burke	436.60
15473	21/02/2012	Skippers Aviation Pty Ltd	Flights for Stephen Carrick, Ian Maitland and Gemma Boucher	1,746.00
15474	21/02/2012	Toll Ipec Pty Ltd	Freight Costs	528.89
15475	21/02/2012	Toll Priority	Storage Fee - January 2012	131.81
15476	21/02/2012	UHY Haines Norton	Monthly Accounting Service Fee + Workshop Registration for DCEO	6,501.00
15477	21/02/2012	WA Local Government Association	Desk pads for Shire	85.25
15478	21/02/2012	Watsons Technical Services	Repairs to WIN TV Transmitter (Sent to Italy) July 2011 - Jan 2012	907.50
15479	21/02/2012	West Australian Newspapers Ltd	Advertising costs - January, 2012	334.80
15480	21/02/2012	Westland Autos No1 Pty Ltd	Service to P2230, P33 and P6	1,622.08
15481	21/02/2012	WesTrac Pty Ltd	Parts for P011	489.12
15482	21/02/2012	Whitehouse Hotel	Sandwiches for Workshop held in Shire Offices and food and refreshments for Shire Christmas Party	5,719.80
15483	21/02/2012	Wurth Australia Pty Ltd	Replast Easy Positive Mixer	25.00
			<b>GRAND TOTAL</b>	<b>\$195,370.30</b>



**10.0 REPORTS OF OFFICERS****10.3 ENVIRONMENTAL HEALTH AND BUILDING OFFICER****10.3(A) DEVELOPMENT APPLICATION**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21<sup>st</sup> February, 2012

**AGENDA REFERENCE:** 10.3 (A) FEB 12

**SUBJECT:** Development Application

**LOCATION / ADDRESS:** Part Lot 201 Lot 33 Tower Street, Leonora

**NAME OF APPLICANT:** John Coufos

**FILE REFERENCE:** Lot 33 Tower Street

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Garry Agnew

**OFFICER:** Principle Environmental Health and Building Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 3<sup>rd</sup> February, 2012

**BACKGROUND****Summary**

Council is asked to consider an Application for Planning Approval for the development of a retail shop (Chemist) at vacant premises Part Lot 201 Tower Street Leonora.

**Comment**

Application for Planning Approval has been submitted by John Coufos of 1 Arkwell Way Marmion WA 6020 for the development of a retail shop (Chemist) at premises situated at Lot 35 Tower Street Leonora, owned by Terrance Demasson PO Box 206 Leonora.– **see Attachment 1'a**'.

Part Lot 201 Tower Street is zoned "Town Centre" under the Shire of Leonora Town Planning Scheme No.1.

Pursuant to Table 1 – Zoning Table Shire of Leonora Town Planning Scheme No.1 a Shop is a permitted 'Use Class' in the Town Centre zone.

Clause 6.1.1 of the Shire of Leonora TPS No.1 states –

*6.1.1 Subject to the exclusions of Clause 6.1.2 Council's Planning Approval is required for development of any land zoned under the Scheme.*

The Planning and Development Act 2005 provides the following interpretations for 'development' and 'development application'.

**development** means the development or use of any land, including —

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
- (b) the carrying out on the land of any excavation or other works;
- (c) in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that —
  - (i) is likely to change the character of that place or the external appearance of any building; or
  - (ii) would constitute an irreversible alteration of the fabric of any building; and

President: \_\_\_\_\_

*development application means an application under a planning scheme, or under an interim development order, for approval of development;*

The carrying on of a retail business (Chemist) at Part Lot 201 Tower Street Leonora is in accordance with the requirements of the Shire of Leonora Town Planning Scheme No.1

#### **STATUTORY ENVIRONMENT**

Shire of Leonora Town Planning Scheme No.1

Planning and Development Act 2005

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **STRATEGIC IMPLICATIONS**

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

#### **RECOMMENDATIONS**

That Planning Approval is granted to John Coufos of 1 Arkwell Way Marmion WA 6020 for the development of a retail shop (Chemist) at Part Lot 201, Tower Street, Leonora.

#### **VOTING REQUIREMENT**

Simple majority required.

#### **COUNCIL DECISION**

**Moved Cr P Craig, Seconded Cr SJ Heather**, that Planning Approval is granted to John Coufos of 1 Arkwell Way Marmion WA 6020 for the development of a retail shop (Chemist) at Part Lot 201, Tower Street, Leonora.

**CARRIED (7 VOTES TO 0)**

## Application For Planning Approval SHIRE OF LEONORA

Town Planning Scheme No 1

Health Act 1911 as amended

**Name of Owner of land on which development is proposed:**

Surname: DEMASSON  
 Other Names: TERRANCE CLIFFORD  
 Address in Full: PO Box 206, LEONORA Post Code: 6438  
 Telephone No.: 90376559 Fax: 90376559 Email: NIL  
 Contact Person: TERRY DEMASSON MOBILE 0417175249  
 Signature: Terry Demasson Date: 28-1-12  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signature of the landowner(s) is required on all applications. This application will not proceed without that signature.

**Applicant Details:**

Name: (In full) JOHN THEODORE COUFOS  
 Address in Full: 1 ARKWEL WAY MARMION Post Code: 6020  
 Telephone No.: 0417948559 Fax: 94471932 Email: jtcoufos@iinet.net.au  
 Contact Person for Correspondence: JOHN COUFOS  
 Signature: [Signature] Date: 28-1-2012

**Property Details:**

Street Name: TOWER Suburb/Town: LEONORA  
 Nearest Street Intersection: TOWER / TRUMP  
 Lot No.: MOIETY 34 Property No.: 72 Location No.: \_\_\_\_\_  
 Diagram or Plan No.: D 222749 Certificate of Title No.: 1237 Folio: 720  
 Title Encumbrances (e.g. easements, restrictive covenants) LAND SUBJECT TO SUB. DIVISION  
(SEE ATTACHED DIAGRAM)

**Existing Building/Land Use:**

Description of proposed development and/or use: RETAIL / PHARMACY

President: \_\_\_\_\_

Nature of any existing buildings and/or use: RETAIL SHOP

Approximate cost of proposed development: \$ 30 000

Estimated time of completion: 6/6/2012

**Building Materials:**

External Walls: EXISTING

Roof: EXISTING

Floor: EXISTING

Total Floor Area (M<sup>2</sup>): 60m<sup>2</sup>

Office Use Only		
Acceptance Officer's Initials: .....	Date Received: .....	
Wiluna Shire Reference Number: .....		
Fees Paid: .....	Date: .....	Receipt No.: .....

President: \_\_\_\_\_

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

**A. ELECTED MEMBERS**

Nil

**B. OFFICERS**

Nil

**12.0 NEXT MEETING**

20<sup>th</sup> March, 2012

**13.0 CLOSURE OF MEETING**

There being no further business, Presiding Member Cr JF Carter declared the meeting closed at 10:27am.