

SHIRE OF LEONORA

NOTICE OF AN ORDINARY COUNCIL MEETING



**MINUTES OF ORDINARY MEETING HELD
IN SHIRE CHAMBERS, LEONORA
ON TUESDAY 16TH FEBRUARY, 2016
COMMENCING AT 9:30 AM.**

1.0 DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS / FINANCIAL INTEREST DISCLOSURE

1.1 President Cr Peter Craig declared the meeting open at 9:30 am.

1.3 Visitors or members of the public in attendance
Nil

1.4 Financial Interests Disclosure
Nil

2.0 DISCLAIMER NOTICE

3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

3.1 Present	
President	PJ Craig
Deputy President	MWV Taylor
Councillors	RM Cotterill
	LR Petersen
	RA Norrie
	GW Baker
Chief Executive Officer	JG Epis
Deputy Chief Executive Officer	TM Browning
Manager of Community Services	SG Butson

3.2 Apologies	
Councillors	AE Taylor

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 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS

Moved Cr RA Norrie, Seconded Cr MWV Taylor that the Minutes of the Ordinary Meeting held on 15th December, 2015 be confirmed as a true and accurate record.

CARRIED (6 VOTES TO 0)

9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Cr PJ Craig made the following announcement:

Meeting held in Leonora with Rick Wilson (federal member for O'Connor) and Alan Tudge (Assistant Minister for Family Services) on 22nd December, 2015 (notes of meeting to be circulated to Councillors this week) was well attended with a large proportion of those in attendance in favour of the introduction of a 'Healthy Welfare Card'.

Some officers from government departments are currently in Leonora to begin community engagement and consultation in an effort to further progress and process community support for the initiative.

Positive promotion of the initiative, and the valuable locally delivered wrap around support services that would accompany (such as drug and alcohol support services) was encouraged to all Councillors.

10.0 REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1(A) TENDER 01/2016 EHO, BUILDING SURVEYOR & TOWN PLANNING SERVICES

SUBMISSION TO: Meeting of Council
Meeting Date: 16th February, 2016

AGENDA REFERENCE: 10.1 (A) FEB 16

SUBJECT: Tender 01/2016 EHO, Building Surveyor & Town Planning Services

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Not Applicable

FILE REFERENCE: Tenders 10.7

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 1st February, 2016

BACKGROUND

Tenders were recently invited from suitably qualified individuals, for the provision of all operational services in regards to environment, health, buildings and town planning for the Shire of Leonora. An advertisement appeared in the West Australia newspaper on 9th January 2016. Tenderers were advised they would also provide a service to the Shires of Laverton and Menzies on behalf of the Shire of Leonora. Services shall be provided on an onsite basis for a minimum of 88 hours per month with additional offsite contact as required.

Copy of Specifications provided is attached.

Tenders closed at 4pm Monday 25th January 2016, and were opened by authorised officers at the Shire of Leonora offices.

Tenders received are listed in the table below.

Name/Company:	Hourly Rate for services:	Charge for travel:	Inc/Ex GST:
Site Environmental and Remediation Services (SERS)	\$137.12 per hour	\$2,742.42 per month (fixed)	Ex
David R Hadden	\$110.00 per hour	\$1.10 per kilometre, plus \$110 per hour	Ex

Tenders were assessed giving consideration to price, experience, and capacity to deliver requested services.

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 \$150,000.00.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure for these services are included in the current budget. Financial implications to neighbouring local governments have been advised, in order that the Shire of Leonora can continue cost recovery for services provided to other local governments on behalf of the Shire of Leonora.

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council accept the tender from David R Hadden, for the provision of operational services in regards to environment, health, buildings and town planning for the Shire of Leonora as stipulated within tender documents, at the rate of \$110 per hour, plus travel @ \$1.10 per kilometre plus \$110 per hour.

VOTING REQUIREMENT

Simple majority required.

COUNCIL DECISION

Moved Cr LR Petersen, Seconded Cr RM Cotterill that Council accept the tender from David R Hadden, for the provision of operational services in regards to environment, health, buildings and town planning for the Shire of Leonora as stipulated within tender documents, at the rate of \$110 per hour, plus travel @ \$1.10 per kilometre plus \$110 per hour.

CARRIED (6 VOTES TO 0)

10.0 REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1(B) REVIEW OF DELEGATIONS

SUBMISSION TO: Meeting of Council
Meeting Date: 16th February, 2016

AGENDA REFERENCE: 10.1 (B) FEB 16

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: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 2nd February, 2016

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 following amendments made:

- F09 Purchase Order Authorisation

The above mentioned delegation has been amended to add a level of authority to the new 'Senior Administration Officer' position, and changes to levels of purchasing authority to streamline operational processes.

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.

COUNCIL DECISION

Moved Cr RA Norrie, Seconded Cr GW Baker that the Council adopt the Register of Delegations as attached to this report.

CARRIED BY ABSOLUTE MAJORITY (6 VOTES TO 0)



SHIRE OF LEONORA

REGISTER OF DELEGATIONS

Reviewed by Council 16th February, 2016

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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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

<i>Council Policy:</i>	N/A.
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed & Amended:</i>	15 th February 2011

F02 INVESTMENTS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy CEO
<i>Conditions:</i>	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.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42/S5.44, S6.14 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	A.2.1
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

F03 HIRE FEES & CHARGES – RECREATION CENTRE

<i>Function to be performed:</i>	To adjust/vary recreation centre, halls, and oval hire fees and charges as determined in the budget.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>Subject to Regulations 5, 8 and 10 of the Local Government (Financial Management) Regulations 1996; and</p> <ul style="list-style-type: none">• where it is considered that there is the need due to extenuating circumstances, unusual kind of use• The cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s.• One-off usage discounts being supported in favour of regular use discounts.• The participation of children/juniors in the program.• The benefits to the Shire, its staff and the community in general.• The costs to the Shire, including any forfeited opportunity costs.• Any other circumstances that warrant consideration to a discount or waiving of fees.
<i>Record of Use:</i>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42, S6.10 Local Government Act (As Amended).
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

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

<i>Function to be performed:</i>	<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>
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<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>
<i>Record of Use:</i>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act 1995.
<i>Council Policy:</i>	A.3.2 + A.3.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

F05 EXPENDITURE PRIOR TO ADOPTION OF BUDGET

<i>Function to be performed:</i>	To incur operating expenditures from the Municipal Fund prior to the adoption of the annual budget.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	This delegation refers to operating expenditure only.
<i>Record of Use:</i>	List of accounts for payment to Council
<i>Reference:</i>	Local Government Act (As Amended).
<i>Council Policy:</i>	A.2.6
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

F06 INSURANCE

<i>Function to be performed:</i>	To enter into appropriate contracts of insurance.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Insurance Policies held by the Council.
<i>Reference:</i>	Part 3 of Local Government Act (As Amended).
<i>Council Policy:</i>	A.2.5
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	16th February, 2016
Date Reviewed and Amended:	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: 20th May 1997
Date Reviewed: 16th February, 2016
Date Reviewed and Amended: 15th February 2011

F08 SURPLUS EQUIPMENT, MATERIALS, TOOLS

<i>Function to be performed:</i>	To sell surplus equipment, materials, tools, etc with an estimated value of less than \$2,000 which are no longer required, or are out moded, or are no longer serviceable.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	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.
<i>Record of Use:</i>	Information on File and advice provided to Council. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act (As Amended) Sect 3.58 & 5.42 and Financial Management Regulation 5.2
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th 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>Senior Administration Officer</i>	<i>Up to and including \$1,000 as per the adopted budget. In the absence of other senior staff, purchase orders may be signed with the verbal approval of one of the other officers listed in this section, provided that the purchase order is counter signed by that officer upon their return.</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 \$1,000 can be arranged by delegated officers, \$10,001-\$25,000 must receive two quotes Deputy CEO & Manager Works delegated to approve, \$25,001-\$149,999 must receive three quotes with CEO delegated to approve, \$150,000 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: 20th February 2007

Date Reviewed: 16th February, 2016

Date Reviewed and Amended: 15th February 2011, 17th February 2015 & 16th February 2016

F10 RECOVERY OF DEBTS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy CEO
<i>Conditions:</i>	<ol style="list-style-type: none">1) The establishing of written records of any action taken.2) Compliance with relevant sections of the Local Government (Financial Management) Regulations 1996 and Local Government Act 1995.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

F11 LAND VALUATIONS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy CEO
<i>Conditions:</i>	Provisions to be included in budget for land valuation expenses.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

ADMINISTRATION**A01 USE OF SHIRE VEHICLES**

<i>Function to be performed:</i>	To make appropriate private use arrangements with all staff having use of a Council vehicle.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy Chief Executive Officer
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Vehicle Log Book. (Where applicable)
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	T.6.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

A02 STAFF HOUSING

<i>Function to be performed:</i>	To make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none">1 In exercising this delegation regard shall be given to any Council policy in place from time to time.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 organisations3 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.
<i>Record of Use:</i>	Employee Files.
<i>Reference:</i>	Nil.
<i>Council Policy:</i>	Nil.
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	Nil.

A03 LIQUOR – SALE & CONSUMPTION AT COUNCIL PROPERTY

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	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.
<i>Record of Use:</i>	Applications and approvals to be kept in Filing System.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended). Sections 59 and 119 of the Liquor Licensing Act 1988.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

A04 IMPOUNDING GOODS – AUTHORISED EMPLOYEE

<i>Function to be performed:</i>	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;
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Pt 6.
<i>Record of Use:</i>	Report to Council.
<i>Reference:</i>	Local Government Act, 1995 (As Amended) – S5.42 Local Government Act, 1995 – S3.39
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	Nil

A05 AWARD / INDUSTRIAL MATTERS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	File records of authorisations given.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	Nil

A06 CONTRACT VARIATIONS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Contract Register
<i>Reference:</i>	Local Government Act, 1995 and Tender Regulations
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	Nil

A07 LEGAL ADVICE

<i>Function to be performed:</i>	To obtain such legal advice and opinions as considered is necessary in the management of the Local Government.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to existing budgetary provisions for that purpose
<i>Record of Use:</i>	Information on File and advice provided to Council. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	A.1.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	Nil

A08 ENFORCEMENTS AND LEGAL PROCEEDINGS

<i>Function to be performed:</i>	<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>
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>Subject to compliance with the following:</p> <ul style="list-style-type: none"> • Local Government Act 1995 • Dog Act 1976 • Bush Fire Act 1954 • Health Act 1911 • Local Government (Miscellaneous Provisions) Act 1960 • Local Laws, Parking and Dogs • Council Policy
<i>Record of Use:</i>	Retention of file copy of relevant correspondence.
<i>Reference:</i>	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.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	Nil

A09 DELEGATION OF POWER

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Deputy Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In the absence of Chief Executive Officer and when authorised in writing, the Deputy Chief Executive Officer shall act as the Chief Executive Officer.
<i>Record of use:</i>	Retention of file copy of relevant appointment in Personnel File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	A.3.6
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	Nil

A10 COUNCIL/MEMBERS - REGISTER OF DELEGATIONS TO COMMITTEES

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	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.
<i>Record of use:</i>	Register
<i>Reference:</i>	S5.42 and S5.18 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	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.

<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none">1. Provision must be included in budget for CEO to call tenders without referring to Council.2. On receipt of the tenders, the CEO shall report on tenders received to the next Council meeting.
<i>Record of use:</i>	Report to Council and file of correspondence and actions. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Tender Regulations and Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

A12 TRADE/VENDOR LICENCES

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil
<i>Conditions:</i>	<ol style="list-style-type: none">1. The nature of the business and the type of goods sold2. The effect the business has on local traders.3. The duration of the stay4. No nuisance is created by the nature of the business
<i>Record of use:</i>	Record to be kept on appropriate file.
<i>Reference:</i>	Local Government Miscellaneous Provisions Act 1996
<i>Council Policy:</i>	T.6.5
<i>Date Adopted:</i>	20 th October 1998
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

A13 ANIMALS – UNLAWFUL RELEASE FROM POUND

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil
<i>Conditions:</i>	The CEO is to report particulars of instructions issued to Council's solicitors to the next following meeting of Council.
<i>Record of use:</i>	Record to be kept on appropriate file.
<i>Reference:</i>	S5.94 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

ENGINEERING**E01 TEMPORARY RURAL ROAD CLOSURES**

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Manager of Works
<i>Conditions:</i>	Compliance with the Local Government (Functions and General) Regulations 1996.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act 1995 (As Amended) – S5.42, S3.50, S3.51 Local Government (Function and General) Regulations 1996. Executive Function S3.18
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

E02 ROAD TRAINS AND EXTRA MASS PERMITS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Have regard for any policy of the Council in relation to the use of local roads by restricted access vehicles
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Road Traffic Vehicle Standard Regulations
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

E03 TRAFFIC CONTROL SIGNALS, ROAD REGULATORY SIGNS & STREET SIGNS

<i>Function to be performed:</i>	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, 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. 3 Proceed with the provision and erection of new street name plates and the replacement of damaged name plates.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Due regard to limit of funds within budget
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Road Traffic Code 2000
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

E04 CONTRACTORS – USE OF WORKS

<i>Function to be performed:</i>	To engage private contractors to assist and complement Council's work staff in carrying out any works and services.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In exercising this delegated authority, the Chief Executive Officer shall have due regard to the following: <ul style="list-style-type: none">• It must be demonstrated that by engaging the private contractors, it will be in the best interests of the Council;• Appropriate funds are provided in the budget.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Section 3.50 Local Government Act 1995
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

E05 PLANT – USE BY EMPLOYEES

<i>Function to be performed:</i>	Permit Council employees to utilise Council plant after hours.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none">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.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.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Council Policy:</i>	T.6.2
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

E06 DAMAGE TO ROADS AND FOOTPATHS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Council Policy:</i>	Nil
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

E07 PRIVATE WORKS

<i>Function to be performed:</i>	Carry out private works utilising Council employees and plant.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none">1. Private works will only be undertaken when time permits to ensure there is no disruption to Council's works programme.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.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Council Policy:</i>	Nil
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

HEALTH**H01 ENVIRONMENTAL HEALTH**

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Environmental Health Officer.
<i>Conditions:</i>	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
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 1911 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

H02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS

<i>Function to be performed:</i>	<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"> 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"> a. A single dwelling b. Any other building that produces not more than 540 litres of sewerage per day; 2. A person may apply for approval by: <ol style="list-style-type: none"> a. Completing an application in a form approved by the Executive Director, Public Health 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; 3. The Shire of Leonora upon application will as soon as practicable after receiving the application: <ol style="list-style-type: none"> a. Grant approval, or b. Refuse to grant approval; 4. Where the Shire refuses to grant approval it shall provide to the applicant written notice: <ol style="list-style-type: none"> a. Advising the person of the refusal, and b. Setting out the reasons for the refusal;
<i>Delegated to:</i>	To any person appointed by the local authority to the position of Environmental Health Officer.
<i>On delegated to:</i>	Nil.
<i>Conditions:</i>	<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>
<i>Record of use:</i>	<p>Retention of file copy of relevant correspondence.</p> <p>Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.</p>
<i>Reference:</i>	Health Act 1911 (As Amended), Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th August 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

H03 DEALING WITH NUISANCES

<i>Function to be performed:</i>	In accordance with the provisions of Section 184 of the Health Act 1911 the Chief Executive Officer is authorised to deal with nuisances.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Environmental Health Officer.
<i>Conditions:</i>	Subject to the provisions of the Health Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 1911 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

H04 CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil.
<i>Conditions:</i>	Subject to the approval being in accordance with the provisions of Regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 1911 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

H05 Environmental Health

<i>Function to be performed:</i>	In accordance with the provisions of Section 122 of the Food Act 2008, the Chief Executive Officer is appointed and authorized to exercise and discharge the following powers and functions for the purposes of this act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Environmental Health Officer
<i>Conditions:</i>	Subject to the provisions of the Food Act 2008 and Council Policies, the businesses being advised of appeal rights and a detailed report to the monthly Council Meeting.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Food Act 2008
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	17 th June, 2014
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

BUILDING

B01 WORKS - UNLAWFUL

Date Adopted: 20th May 1997
Date Reviewed: 18th February, 2014
Date Reviewed and Amended: 15th February 2011
Date Deleted: 18th February, 2014

B02. BUILDING LICENCES

<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	18th February, 2014
<i>Date Reviewed and Amended:</i>	15 th February 2011
<i>Date Deleted:</i>	18 th February, 2014

B06 DWELLINGS UNFIT FOR HABITATION

<i>Function to be performed:</i>	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).
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To the person occupying the office of Environmental Health Officer/Building Surveyor
<i>Conditions:</i>	Subject to the provisions of Section 135 of the Health Act 1911 (as amended).
<i>Record of use:</i>	Certificates issued and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Section 135 of the Health Act 1911 (as amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011 & 18 th February 2014

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 Environmental Health Officer/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 <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Section 139 of the Health Act 1911 (as amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011 & 18 th February 2014

B08 BUILDING CONVERSION TO A DWELLING

Date Adopted: 19th May 1998

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

B09 PARK HOMES

<i>Function to be performed:</i>	To grant approval to any person wishing to bring a Park Home on to a Caravan Park.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Nil
<i>Record of use:</i>	Building licenses issued and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Caravan Parks and Camping Grounds Regulations 1997 (11(2)(a))
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

B10 Building/Demolition Permits

<i>Function to be performed:</i>	To approve/refuse applications submitted under section 20 and 21 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of section 20 and 21 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	T.6.10
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

B11 Building/Demolition, Extension of Time to Complete

<i>Function to be performed:</i>	To approve/refuse applications submitted under section 32 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of section 32 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

B12 Building Orders

<i>Function to be performed:</i>	1. To make building orders pursuant to Division 5, Section 110 and 117 of the Building Act 2011 in relation to: a. Building Work b. Demolition Work c. An existing building or incidental structure 2. To revoke building orders pursuant to Section 17 of the Building Act 2011
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Division 5, Section 110 and 117 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

B13 Grant of Occupancy Permit, Building Approval Certificate

<i>Function to be performed:</i>	To approve, modify or refuse to approve applications submitted under Section 58 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Section 58 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

B14	Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
<i>Function to be performed:</i>	To approve or refuse applications submitted under Section 65 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Section 65 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

B15 Authorised Persons – Building Act 2011

<i>Function to be performed:</i>	The CEO is Delegated Authority as “Authorised Persons” under the provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

B16 Certificate of Design Compliance

<i>Function to be performed:</i>	To issue Certificates of Design Compliance pursuant to Section 127 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Section 127 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	N/A

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 <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Bushfires Act 1954
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	16th February, 2016
<i>Date Reviewed and Amended:</i>	15 th February 2011

01**DELEGATIONS TO COMMITTEES****Audit Committee**

Membership:	As determined by the Councils resolution.
Role:	To fulfill Council's statutory requirements pursuant to the Local Government (Audit) Regulations.

Delegated Duties and Responsibilities

The following Duties and Responsibilities are delegated to the Audit Committee by the Council:-

1. Provide guidance and assistance to the Council as to the carrying out the functions of the local government in relation to audits;
2. Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local governments auditor;
3. Develop and recommend to Council –
 - A list of those matters to be audited; and
 - The scope of the audit to be undertaken;
4. Recommend to the Council the person or persons to be appointed as auditor;
5. Develop and recommend to the Council a written agreement for the appointment of the auditor. The agreement is to include –
 - The objectives of the audit;
 - The scope of the audit;
 - A plan of the audit;
 - Details of the remuneration and expenses to be paid to the auditor; and
 - The method to be used by the local government to communicate with and supply information to the auditor;
6. Liaise with the CEO to ensure that the local government does everything in its power to-
 - Assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - Ensure that audits are conducted successfully and expeditiously;
7. Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - Determine if any matters raised require action to be taken by the local government; and
 - Ensure that appropriate action is taken in respect of those matters;
8. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
9. Review the scope of the audit plan and program and its effectiveness; and
10. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
11. To meet with the auditor at least once in every year in accordance with Section 7.12A (2) of the Local Government Act 1995.

Date Adopted: 19th February, 2013

Date Reviewed: 16th February, 2016

Date Reviewed and Amended: N/A

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 17th February 2015 resolved, by absolute majority, to delegate the following duties and powers to you:

FINANCE	5
01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS	5
02 INVESTMENTS	7
03 HIRE FEES & CHARGES – RECREATION CENTRE	8
04 CONFERENCES / SEMINARS / TRAINING – EXPENSES OF COUNCILLORS AND STAFF	9
05 EXPENDITURE PRIOR TO ADOPTION OF BUDGET	10
06 INSURANCE	11
07 RATE RECORDS AND RECOVERY OF RATES AND SERVICE CHARGES	12
08 SURPLUS EQUIPMENT, MATERIALS AND TOOLS	14
09 PURCHASE ORDER AUTHORISATION	15
10 RECOVERY OF DEBTS	16
11 LAND VALUATIONS	17
ADMINISTRATION	18
01 USE OF SHIRE VEHICLES	18
02 STAFF HOUSING	19
03 LIQUOR – SALE AND CONSUMPTION OF AT COUNCIL PROPERTY	20
04 IMPOUNDING GOODS –AUTHORISED EMPLOYEE	21
05 AWARD / INDUSTRIAL MATTERS	22
06 CONTRACT VARIATIONS	23
07 LEGAL ADVICE	24
08 ENFORCEMENTS AND LEGAL PROCEEDINGS	25
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11 TENDERS	28
12 TRADE/VENDOR LICENCES	30
13 ANIMALS – UNLAWFUL RELEASE FROM POUND	31
ENGINEERING	32
01 TEMPORARY RURAL ROAD CLOSURES	32
02 ROADTRAINS AND EXTRA MASS PERMITS	33
03 TRAFFIC CONTROL SIGNALS AND ROAD REGULATORY DEVICES	34
04 CONTRACTORS – USE OF WORKS	35
05 PLANT – USE BY EMPLOYEES	36
06 DAMAGE TO ROADS AND FOOTPATHS	37
07 PRIVATE WORKS	38
HEALTH	39
01 ENVIRONMENTAL HEALTH	39
03 DEALING WITH NUISANCES	41
04 CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND	42

BUILDING	43
06 DWELLINGS UNFIT FOR HABITATION	48
07 DWELLINGS TO BE REPAIRED	49
09 PARK HOMES	51
10 BUILDING/DEMOLITION PERMITS	52
11 BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE	53
12 BUILDING ORDERS	54
13 GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL CERTIFICATE	55
14 EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	56
15 AUTHORISED PERSONS – BUILDING ACT 2011	57
16 CERTIFICATE OF DESIGN COMPLIANCE	58
BUSHFIRE	52
01 USE OF COUNCIL PLANT	52

.....
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:

FINANCE	5
01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS	5
02 INVESTMENTS	7
09 PURCHASE ORDER AUTHORISATION	15
10 RECOVERY OF DEBTS	16
11 LAND VALUATIONS	17
ADMINISTRATION	18
01 USE OF SHIRE VEHICLES	18
09 DELEGATION OF POWER	26

.....
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:

HEALTH	39
02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS	40
03 DEALING WITH NUISANCES	41
05 ENVIRONMENTAL HEALTH	43
BUILDING	43
06 DWELLINGS UNFIT FOR HABITATION	48
07 DWELLINGS TO BE REPAIRED	49
09 PARK HOMES	51
10 BUILDING/DEMOLITION PERMITS	52
11 BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE	53
12 BUILDING ORDERS	54
13 GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL CERTIFICATE	55
14 EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	56
15 AUTHORISED PERSONS – BUILDING ACT 2011	57
16 CERTIFICATE OF DESIGN COMPLIANCE	58

.....
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:

FINANCE	5
09 PURCHASE ORDER AUTHORISATION	15
 ENGINEERING	 32
01 TEMPORARY RURAL ROAD CLOSURES	32

.....
Chief Executive Officer

REGISTER OF DELEGATIONS

04 To: Senior Administration 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:

FINANCE	5
09 PURCHASE ORDER AUTHORISATION	15

.....
Chief Executive Officer

10.0 REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1(C) ANNUAL ELECTORS MEETING 2014/15

SUBMISSION TO: Meeting of Council
Meeting Date: 15th February, 2016

AGENDA REFERENCE: 10.1 (C) FEB 16

SUBJECT: Minutes of Annual Electors Meeting

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 2.2

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: JG Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 2nd February, 2016

BACKGROUND

The General Meeting of Electors was held 15th December 2015 to consider the Shire of Leonora Annual Report for 2014/15. 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 2014/15 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 15th December 2015, as shown in the attachment to this report, be noted.

VOTING REQUIREMENT

Simple Majority.

COUNCIL DECISION

Moved Cr MWV Taylor, Seconded Cr RM Cotterill that the minutes of the General Electors meeting held 15th December 2015, as shown in the attachment to this report, be noted.

CARRIED (6 VOTES TO 0)

SHIRE OF LEONORA

MINUTES OF THE ANNUAL ELECTORS MEETING



**HELD IN COUNCIL CHAMBERS
LEONORA ON TUESDAY,
15th DECEMBER, 2015.**

SHIRE OF LEONORA

Minutes of the Annual Electors Meeting held in Council Chambers, Leonora on Tuesday 15th December, 2015.

1.0 MEETING OPEN

President, Cr Craig declared the meeting open, the time being 4:00 pm.

2.0 PRESENT

President	Cr P J Craig
Deputy President	Cr M W V Taylor
Councillors	Cr R A Norrie
	Cr L R Petersen
	Cr A E Taylor
	Cr R M Cotterill
	Cr G W Baker
Chief Executive Officer	J G Epis
Deputy Chief Executive Officer	T M Browning
Manager Community Services	S G Butson

Members of the Public

3.0 APOLOGIES

Manager Works D N Yates

4.0 MINUTES

The minutes of the previous Annual Electors Meeting held on Tuesday 16th December, 2014 were presented by the Chief Executive Officer.

Moved Cr RA Norrie, seconded Cr MWV Taylor that the minutes of the previous Annual Electors Meeting held on Tuesday 16th December, 2014 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, 2015

5.1 *PRESIDENTS REPORT*

Cr P Craig presented and read the Presidents Report for the period ending 30th June, 2015.

5.2 *CHIEF EXECUTIVE OFFICERS REPORT*

Mr J G Epis presented and read the Chief Executive Officers Report for the period ending 30th June, 2015.

5.3 *AUDIT REPORT*

Deputy CEO, Miss TM Browning read the audit report for the period ending 30th June, 2015.

5.4 *ANNUAL FINANCIAL STATEMENTS*

The Statements for the financial year ended 30th June, 2015 were presented without query.

Moved Cr MWV Taylor, seconded Cr RM Cotterill that the foregoing Annual Reports and Statements be recieved.

CARRIED UNANIMOUSLY

6.0 GENERAL BUSINESS

Miss TM Browning advised that she had been requested by her sister, Mrs DA Lynn, to congratulate the Council on the Leonora Child Care facility. She places her two children into care at the facility when she comes to Leonora for occasional work, and commented on the enthusiasm staff displayed toward their work and children in their care, as well as the positive engagement displayed by her children when attending. Mrs Lynn also wanted to convey that the fees were very reasonable, and the overall service at the centre made leaving her children in care a pleasant experience.

Cr PJ Craig congratulated the Shire of Leonora's executive team on a good result for the year ended 30th June, 2015, as well as extending congratulations to the support teams of management who assisted in the achievements over the past year.

7.0 **CLOSURE**

There being no further business, Shire President, Cr PJ Craig, declared the meeting closed at 4:12pm.

PRESIDENT

DATE

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(A) MONTHLY FINANCIAL STATEMENTS

SUBMISSION TO: Meeting of Council
Meeting Date: 16th February, 2016

AGENDA REFERENCE: 10.2 (A) FEB 16

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: 9th February, 2016

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 – 31st December, 2015
- (b) Compilation Report
- (c) Material Variances – 31st December, 2015

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.*
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 31st December, 2015 consisting of:

- (a) Statement of Financial Activity – 31st December, 2015
- (b) Compilation Report
- (c) Material Variances – 31st December, 2015

be accepted.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr LR Petersen, Seconded Cr RA Norrie that the Monthly Financial Statements for the month ended 31st December, 2015 consisting of:

- (a) Statement of Financial Activity – 31st December, 2015
- (b) Compilation Report
- (c) Material Variances – 31st December, 2015

be accepted.

CARRIED (6 VOTES TO 0)

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Mr Jim Epis
The Chief Executive Officer
Shire of Leonora
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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 (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 December 2015. 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

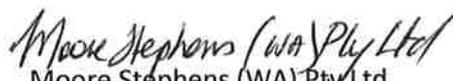
The Shire of Leonora are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

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.


Moore Stephens (WA) Pty Ltd
Chartered Accountants


PAUL BREMAN

DIRECTOR

25 January 2016

**SHIRE OF LEONORA
MONTHLY FINANCIAL REPORT
For the Period Ended 31 December 2015**

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

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SHIRE OF LEONORA
STATEMENT OF FINANCIAL ACTIVITY
Statutory Reporting Program
For the Period Ended 31 December 2015

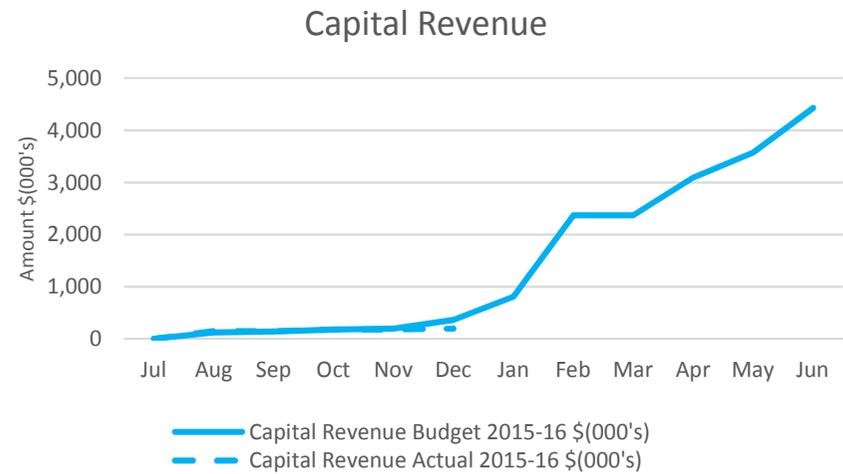
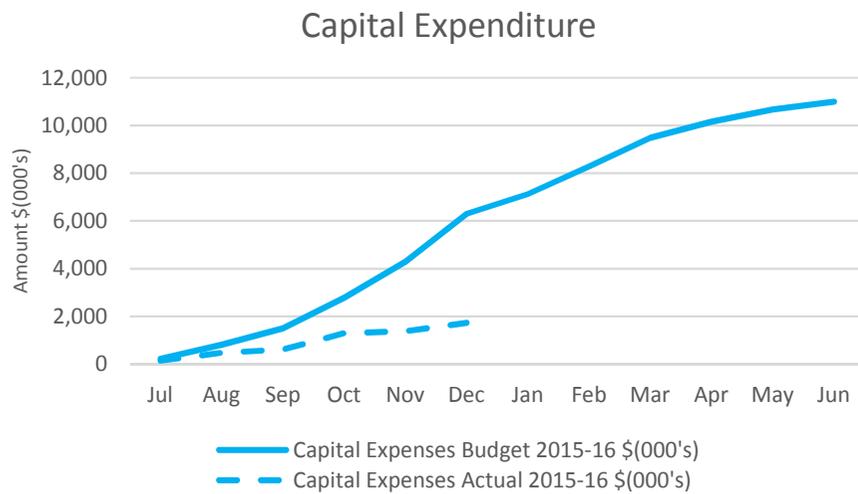
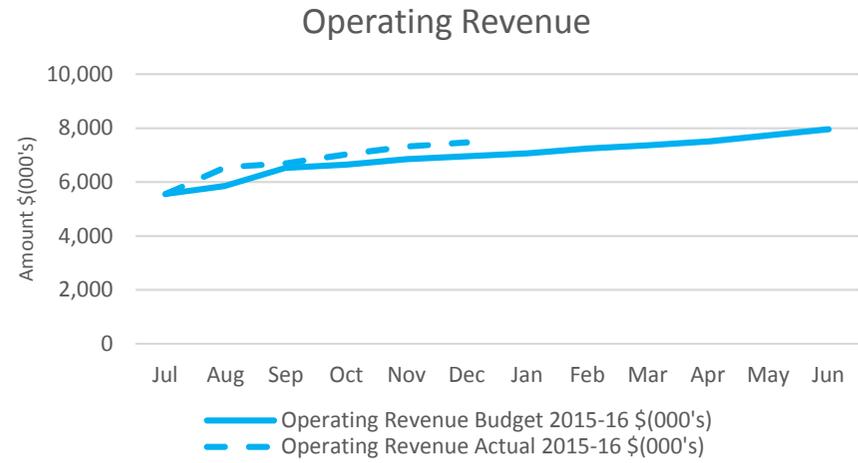
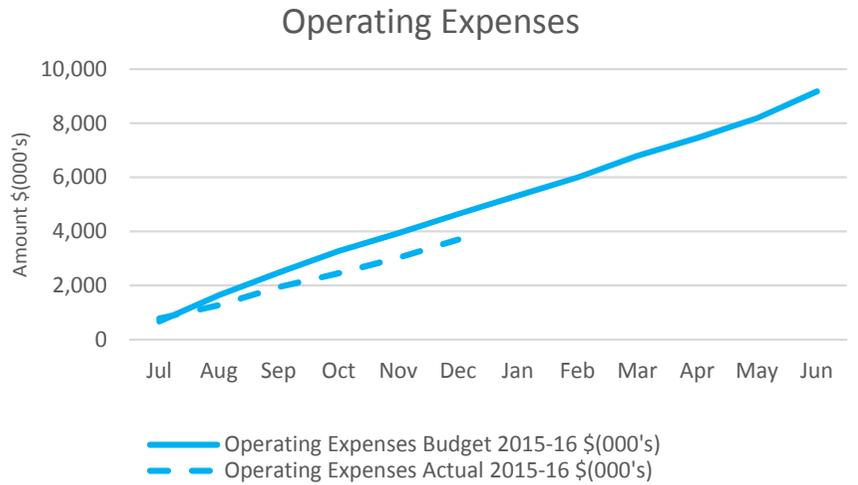
	Note	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		3,115	1,563	632	(931)	(60%)	
General Purpose Funding - Rates		5,166,718	5,166,718	5,231,243	64,525	1%	▲
General Purpose Funding - Other		346,999	238,607	361,027	122,420	51%	▲
Law, Order, Public Safety		11,762	9,494	9,239	(255)	(3%)	
Health		26,291	14,291	13,753	(538)	(4%)	
Education and Welfare		271,143	135,581	151,398	15,817	12%	▲
Housing		50,735	25,360	16,994	(8,366)	(33%)	
Community amenities		226,979	189,180	203,799	14,619	8%	
Recreation and Culture		217,762	110,104	84,022	(26,082)	(24%)	▼
Transport		1,118,711	897,653	930,697	33,044	4%	▲
Economic Services		414,838	125,996	357,713	231,717	184%	▲
Other Property and Services		100,344	43,530	107,204	63,674	146%	▲
Total Operating Revenue		7,955,397	6,958,077	7,467,721	509,644		
Operating Expense							
Governance		(553,229)	(266,177)	(261,109)	5,068	2%	
General Purpose Funding		(381,783)	(179,483)	(169,541)	9,942	6%	
Law, Order, Public Safety		(143,685)	(75,195)	(77,496)	(2,301)	(3%)	
Health		(646,485)	(329,656)	(300,784)	28,872	9%	▼
Education and Welfare		(626,621)	(319,083)	(265,638)	53,445	17%	▼
Housing		0	(5,120)	0	5,120	100%	
Community Amenities		(277,143)	(140,035)	(77,610)	62,425	45%	▼
Recreation and Culture		(1,196,606)	(686,971)	(477,668)	209,303	30%	▼
Transport		(3,731,572)	(1,897,648)	(1,612,881)	284,767	15%	▼
Economic Services		(1,603,170)	(685,118)	(539,838)	145,280	21%	▼
Other Property and Services		(14,892)	(63,580)	84,485	148,065	233%	▼
Total Operating Expenditure		(9,175,186)	(4,648,066)	(3,698,080)	949,986		
Funding Balance Adjustments							
Add back Depreciation		1,577,040	788,291	631,115	(157,176)	(20%)	▲
Adjust (Profit)/Loss on Disposal		220,713	107,977	2,371	(105,606)	(98%)	▲
Adjust Provisions and Accruals		0	0	(34,341)			
Adjust Deferred Rates		0	0	0	0		
Net Cash from Operations		577,964	3,206,279	4,368,786	1,196,848		
Capital Revenues							
Grants, Subsidies and Contributions		4,203,547	240,000	120,000	(120,000)	(50%)	▼
Proceeds from Disposal of Assets	3	223,636	123,921	73,636	(50,285)	(41%)	▼
Total Capital Revenues		4,427,183	363,921	193,636	(170,285)		
Capital Expenses							
Land	3	0	0	0	0		
Land and Buildings	3	(8,479,004)	(4,880,000)	(1,112,555)	3,767,445	77%	▼
Infrastructure - Roads	3	(1,111,251)	(345,000)	(425,358)	(80,358)	(23%)	▲
Infrastructure - Other	3	(789,537)	(456,500)	(17,783)	438,717	96%	▼
Plant and Equipment	3	(618,589)	(618,589)	(172,071)	446,518	72%	▼
Furniture and Equipment	3	0	0	0	0		
Total Capital Expenditure		(10,998,381)	(6,300,089)	(1,727,767)	4,572,322		
Net Cash from Capital Activities		(6,571,198)	(5,936,168)	(1,534,131)	4,402,037		
Financing							
Transfer from Reserves	7	0	0	0	0		
Transfer to Reserves	7	(998,174)	(7,393)	(7,393)	0	0%	
Net Cash from Financing Activities		(998,174)	(7,393)	(7,393)	0		
Net Operations, Capital Financing		(6,991,408)	(2,737,282)	2,827,262	5,598,884		
Opening Funding Surplus(Deficit)	2	6,991,408	6,991,408	6,991,572			
Closing Funding Surplus(Deficit)	2	0	4,254,126	9,818,834			

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to the attached Explanation of Material Variances Statement for an explanation of the reasons for the variance.

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

**SHIRE OF LEONORA
SUMMARY GRAPHS - FINANCIAL ACTIVITY
For the Period Ended 31 December 2015**



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

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

(g) Trade and Other Receivables

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

(h) Inventories

General

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

Land Held for Resale

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

(i) Fixed Assets

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

(j) Depreciation of Non-Current Assets

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

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

Note 1 (j) (Continued)

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

Asset	Depreciation Rate
Buildings	30 to 50 years
Furniture and Equipment	2 to 15 years
Plant and Equipment	5 to 15 years
Roads – Aggregate	25 years
Roads – Unsealed – Gravel	35 years
Drains and Sewers	75 years
Airfield – Runways	12 years

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

Borrowing Costs

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

(n) Provisions

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

(o) Current and Non-Current Classification

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

(p) Nature or Type Classifications Rates

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

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of noncurrent assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments.

Losses are disclosed under the expenditure classifications.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

Note 1 (p) (Continued)

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

Governance

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

General Purpose Funding

Rates, general purpose government grants and interest revenue.

Law, Order, Public Safety

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

Health

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

Education and Welfare

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

Housing

Provision and maintenance of elderly residents housing.

Community Amenities

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

Recreation and Culture

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

Transport

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

Economic Services

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

Other Property and Services

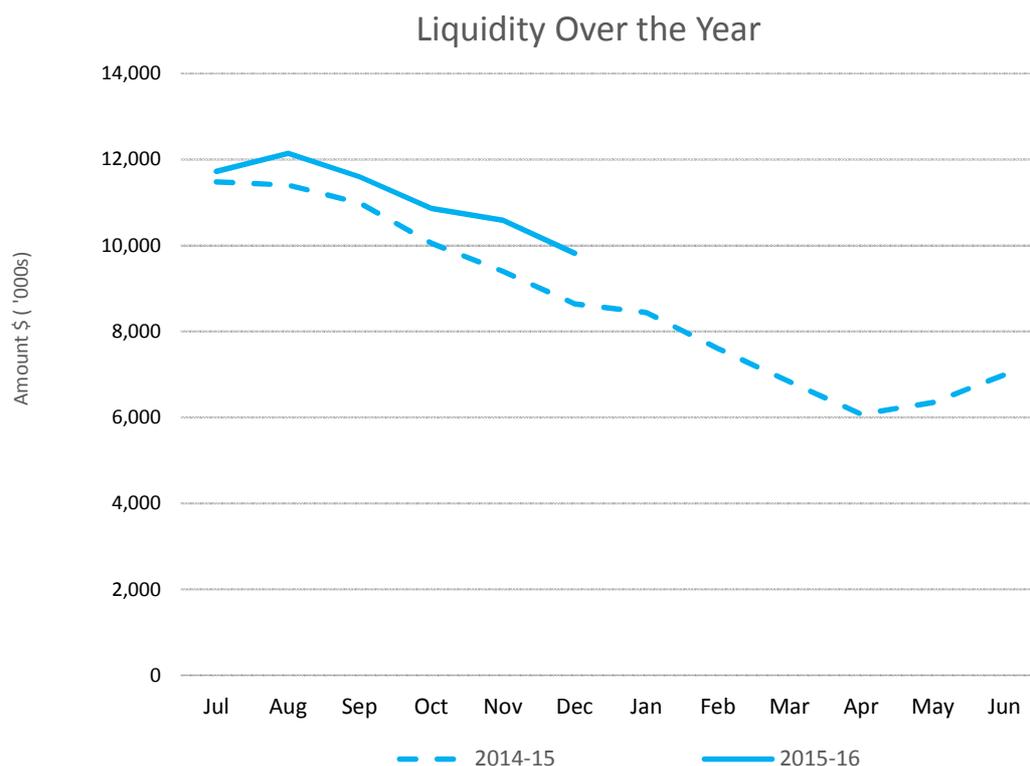
Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 2. NET CURRENT ASSETS

Net Current Assets	Note	30 June 2015	YTD 31 Dec 2014	YTD 31 Dec 2015
		\$	\$	\$
Current Assets				
Cash Municipal	4	1,073,276	3,112,263	4,339,139
Cash Reserves	4	1,029,296	738,459	1,036,689
Restricted Municipal Cash Investments	4	4,719,816	4,667,126	4,766,149
Receivables - Rates	5	83,147	636,747	587,918
Receivables -Other	5	1,371,967	557,534	247,794
Inventories		30,145	40,014	22,817
		8,307,647	9,752,143	11,000,506
Less: Current Liabilities				
Payables	6	(286,779)	(369,938)	(144,983)
Provisions		(218,163)	(217,785)	(183,822)
Less: Cash Reserves	7	(1,029,296)	(738,459)	(1,036,689)
Add: Cash Backed Leave Provisions		183,822	217,785	183,822
Add: Accrued Salaries already funded		34,341	0	0
Net Current Funding Position		6,991,572	8,643,746	9,818,834

Positive=Surplus (Negative=Deficit)

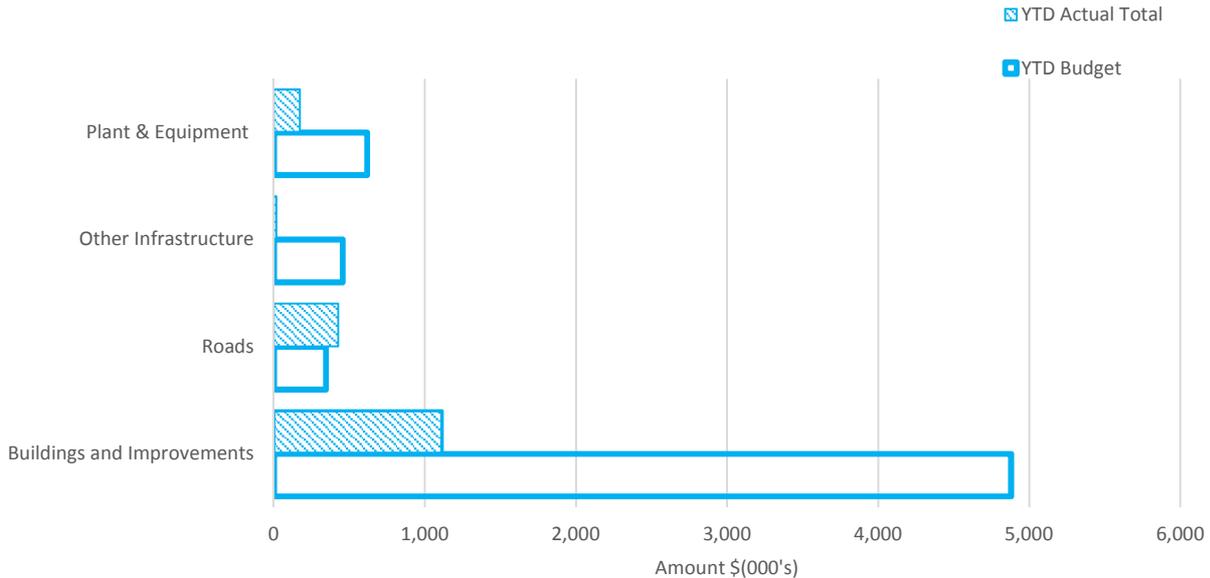


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 3. CAPITAL - ACQUISITIONS AND FUNDING

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended Annual Budget	YTD Budget (d)	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land				0	0	0	0
Buildings and Improvements		1,003,455	109,100	8,479,004	4,880,000	1,112,555	(3,599,004)
Roads		425,358		1,111,251	345,000	425,358	(766,251)
Other Infrastructure		17,783		789,537	456,500	17,783	(333,037)
Plant & Equipment		125,447	46,624	618,589	618,589	172,071	0
Furniture & Equipment		0		0	0	0	0
Capital Expenditure Totals		1,572,043	155,724	10,998,381	6,300,089	1,727,767	(4,698,292)
Capital Acquisitions Funded By							
Capital Grants and Contributions				4,203,547	240,000	120,000	(3,963,547)
Other (Disposals & C/Fwd)				73,636	73,636	73,636	0
Council Contribution - Operations				6,721,198	5,986,453	1,534,131	(734,745)
Capital Funding Total				10,998,381	6,300,089	1,727,767	

Capital Expenditure Program YTD



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 3. CAPITAL ACQUISITIONS

Capital Acquisitions		Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Building and Improvements		\$	\$	\$	\$
CSRFF Rec Centre Flooring	Renewal	150,000	0	0	(150,000)
Relocate Gym within Rec Centre	Upgrade	10,000	10,000	0	(10,000)
Depot Workshop	Renewal	130,000	30,000	51,870	(78,130)
Conservation Work Gwalia Cottages	Renewal	718,745	300,000	224,160	(494,585)
Barnes Federal Theatre Conservation	Renewal	520,000	200,000	10,760	(509,240)
Hoover House Renewal	Renewal	150,000	100,000	0	(150,000)
Museum Mine Office	Renewal	100,000	50,000	0	(100,000)
Museum Assay Office	Renewal	50,000	20,000	0	(50,000)
NGROAC Facility	New	4,618,249	4,120,000	825,765	(3,792,484)
NGROAC Facility	New	1,564,700	0	0	(1,564,700)
NGROAC Facility	New	317,310	0	0	(317,310)
Alternate Energy - Rec Centre		150,000	50,000	0	(150,000)
TOTAL - Building and Improvements		8,479,004	4,880,000	1,112,555	
Land					
		0	0	0	0
TOTAL - Land		0	0	0	
Plant & Equipment					
Road Grader	Renewal	400,000	400,000	0	(400,000)
Town Canvas Tip Truck	Renewal	51,400	51,400	0	(51,400)
DCEO Vehicle	Renewal	46,624	46,624	46,624	0
MEHS Vehicle	Renewal	25,749	25,749	25,749	0
MCS Vehicle	Renewal	25,749	25,749	25,749	0
Doctor Vehicle	Renewal	32,652	32,652	37,534	4,882
Maintenance Grader Vehicle	Renewal	36,415	36,415	36,415	0
TOTAL - Plant & Equipment		618,589	618,589	172,071	
Furniture & Equipment					
			0	0	0
			0	0	0
TOTAL - Furniture & Equipment		0	0	0	
TOTAL PROPERTY PLANT AND EQUIPMENT		9,097,593	5,498,589	1,284,626	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 3. CAPITAL ACQUISITIONS

Capital Acquisitions	Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over	
Roads					
Roads to Recovery 2015-16	Upgrade	566,251	0	0	(566,251)
RRG Weebo Wildara Road	Renewal	450,000	250,000	425,358	(24,642)
Footpath Renewals	Renewal	95,000	95,000	0	(95,000)
TOTAL - Roads		1,111,251	345,000	425,358	
Other Infrastructure					
Relocation Ruschtion Engine		10,000	10,000	0	(10,000)
Liquid Waste Site Upgrade		60,000	60,000	0	(60,000)
Install Fitness/Playground Equipment		24,000	24,000	0	(24,000)
Gwalia Headframe Renewl		595,417	300,000	17,263	(578,154)
Upgrade Gwalia Precinct Entrance		53,000	53,000	520	(52,480)
Rubbish Recycling Equipment		9,500	9,500	0	(9,500)
Street Bins		37,620	0	0	(37,620)
TOTAL - Other Infrastructure		789,537	456,500	17,783	(771,754)
TOTAL INFRASTRUCTURE		1,900,788	801,500	443,141	
Total Capital Expenditure		10,998,381	6,300,089	1,727,767	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 3. CAPITAL DISPOSALS

Assets Disposed

Description Disposed Asset	Cost	Accum Depr	Proceeds	Adopted Budget	Actual	Variance	Comments
				Profit/(Loss)	Profit/(Loss)		
	\$	\$	\$	\$	\$	\$	
Plant and Equipment							
L2012 Vehicle Toyota Landcruiser Petrol	11,700	(11,700)	1,818	(4,471)	1,818	6,289	
1DOT000 2010 12M Caterpillar Grader				(168,401)	0	168,401	
L2225 2009 Fuso Canvas Truck				(6,457)	0	6,457	
KBC926D 2012 Mitsubishi Outlander Wagon	22,100	(9,466)	11,818	(10,752)	(816)	9,936	
2L DCEO Ford Territory Titanium	46,537	(3,989)	27,273	(19,239)	(15,275)	3,964	
KBC490 MCS Nissan Dualis	24,478	(20,170)	12,727	(3,416)	8,419	11,835	
3L 2013 Territory TX Wagon	35,098	(18,581)	20,000	(7,977)	3,483	11,460	
	139,913	(63,906)	73,636	(220,713)	(2,371)	218,342	
Furniture and Equipment							
	0	0	0	0	0	0	
Land and Buildings							
	0	0	0	0	0	0	
Infrastructure							
	0	0	0	0	0	0	
	139,913	(63,906)	73,636	(220,713)	(2,371)	218,342	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 4. CASH AND INVESTMENTS

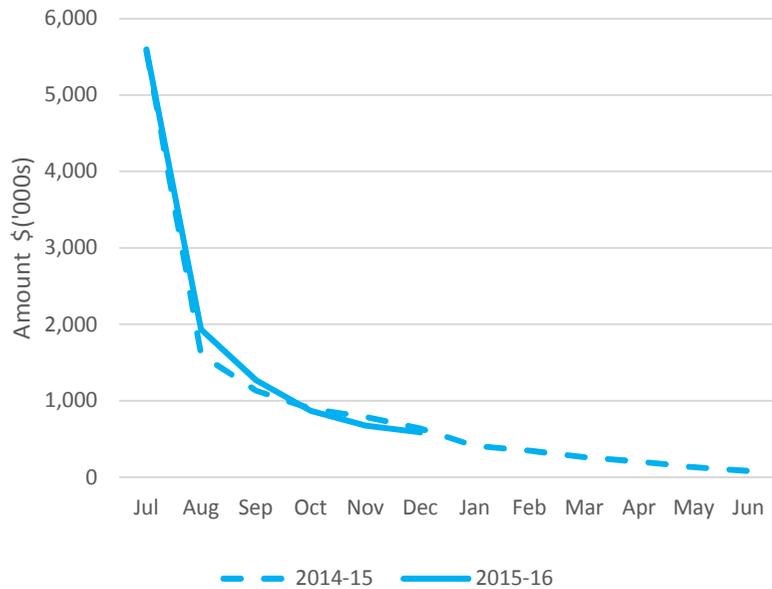
Bank Accounts	Municipal	Municipal Restricted	Reserves	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$		\$	\$	\$			
(a) Cash Deposits								
Municipal Account	4,337,869				4,337,869	NAB	Variable	Cheque Acc.
Trust Account				0	0	NAB	Variable	Cheque Acc.
LSL Maximiser			130,016		130,016	NAB	Variable	Cheque Acc.
Fire Maximiser			22,515		22,515	NAB	Variable	Cheque Acc.
Plant Maximiser			309,783		309,783	NAB	Variable	Cheque Acc.
Annual Leave Maximiser			159,099		159,099	NAB	Variable	Cheque Acc.
Gwalia Precinct Maximiser			168,859		168,859	NAB	Variable	Cheque Acc.
Building Maintenance Maximiser			246,417		246,417	NAB	Variable	Cheque Acc.
Cash on Hand	1,270				1,270	NAB	NIL	On Hand
(b) Term Deposits								
N/A					0			
(c) Other Investments								
OCDC R4R		4,766,149			4,766,149	WATC	1.97%	Ongoing
Total	4,339,139	4,766,149	1,036,689	0	10,141,977			

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

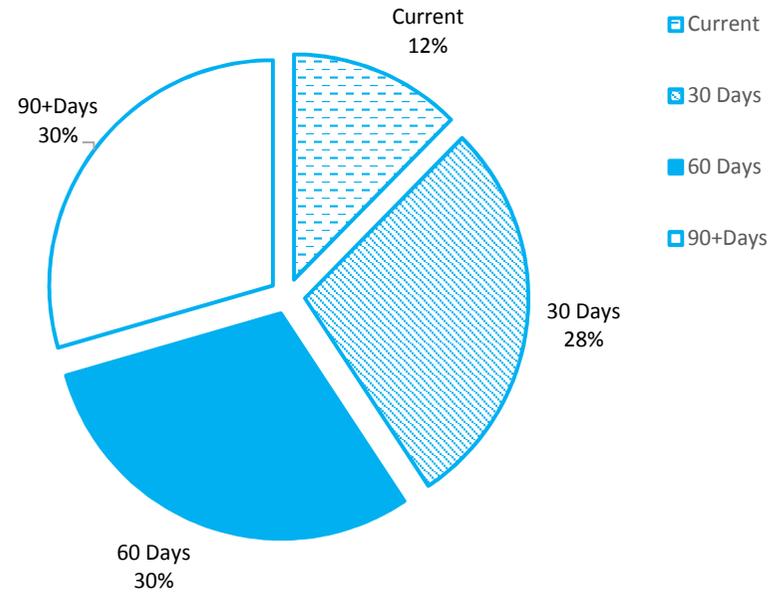
NOTE 5. RECEIVABLES

Receivables - Rates and Other Rates Receivable	YTD 31 Dec		Receivables - General	Credit	Current	30 Days	60 Days	90+Days	Total
	2015	30 June 2015							
	\$	\$		\$	\$	\$	\$	\$	\$
Opening Arrears Previous Years	83,147	162,802	Receivables - General	(373)	30,828	70,145	74,105	73,089	247,794
Levied this year	5,231,243	5,411,027							
Discounts	0	0							
Deferred	0	0							
Less Collections to date	(4,726,472)	(5,490,682)							
Equals Current Outstanding	587,918	83,147							
Net Rates Collectable	587,918	83,147	Total Receivables General Outstanding						247,794
% Collected	88.94%	98.51%	Amounts shown above include GST (where applicable)						

Rates Receivable



Accounts Receivable (non-rates)



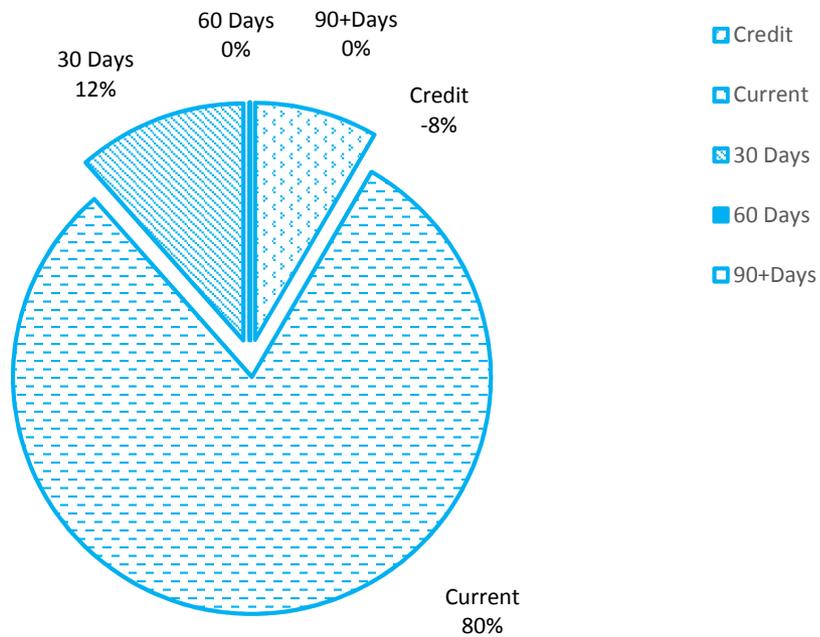
SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 6. PAYABLES

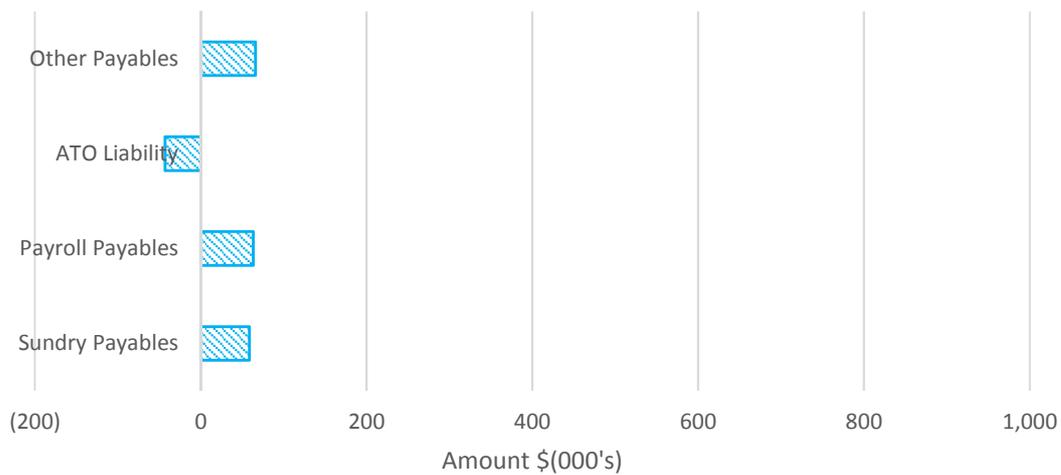
Payables	Credit	Current	30 Days	60 Days	90+Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	(5,880)	56,545	8,090	0	0	58,755
Sundry Payables						58,755
Payroll Payables						63,300
ATO Liability						(43,103)
Other Payables						66,031
Total Payables General Outstanding						144,983

Amounts shown above include GST (where applicable)

Aged Payables



Payables

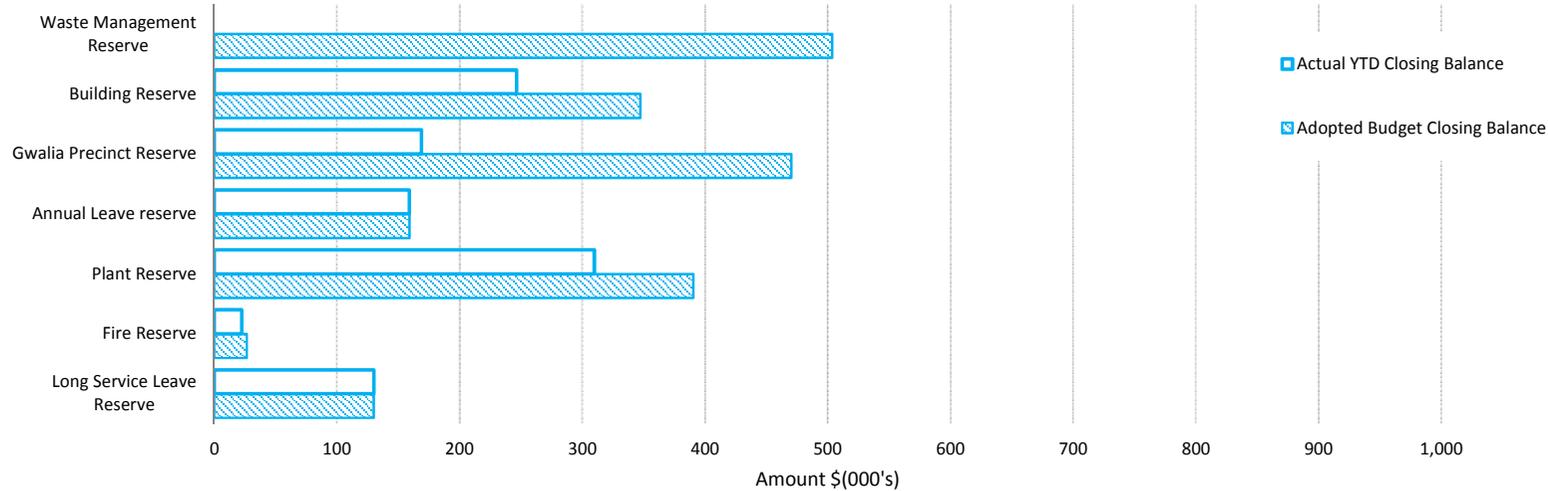


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 7. CASH BACKED RESERVE

Reserves	Opening Balance	Adopted Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Long Service Leave Reserve	129,089	968	927	0	0	0	0		130,057	130,016
Fire Reserve	22,354	198	161	4,000	0	0	0		26,552	22,515
Plant Reserve	307,574	2,907	2,209	80,000	0	0	0		390,481	309,783
Annual Leave reserve	157,964	1,185	1,135	0	0	0	0		159,149	159,099
Gwalia Precinct Reserve	167,655	2,581	1,204	300,000	0	0	0		470,236	168,859
Building Reserve	244,660	2,585	1,757	100,000	0	0	0		347,245	246,417
Waste Management Reserve	0	3,750	0	500,000	0	0	0		503,750	0
	1,029,296	14,174	7,393	984,000	0	0	0	0	2,027,470	1,036,689

Reserve Balances



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 8. RATING INFORMATION

RATE	Rate in	Number of Properties	Rateable Value	Rate Revenue	YTD Actual		Total Revenue	Rate Revenue	Adopted Budget		Total Revenue
					Interim Rates	Back Rates			Interim Rate	Back Rate	
General Rate	\$		\$				\$				\$
GRV	0.0648	594	17,514,198	1,134,920	(2,913)	0	1,132,007	1,134,920	1,586	0	1,136,506
UV	0.1420	1,073	27,531,468	3,853,271	(9,210)	0	3,844,061	3,909,468	(131,776)	0	3,777,692
Sub-Totals		1,667	45,045,666	4,988,191	0	0	4,976,068	5,044,388	0	0	4,914,198
Minimum Payment	Minimum \$										
GRV	295	83	4,010	24,485	0	0	24,485	24,485	0	0	24,485
UV	295	782	9,531	230,690	0	0	230,690	228,035	0	0	228,035
Sub-Totals		0	17,951	255,175	0	0	255,175	0	0	0	252,520
							5,231,243				5,166,718
							0				0
Amount from General Rates							5,231,243				5,166,718
Ex-Gratia Rates							0				0
							5,231,243				5,166,718

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 9. INFORMATION ON BORROWINGS

(a) Debenture Repayments

The Shire does not have any borrowings.

(b) New Debentures

There are no new debentures as at the reporting date.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 10. GRANTS AND CONTRIBUTIONS

Grants	Grant Provider	Approval (Y/N)	2015-16	2015-16 Budget		Variations		Recoup Status		
			Adopted Budget	Operating	Capital	Additions / (Deletions) Operating Capital	Operating Capital	Received	Not Received	
			\$	\$	\$	\$	\$	\$	\$	
General Purpose Funding										
I030019 Grant Equalisation	WALGCC	Y	150,336	150,336	0	0	0	0	150,336	
I030021 Grant - Roads	WALGCC	Y	159,882	159,882	0	0	0	0	159,882	
Law, Order, Public Safety										
I053402 Operating Grant	DFES	Y	2,543	2,543	0	0	0	0	2,543	
Welfare Services										
I080014 Childcare Grant			9,419	9,419	0	0	0	0	9,419	
I082002 Youth Program Grants			49,392	49,392	0	0	0	0	49,392	
I080002 Sustainability Child Care			54,715	54,715	0	0	0	0	54,715	
I082001 Youth Support DCP Grant	DCP		67,353	67,353	0	0	0	0	67,353	
Recreation and Culture										
I114467 Grant Swimming Pool	DSR		30,000	30,000	0	0	0	0	30,000	
I114488 Rec Centre Floor Renewal			50,000	0	50,000	0	0	0	50,000	
I117010 Other Grant Funding			123,720	123,720	0	0	0	30,930	92,790	
Transport										
MRWA Funding										
I122200 MRWA Direct	MRWA		128,000	128,000	0	0	0	128,000	0	
I122213 Natural Disaster Reinstatement	MRWA		547,895	547,895	0	0	0	547,895	0	
I122052 Contribution Street Lights	MRWA		3,700	3,700	0	0	0	0	3,700	
I122218 RRG Funding	MRWA		300,000	0	300,000	0	0	120,000	180,000	
Other Streets/Roads Funding										
I122042 Contribution Crossovers			1,500	1,500	0	0	0	0	1,500	
I122206 Roads to Recovery			566,251	0	566,251	0	0	0	566,251	
Economic Services										
I134468 Minara Leonora Heritage Walk Trail			8,756	8,756	0	0	0	0	8,756	
I134469 Lotterywest Geo Trails	Lotterywest		15,000	15,000	0	0	0	0	15,000	
I134458 Projects			21,700	21,700	0	0	0	0	21,700	
I138005 Grants			48,000	48,000	0	0	0	6,000	42,000	
I138002 Sponsorship			115,000	115,000	0	0	0	0	115,000	
I134463 Lotterywest Headframe Stage 1	Lotterywest		471,941	0	471,941	0	0	0	471,941	
I134464 Lotterywest Cottages Conservation	Lotterywest		630,655	0	630,655	0	0	0	630,655	
I134465 Lotterywest Barnes Federal Theatre	Lotterywest		420,000	0	420,000	0	0	0	420,000	
I134470 Gwalia Precinct Renewal			200,000	0	200,000	0	0	0	200,000	
I137008 Lotterywest Fitout funding	Lotterywest		1,564,700	0	1,564,700	0	0	0	1,564,700	
TOTALS			5,740,458	1,536,911	4,203,547	0	0	832,825	4,907,633	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 11. BUDGET AMENDMENTS

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

Budget Amendments

COA	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Opening Carried Forward Surplus (Deficit)							0
E122160	Street Cleaning	10.2 (c) 15	Operating Expenses		9,500		9,500
E122180	Street Trees and Watering	10.2 (c) 15	Operating Expenses		9,500		19,000
I144451	Insurance Recoveries	10.2 (c) 15	Operating Revenue		18,620		37,620
	Street Bins	10.2 (c) 15	Capital Expenses			(37,620)	0
							0
Amended Budget Cash Position as per Council Resolution				0	37,620	(37,620)	0

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 12. TRUST FUND

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

Description	Opening Balance 1 Jul 15	Amount Received	Amount Paid	Closing Balance 31 Dec 15
	\$	\$	\$	\$
Proceeds from sale of impounded cattle	16,112	0	(16,112)	0
	16,112	0	(16,112)	0

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2015

NOTE 13. EXPLANATION OF MATERIAL VARIANCES

Details and explanations of the material variances reflected on the Statement of Financial Activity are provided below as required by Local

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Operating Revenues					
General Purpose Funding - Other	122,420	51.31%	▲	Timing	Higher portion of ratepayers electing to pay by instalments. FAGS Payments received earlier than budgeted.
Education and Welfare	15,817	11.67%	▲	Timing	Childcare Centre income higher than budget estimate. Some loss of enrolments may balance this out
Transport	33,044	3.68%	▲	Permanent	Sales of Avgas Drums (balance item which is also reflected in expenditure)
Economic Services	231,717	183.91%	▲	Timing	Some grants received earlier than expected
Operating Expense					
Education and Welfare	53,445	16.75%	▼	Timing	Lower childcare centre employee costs, will adjust through the year with the appointment of new trainee
Community Amenities	62,425	44.58%	▼	Timing	Alteration to timing of TPS activities, refuse site maintenance and cemetery maintenance activities.
Recreation and Culture	209,303	30.47%	▼	Timing	alteration to timing of works at Rec Centre, Swimming pool, library etc
Transport	284,767	15.01%	▼	Timing	Alteration to timing of works programmes at depot, and aerodrome
Economic Services	145,280	21.21%	▼	Timing	Alteration to timing of works at Hoover House, other building maintenance and heritage projects
Other Property and Services	148,065	232.88%	▼	Timing	Some adjustments in allocation rates etc required
Capital Revenues					
Capital Expenses					
Land and Buildings	3,767,445	77.20%	▼	Timing	Alteration to timing of projects being carried out
Plant and Equipment	446,518	72.18%	▼	Timing	Delays in acquisition of new plant items
Additional Comments					
Note 2 - Net Current Assets					Approx \$1.1m more funds held than same period last year.
Note 3 - Capital					Some alteration to timing of asset acquisitions
Note 4 - Cash					N/A
Note 5 - Receivables					Rates collection currently tracking well.
Note 6 - Payables					Recovery action has commenced where required
Note 7 - Reserves					N/A

Note 8 - Rates	N/A
Note 9 - Borrowings	N/A
Note 10 - Grants	N/A
Note 11 - Budget Amendments	N/A
Note 12 - Trust	Trust balance has been transferred and cleared

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(B) MONTHLY FINANCIAL STATEMENTS

SUBMISSION TO: Meeting of Council
Meeting Date: 16th February, 2016

AGENDA REFERENCE: 10.2 (B) FEB 16

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: 9th February, 2016

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 – 31st January, 2016
- (b) Compilation Report
- (c) Material Variances – 31st January, 2016

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.*
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 31st January, 2016 consisting of:

- (a) Statement of Financial Activity – 31st January, 2016
- (b) Compilation Report
- (c) Material Variances – 31st January, 2016

be accepted.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr RM Cotterill, Seconded Cr GW Baker that the Monthly Financial Statements for the month ended 31st January, 2016 consisting of:

- (a) Statement of Financial Activity – 31st January, 2016
- (b) Compilation Report
- (c) Material Variances – 31st January, 2016

be accepted.

CARRIED (6 VOTES TO 0)

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Mr Jim Epis
The Chief Executive Officer
Shire of Leonora
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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 (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 January 2016. 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.

Moore Stephens (WA) Pty Ltd

Moore Stephens (WA) Pty Ltd
Chartered Accountants



RUSSELL BARNES
DIRECTOR
8 February 2016

**SHIRE OF LEONORA
MONTHLY FINANCIAL REPORT
For the Period Ended 31 January 2016**

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

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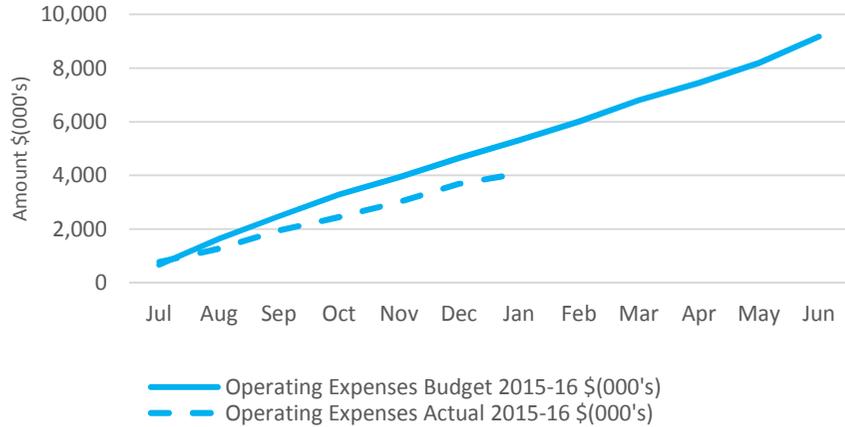
SHIRE OF LEONORA
STATEMENT OF FINANCIAL ACTIVITY
Statutory Reporting Program
For the Period Ended 31 January 2016

	Note	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		3,115	1,821	632	(1,189)	(65%)	
General Purpose Funding - Rates		5,166,718	5,166,718	5,231,451	64,733	1%	▲
General Purpose Funding - Other		346,999	230,821	369,557	138,736	60%	▲
Law, Order, Public Safety		11,762	9,660	10,937	1,277	13%	
Health		26,291	16,290	13,753	(2,537)	(16%)	
Education and Welfare		271,143	158,174	155,303	(2,871)	(2%)	
Housing		50,735	29,589	20,636	(8,953)	(30%)	
Community amenities		226,979	196,813	216,005	19,192	10%	▲
Recreation and Culture		217,762	129,647	119,350	(10,297)	(8%)	
Transport		1,118,711	934,496	935,514	1,018	0%	
Economic Services		414,838	140,803	359,967	219,164	156%	▲
Other Property and Services		100,344	52,999	108,232	55,233	104%	▲
Total Operating Revenue		7,955,397	7,067,831	7,541,337	473,506		
Operating Expense							
Governance		(553,229)	(296,026)	(276,326)	19,700	7%	▼
General Purpose Funding		(381,783)	(209,392)	(186,802)	22,590	11%	▼
Law, Order, Public Safety		(143,685)	(86,610)	(80,775)	5,835	7%	
Health		(646,485)	(369,698)	(339,472)	30,226	8%	▼
Education and Welfare		(626,621)	(369,770)	(299,915)	69,855	19%	▼
Housing		0	(4,266)	0	4,266	100%	
Community Amenities		(277,143)	(162,693)	(90,955)	71,738	44%	▼
Recreation and Culture		(1,196,606)	(784,198)	(529,636)	254,562	32%	▼
Transport		(3,731,572)	(2,185,083)	(1,819,750)	365,333	17%	▼
Economic Services		(1,603,170)	(780,294)	(580,322)	199,972	26%	▼
Other Property and Services		(14,892)	(65,446)	125,081	190,527	291%	▼
Total Operating Expenditure		(9,175,186)	(5,313,476)	(4,078,872)	1,234,604		
Funding Balance Adjustments							
Add back Depreciation		1,577,040	919,749	722,158	(197,591)	(21%)	▲
Adjust (Profit)/Loss on Disposal		220,713	107,977	2,371	(105,606)	(98%)	▲
Adjust Provisions and Accruals		0	0	(34,341)			
Adjust Deferred Rates		0	0	0	0		
Net Cash from Operations		577,964	2,782,081	4,152,653	1,404,913		
Capital Revenues							
Grants, Subsidies and Contributions		4,203,547	806,251	120,000	(686,251)	(85%)	▼
Proceeds from Disposal of Assets	3	223,636	123,921	73,636	(50,285)	(41%)	▼
Total Capital Revenues		4,427,183	930,172	193,636	(736,536)		
Capital Expenses							
Land	3	0	0	0	0		
Land and Buildings	3	(8,479,004)	(5,295,000)	(1,116,146)	4,178,854	79%	▼
Infrastructure - Roads	3	(1,111,251)	(711,251)	(430,288)	280,963	40%	▼
Infrastructure - Other	3	(789,537)	(594,120)	(17,783)	576,337	97%	▼
Plant and Equipment	3	(618,589)	(618,589)	(172,071)	446,518	72%	▼
Furniture and Equipment	3	0	0	0	0		
Total Capital Expenditure		(10,998,381)	(7,218,960)	(1,736,288)	5,482,672		
Net Cash from Capital Activities		(6,571,198)	(6,288,788)	(1,542,652)	4,746,136		
Financing							
Transfer from Reserves	7	0	0	0	0		
Transfer to Reserves	7	(998,174)	(8,464)	(8,464)	0	0%	
Net Cash from Financing Activities		(998,174)	(8,464)	(8,464)	0		
Net Operations, Capital Financing		(6,991,408)	(3,515,171)	2,601,537	6,151,048		
Opening Funding Surplus(Deficit)	2	6,991,408	6,991,408	6,991,572			
Closing Funding Surplus(Deficit)	2	0	3,476,237	9,593,109			

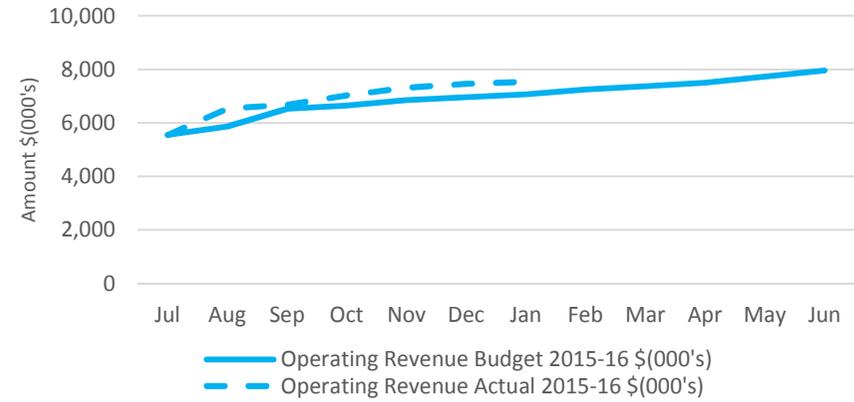
▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to the attached Explanation of Material Variances Statement for an explanation of the reasons for the variance.
This statement is to be read in conjunction with the accompanying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

**SHIRE OF LEONORA
SUMMARY GRAPHS - FINANCIAL ACTIVITY
For the Period Ended 31 January 2016**

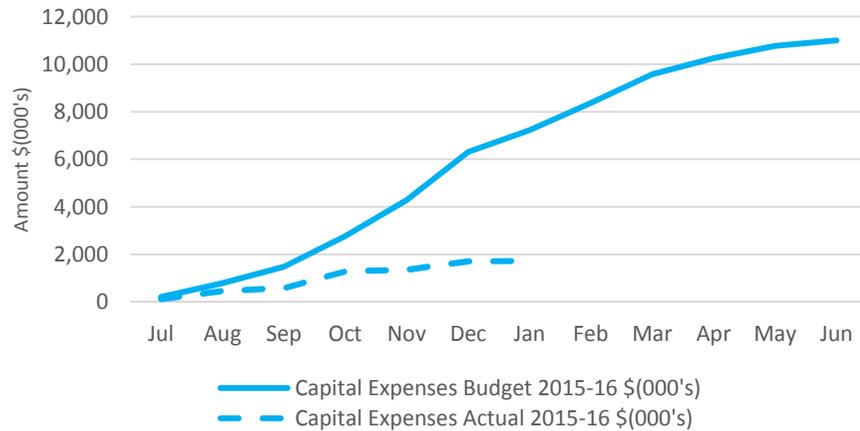
Operating Expenses



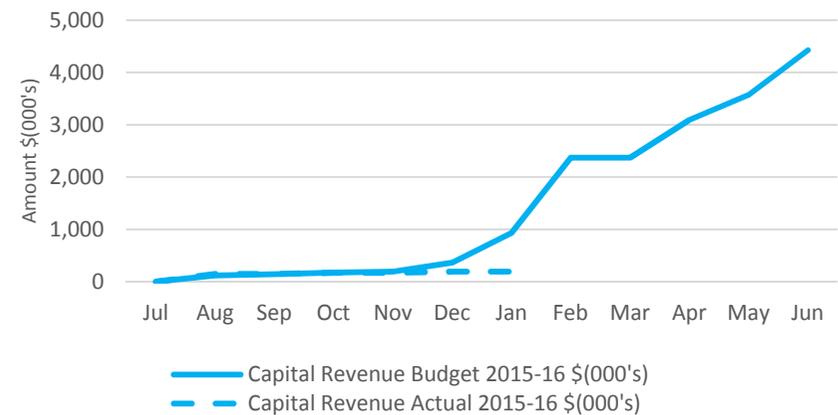
Operating Revenue



Capital Expenditure



Capital Revenue



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

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

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

Land Held for Resale

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

(i) Fixed Assets

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

(j) Depreciation of Non-Current Assets

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

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

Note 1 (j) (Continued)

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

Asset	Depreciation Rate
Buildings	30 to 50 years
Furniture and Equipment	2 to 15 years
Plant and Equipment	5 to 15 years
Roads – Aggregate	25 years
Roads – Unsealed – Gravel	35 years
Drains and Sewers	75 years
Airfield – Runways	12 years

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

Borrowing Costs

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

(n) Provisions

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

(o) Current and Non-Current Classification

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

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of noncurrent assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments.

Losses are disclosed under the expenditure classifications.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

Note 1 (p) (Continued)

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

Governance

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

General Purpose Funding

Rates, general purpose government grants and interest revenue.

Law, Order, Public Safety

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

Health

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

Education and Welfare

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

Housing

Provision and maintenance of elderly residents housing.

Community Amenities

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

Recreation and Culture

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

Transport

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

Economic Services

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

Other Property and Services

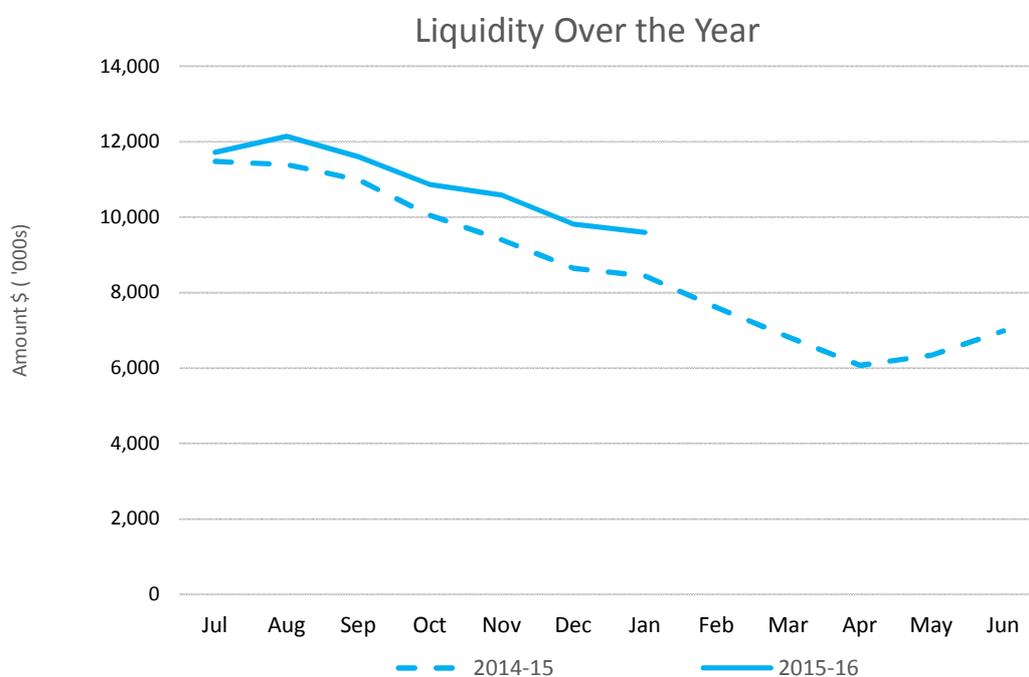
Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 2. NET CURRENT ASSETS

Net Current Assets	Note	30 June 2015	YTD 31 Jan 2015	YTD 31 Jan 2016
		\$	\$	\$
Current Assets				
Cash Municipal	4	1,073,276	1,696,202	4,392,628
Cash Reserves	4	1,029,296	739,776	1,037,760
Restricted Municipal Cash Investments	4	4,719,816	5,416,613	4,774,042
Receivables - Rates	5	83,147	409,189	409,757
Receivables -Other	5	1,371,967	1,043,541	191,148
Inventories		30,145	52,075	52,921
		8,307,647	9,357,396	10,858,256
Less: Current Liabilities				
Payables	6	(286,779)	(173,580)	(227,387)
Provisions		(218,163)	(217,785)	(183,822)
Less: Cash Reserves	7	(1,029,296)	(739,776)	(1,037,760)
Add: Cash Backed Leave Provisions		183,822	217,785	183,822
Add: Accrued Salaries already funded		34,341	0	0
Net Current Funding Position		6,991,572	8,444,040	9,593,109

Positive=Surplus (Negative=Deficit)

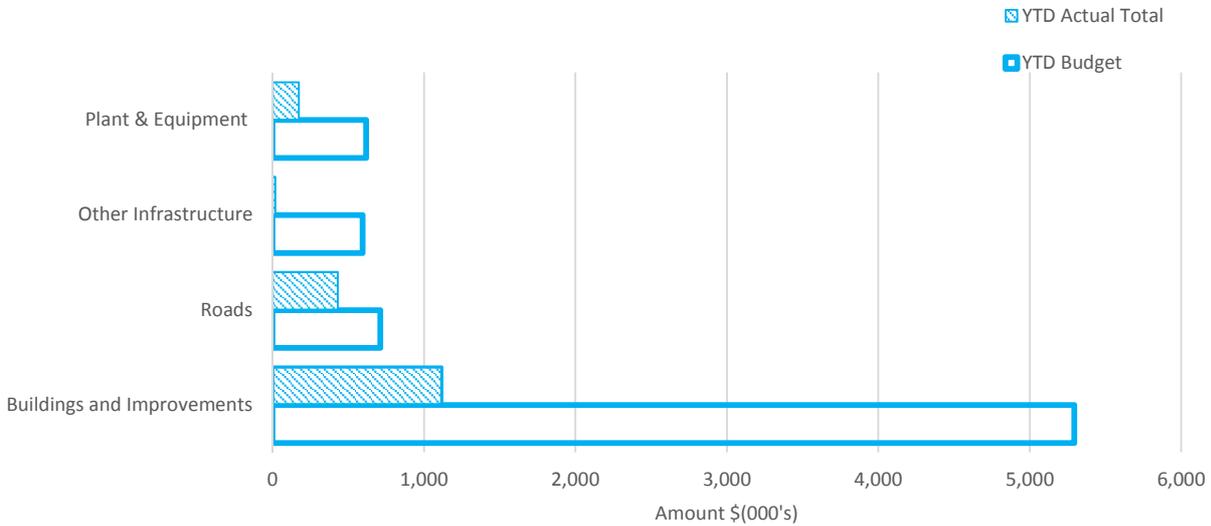


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 3. CAPITAL - ACQUISITIONS AND FUNDING

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended Annual Budget	YTD Budget (d)	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land				0	0	0	0
Buildings and Improvements		1,007,046	109,100	8,479,004	5,295,000	1,116,146	(3,184,004)
Roads		430,288		1,111,251	711,251	430,288	(400,000)
Other Infrastructure		17,783		789,537	594,120	17,783	(195,417)
Plant & Equipment		125,447	46,624	618,589	618,589	172,071	0
Furniture & Equipment		0		0	0	0	0
Capital Expenditure Totals		1,580,564	155,724	10,998,381	7,218,960	1,736,288	(3,779,421)
Capital Acquisitions Funded By							
Capital Grants and Contributions				4,203,547	806,251	120,000	(3,397,296)
Other (Disposals & C/Fwd)				73,636	73,636	73,636	0
Council Contribution - Operations				6,721,198	6,339,073	1,542,652	(382,125)
Capital Funding Total				10,998,381	7,218,960	1,736,288	

Capital Expenditure Program YTD



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 3. CAPITAL ACQUISITIONS

		Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Capital Acquisitions		\$	\$	\$	\$
Building and Improvements					
CSRFF Rec Centre Flooring	Renewal	150,000	0	0	(150,000)
Relocate Gym within Rec Centre	Upgrade	10,000	10,000	0	(10,000)
Depot Workshop	Renewal	130,000	60,000	54,906	(75,094)
Conservation Work Gwalia Cottages	Renewal	718,745	400,000	224,160	(494,585)
Barnes Federal Theatre Conservation	Renewal	520,000	250,000	10,760	(509,240)
Hoover House Renewal	Renewal	150,000	150,000	0	(150,000)
Museum Mine Office	Renewal	100,000	75,000	0	(100,000)
Museum Assay Office	Renewal	50,000	30,000	0	(50,000)
NGROAC Facility	New	4,618,249	4,270,000	826,320	(3,791,929)
NGROAC Facility	New	1,564,700	0	0	(1,564,700)
NGROAC Facility	New	317,310	0	0	(317,310)
Alternate Energy - Rec Centre		150,000	50,000	0	(150,000)
TOTAL - Building and Improvements		8,479,004	5,295,000	1,116,146	
Land					
		0	0	0	0
TOTAL - Land		0	0	0	
Plant & Equipment					
Road Grader	Renewal	400,000	400,000	0	(400,000)
Town Canvas Tip Truck	Renewal	51,400	51,400	0	(51,400)
DCEO Vehicle	Renewal	46,624	46,624	46,624	0
MEHS Vehicle	Renewal	25,749	25,749	25,749	0
MCS Vehicle	Renewal	25,749	25,749	25,749	0
Doctor Vehicle	Renewal	32,652	32,652	37,534	4,882
Maintenance Grader Vehicle	Renewal	36,415	36,415	36,415	0
TOTAL - Plant & Equipment		618,589	618,589	172,071	
Furniture & Equipment					
			0	0	0
			0	0	0
TOTAL - Furniture & Equipment		0	0	0	
TOTAL PROPERTY PLANT AND EQUIPMENT		9,097,593	5,913,589	1,288,217	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 3. CAPITAL ACQUISITIONS

Capital Acquisitions		Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Roads					
Roads to Recovery 2015-16	Upgrade	566,251	266,251	0	(566,251)
RRG Weebo Wildara Road	Renewal	450,000	350,000	430,288	(19,712)
Footpath Renewals	Renewal	95,000	95,000	0	(95,000)
TOTAL - Roads		1,111,251	711,251	430,288	
Other Infrastructure					
Relocation Ruschtion Engine		10,000	10,000	0	(10,000)
Liquid Waste Site Upgrade		60,000	60,000	0	(60,000)
Install Fitness/Playground Equipment		24,000	24,000	0	(24,000)
Gwalia Headframe Renewl		595,417	400,000	17,263	(578,154)
Upgrade Gwalia Precinct Entrance		53,000	53,000	520	(52,480)
Rubbish Recycling Equipment		9,500	9,500	0	(9,500)
Street Bins		37,620	37,620	0	(37,620)
TOTAL - Other Infrastructure		789,537	594,120	17,783	(771,754)
TOTAL INFRASTRUCTURE		1,900,788	1,305,371	448,071	
Total Capital Expenditure		10,998,381	7,218,960	1,736,288	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 3. CAPITAL DISPOSALS

Assets Disposed

Description Disposed Asset	Cost	Accum Depr	Proceeds	Adopted Budget	Actual	Variance	Comments
				Profit/(Loss)	Profit/(Loss)		
	\$	\$	\$	\$	\$	\$	
Plant and Equipment							
L2012 Vehicle Toyota Landcruiser Petrol	11,700	(11,700)	1,818	(4,471)	1,818	6,289	
1DOT000 2010 12M Caterpillar Grader				(168,401)	0	168,401	
L2225 2009 Fuso Canvas Truck				(6,457)	0	6,457	
KBC926D 2012 Mitsubishi Outlander	22,100	(9,466)	11,818	(10,752)	(816)	9,936	
2L DCEO Ford Territory Titanium	46,537	(3,989)	27,273	(19,239)	(15,275)	3,964	
KBC490 MCS Nissan Dualis	24,478	(20,170)	12,727	(3,416)	8,419	11,835	
3L 2013 Territory TX Wagon	35,098	(18,581)	20,000	(7,977)	3,483	11,460	
	139,913	(63,906)	73,636	(220,713)	(2,371)	218,342	
Furniture and Equipment							
	0	0	0	0	0	0	
Land and Buildings							
	0	0	0	0	0	0	
Infrastructure							
	0	0	0	0	0	0	
	139,913	(63,906)	73,636	(220,713)	(2,371)	218,342	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 4. CASH AND INVESTMENTS

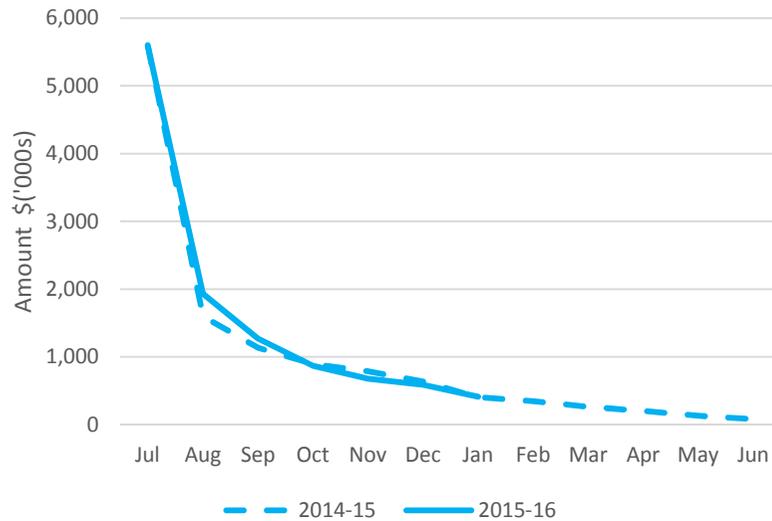
Bank Accounts	Municipal	Municipal Restricted	Reserves	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$		\$	\$	\$			
(a) Cash Deposits								
Municipal Account	4,391,346				4,391,346	NAB	Variable	Cheque Acc.
Trust Account				0	0	NAB	Variable	Cheque Acc.
LSL Maximiser			130,150		130,150	NAB	Variable	Cheque Acc.
Fire Maximiser			22,538		22,538	NAB	Variable	Cheque Acc.
Plant Maximiser			310,103		310,103	NAB	Variable	Cheque Acc.
Annual Leave Maximiser			159,263		159,263	NAB	Variable	Cheque Acc.
Gwalia Precinct Maximiser			169,034		169,034	NAB	Variable	Cheque Acc.
Building Maintenance Maximiser			246,672		246,672	NAB	Variable	Cheque Acc.
Cash on Hand	1,282				1,282	NAB	NIL	On Hand
(b) Term Deposits								
N/A					0			
(c) Other Investments								
OCDC R4R		4,774,042			4,774,042	WATC	1.97%	Ongoing
Total	4,392,628	4,774,042	1,037,760	0	10,204,430			

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

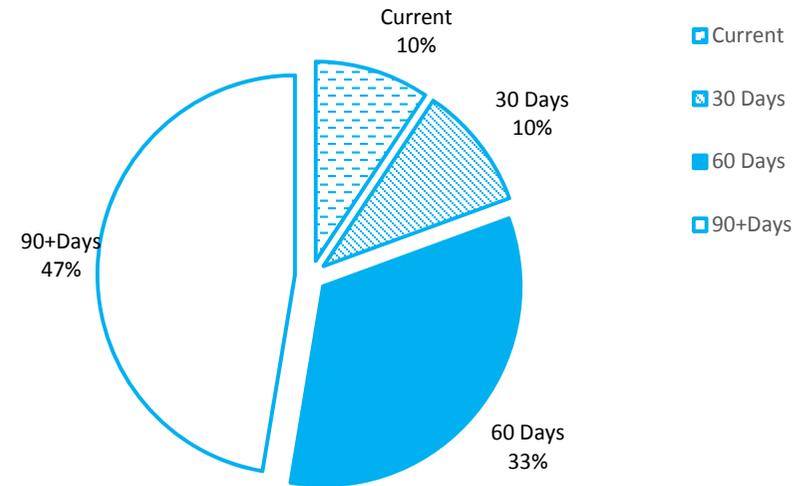
NOTE 5. RECEIVABLES

Receivables - Rates and Other Rates Receivable	YTD 31 Jan 2016	30 June 2015	Receivables - General	Credit	Current	30 Days	60 Days	90+Days	Total
	\$	\$		\$	\$	\$	\$	\$	\$
Opening Arrears Previous Years	83,147	162,802	Receivables - General	(412)	17,958	19,329	63,556	90,717	191,148
Levied this year	5,231,451	5,411,027							
Discounts	0	0							
Deferred	0	0							
Less Collections to date	(4,904,841)	(5,490,682)							
Equals Current Outstanding	409,757	83,147							
Net Rates Collectable	409,757	83,147	Total Receivables General Outstanding						191,148
% Collected	92.29%	98.51%	Amounts shown above include GST (where applicable)						

Rates Receivable



Accounts Receivable (non-rates)

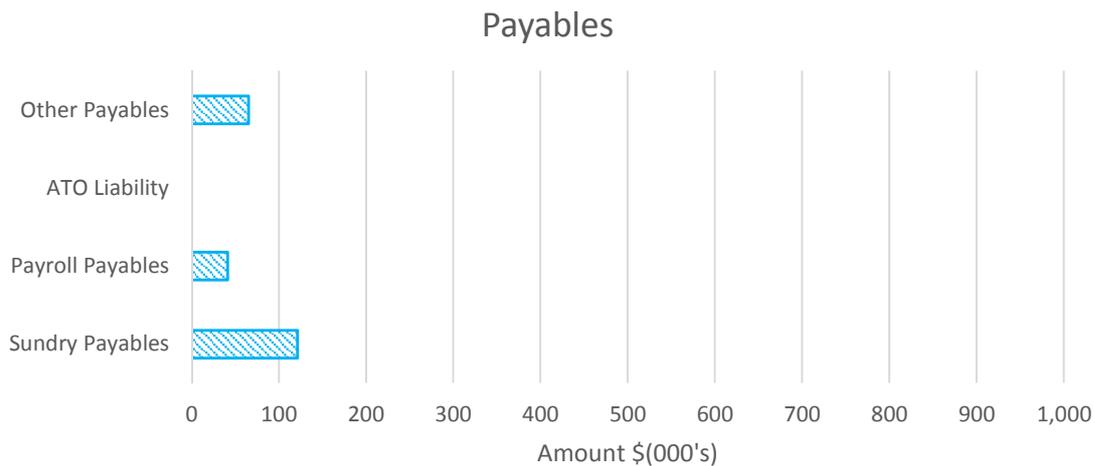
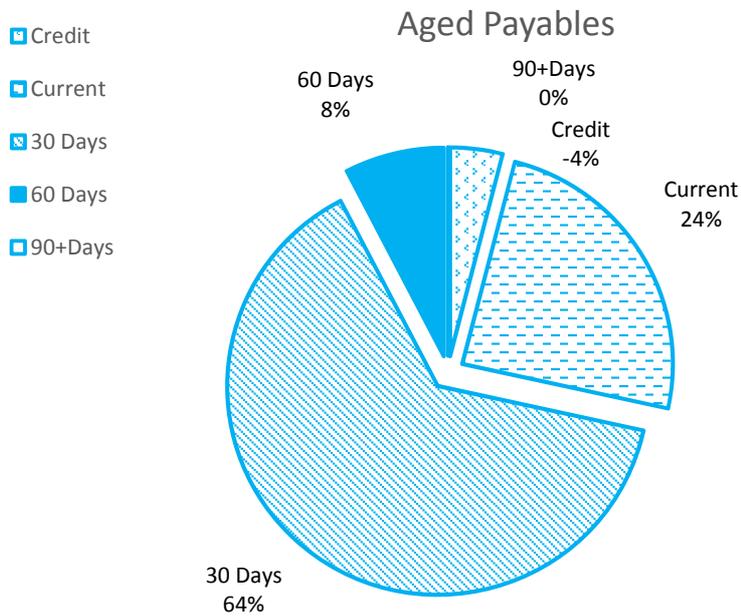


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 6. PAYABLES

Payables	Credit	Current	30 Days	60 Days	90+Days	Total
Payables - General	\$ (5,295)	\$ 32,164	\$ 84,287	\$ 10,072	\$ 0	\$ 121,228
Sundry Payables						121,228
Payroll Payables						41,023
ATO Liability						0
Other Payables						65,136
Total Payables General Outstanding						227,387

Amounts shown above include GST (where applicable)

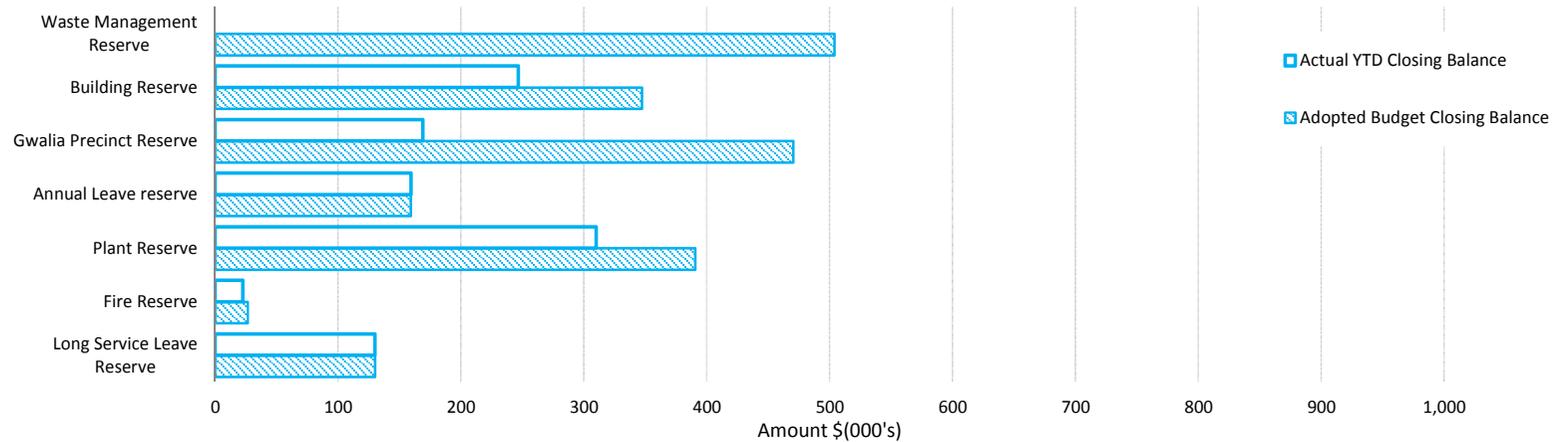


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 7. CASH BACKED RESERVE

Reserves	Opening Balance	Adopted Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Long Service Leave Reserve	129,089	968	1,061	0	0	0	0		130,057	130,150
Fire Reserve	22,354	198	184	4,000	0	0	0		26,552	22,538
Plant Reserve	307,574	2,907	2,529	80,000	0	0	0		390,481	310,103
Annual Leave reserve	157,964	1,185	1,299	0	0	0	0		159,149	159,263
Gwalia Precinct Reserve	167,655	2,581	1,379	300,000	0	0	0		470,236	169,034
Building Reserve	244,660	2,585	2,012	100,000	0	0	0		347,245	246,672
Waste Management Reserve	0	3,750	0	500,000	0	0	0		503,750	0
	1,029,296	14,174	8,464	984,000	0	0	0	0	2,027,470	1,037,760

Reserve Balances



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 8. RATING INFORMATION

RATE	Rate in	Number of Properties	Rateable Value	Rate Revenue	YTD Actual		Total Revenue	Rate Revenue	Adopted Budget		Total Revenue
					Interim Rates	Back Rates			Interim Rate	Back Rate	
General Rate	\$		\$				\$				\$
GRV	0.0648	594	17,514,198	1,134,920	(2,913)	0	1,132,007	1,134,920	1,586	0	1,136,506
UV	0.1420	1,073	27,531,468	3,853,271	(9,002)	0	3,844,269	3,909,468	(131,776)	0	3,777,692
Sub-Totals		1,667	45,045,666	4,988,191	0	0	4,976,276	5,044,388	0	0	4,914,198
Minimum Payment	Minimum \$										
GRV	295	83	4,010	24,485	0	0	24,485	24,485	0	0	24,485
UV	295	782	9,531	230,690	0	0	230,690	228,035	0	0	228,035
Sub-Totals		0	17,951	255,175	0	0	255,175	0	0	0	252,520
							5,231,451				5,166,718
							0				
Amount from General Rates							5,231,451				5,166,718
Ex-Gratia Rates							0				0
							5,231,451				5,166,718

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 9. INFORMATION ON BORROWINGS

(a) Debenture Repayments

The Shire does not have any borrowings.

(b) New Debentures

There are no new debentures as at the reporting date.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 10. GRANTS AND CONTRIBUTIONS

Grants	Grant Provider	Approval (Y/N)	2015-16	2015-16 Budget		Variations		Recoup Status	
			Adopted Budget	Operating	Capital	Operating	Capital	Received	Not Received
			\$	\$	\$	\$	\$	\$	\$
General Purpose Funding									
I030019 Grant Equalisation	WALGCC	Y	150,336	150,336	0	0	0	0	150,336
I030021 Grant - Roads	WALGCC	Y	159,882	159,882	0	0	0	0	159,882
Law, Order, Public Safety									
I053402 Operating Grant	DFES	Y	2,543	2,543	0	0	0	0	2,543
Welfare Services									
I080014 Childcare Grant			9,419	9,419	0	0	0	0	9,419
I082002 Youth Program Grants			49,392	49,392	0	0	0	0	49,392
I080002 Sustainability Child Care			54,715	54,715	0	0	0	0	54,715
I082001 Youth Support DCP Grant	DCP		67,353	67,353	0	0	0	0	67,353
Recreation and Culture									
I114467 Grant Swimming Pool	DSR		30,000	30,000	0	0	0	0	30,000
I114488 Rec Centre Floor Renewal			50,000	0	50,000	0	0	0	50,000
I117010 Other Grant Funding			123,720	123,720	0	0	0	30,930	92,790
Transport									
MRWA Funding									
I122200 MRWA Direct	MRWA		128,000	128,000	0	0	0	128,000	0
I122213 Natural Disaster Reinstatement	MRWA		547,895	547,895	0	0	0	547,895	0
I122052 Contribution Street Lights	MRWA		3,700	3,700	0	0	0	0	3,700
I122218 RRG Funding	MRWA		300,000	0	300,000	0	0	120,000	180,000
Other Streets/Roads Funding									
I122042 Contribution Crossovers			1,500	1,500	0	0	0	0	1,500
I122206 Roads to Recovery			566,251	0	566,251	0	0	0	566,251
Economic Services									
I134468 Minara Leonora Heritage Walk Trail			8,756	8,756	0	0	0	0	8,756
I134469 Lotterywest Geo Trails	Lotterywest		15,000	15,000	0	0	0	0	15,000
I134458 Projects			21,700	21,700	0	0	0	0	21,700
I138005 Grants			48,000	48,000	0	0	0	6,000	42,000
I138002 Sponsorship			115,000	115,000	0	0	0	150	114,850
I134463 Lotterywest Headframe Stage 1	Lotterywest		471,941	0	471,941	0	0	0	471,941
I134464 Lotterywest Cottages Conservation	Lotterywest		630,655	0	630,655	0	0	0	630,655
I134465 Lotterywest Barnes Federal Theatre	Lotterywest		420,000	0	420,000	0	0	0	420,000
I134470 Gwalia Precinct Renewal			200,000	0	200,000	0	0	0	200,000
I137008 Lotterywest Fitout funding	Lotterywest		1,564,700	0	1,564,700	0	0	0	1,564,700
TOTALS			5,740,458	1,536,911	4,203,547	0	0	832,975	4,907,483

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 11. BUDGET AMENDMENTS

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

Budget Amendments

COA	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Opening Carried Forward Surplus (Deficit)							0
E122160	Street Cleaning	10.2 (c) 15	Operating Expenses		9,500		9,500
E122180	Street Trees and Watering	10.2 (c) 15	Operating Expenses		9,500		19,000
I144451	Insurance Recoveries	10.2 (c) 15	Operating Revenue		18,620		37,620
	Street Bins	10.2 (c) 15	Capital Expenses			(37,620)	0
Amended Budget Cash Position as per Council Resolution				0	37,620	(37,620)	0

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 12. TRUST FUND

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

Description	Opening Balance 1 Jul 15	Amount Received	Amount Paid	Closing Balance 31 Jan 16
	\$	\$	\$	\$
Proceeds from sale of impounded cattle	16,112	0	(16,112)	0
	16,112	0	(16,112)	0

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2016

NOTE 13. EXPLANATION OF MATERIAL VARIANCES

Details and explanations of the material variances reflected on the Statement of Financial Activity are provided below as required by Local Government

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding - Other	138,736	60.11%	▲	Timing	Higher portion of ratepayers electing to pay by instalments. FAGS Payments received earlier than budgeted.
Education and Welfare	(2,871)	(1.82%)			N/A
Transport	1,018	0.11%			N/A
Economic Services	219,164	155.65%	▲	Timing	Some grants received earlier than expected
Operating Expense					
Education and Welfare	69,855	18.89%	▼	Timing	Lower childcare centre employee costs, will adjust through the year with the appointment of new trainee
Community Amenities	71,738	44.09%	▼	Timing	Alteration to timing of TPS activities, refuse site maintenance and cemetery maintenance activities.
Recreation and Culture	254,562	32.46%	▼	Timing	alteration to timing of works at Rec Centre, Swimming pool, library etc
Transport	365,333	16.72%	▼	Timing	Alteration to timing of works programmes at depot, and aerodrome
Economic Services	199,972	25.63%	▼	Timing	Alteration to timing of works at Hoover House, other building maintenance and heritage projects
Other Property and Services	190,527	291.12%	▼	Timing	Some adjustments in allocation rates etc required
Capital Revenues					
Capital Expenses					
Land and Buildings	4,178,854	78.92%	▼	Timing	Alteration to timing of projects being carried out
Plant and Equipment	446,518	72.18%	▼	Timing	Delays in acquisition of new plant items
Additional Comments					
Note 2 - Net Current Assets					Approx \$1.1m more funds held than same period last year.
Note 3 - Capital					Some alteration to timing of asset acquisitions
Note 4 - Cash					N/A
					Rates collection currently tracking well.
					Recovery action has commenced where required
Note 5 - Receivables					
Note 6 - Payables					N/A
Note 7 - Reserves					N/A

Note 8 - Rates

N/A

Note 9 - Borrowings

N/A

Note 10 - Grants

N/A

Note 11 - Budget Amendments

N/A

Trust balance has been transferred and cleared

Note 12 - Trust

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

SUBMISSION TO: Meeting of Council
Meeting Date: 16th February, 2016

AGENDA REFERENCE: 10.2 (C) FEB 16

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: 9th February, 2016

BACKGROUND

Attached statement consists of accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **20855** to **20865** and **20893** to **20966** and totalling **\$666,903.14** and accounts paid by Council Authorisation represented by cheques numbered from **20967** to **21028** totaling **\$172,101.62**.

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 and Direct Bank Transactions represented by cheques numbered from **20855** to **20865** and **20893** to **20966** and totalling **\$666,903.14** and accounts paid by Council Authorisation represented by cheques numbered from **20967** to **21028** totaling **\$172,101.62** be authorised for payment.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr RM Cotterill, Seconded Cr RA Norrie that accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **20855** to **20865** and **20893** to **20966** and totalling **\$666,903.14** and accounts paid by Council Authorisation represented by cheques numbered from **20967** to **21028** totaling **\$172,101.62** be authorised for payment.

CARRIED (6 VOTES TO 0)

Shire of Leonora				
Monthly Report – List of Accounts Paid by Delegated Authority				
Submitted to Council on the 16th February, 2016				
The following list of accounts has been paid under delegation, and Direct Bank Transactions by the Chief Executive Officer, since the previous list of accounts. Cheques are numbered from 20855 to 20865 and 20893 to 20966 and totalling \$666,903.14				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment by Delegated Authority
1	01/12/2015	Westnet	CRC Internet Charges - December, 2015 Bank Statement	11.00
1	01/12/2015	Office National	Shire Photocopier Lease - December, 2015	861.50
1	01/12/2015	National Australia Bank	EFTPOS Fee (Gwalia) - December, 2015 Bank Statement	99.42
1	03/12/2015	National Australia Bank	Credit Card Charges - November, 2015	12,182.35
1	08/12/2015	AMP	Superannuation PPE: 9/12/15	369.95
1	08/12/2015	Aon Master Trust	Superannuation PPE: 9/12/15	72.68
1	08/12/2015	Australian Super	Superannuation PPE: 9/12/15	861.67
1	08/12/2015	BT Super for Life	Superannuation PPE: 9/12/15	431.35
1	08/12/2015	IEOF Employer Super	Superannuation PPE: 9/12/15	179.76
1	08/12/2015	MLC Masterkey Super	Superannuation PPE: 9/12/15	559.34
1	08/12/2015	MLC Nominees Pty Ltd	Superannuation PPE: 9/12/15	43.56
1	08/12/2015	WA Super	Superannuation PPE: 9/12/15	7,278.03
1	08/12/2015	Shire of Leonora	Salaries & Wages PPE: 9/12/15	75,126.33
1	09/12/2015	National Australia Bank	Fee for Super Pay November 2015	17.00
20855	09/12/2015	Child Support Agency	Child Support PPE: 9/12/15	1,034.56
20856	09/12/2015	LGRCEU	Union Fees PPE: 9/12/15	20.50
20857	10/12/2015	Dave Hadden	Payment of contracted services	12,100.00
20858	10/12/2015	Debra Lynn	Reimbursement for Travel Expenses to attend Office and provide reception relief while staff attend training session	465.35
20859	10/12/2015	G J Langford	Work at Shire Yard	940.00
1	10/12/2015	Alliance Equipment Finance	CRC Photocopier Lease - December, 2015	275.84
20860	10/12/2015	Horizon Power	Power Usage - Streetlights & Office	4,769.25
20861	10/12/2015	Telstra	Phone Usage - November, 2015	4,254.21
20862	10/12/2015	Water Corporation	Water Usage - October - November, 2015	16,787.00
1	11/12/2015	3E Advantage Pty Ltd	CRC Photocopier Lease - December, 2015 (1 of 36)	536.45
20863	11/12/2015	Lord Mayor's Distress Relief Fund	Donation to support those affected by Esperance Bushfires November 2015	5,000.00
20864	14/12/2015	Leonora Painting Service	Painting to remove graffiti in laneways behind bowls club and central hotel	2,970.00
			Sub Total	\$147,247.10

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$147,247.10
20865	14/12/2015	Sparlon Electrical	Work at Airport, On Runway and fixing Air Con at Museum	4,768.50
20893	18/12/2015	Airport Lighting Specialists	Pin and Plug Connectors and Heat Shrink Connectors as per Works Manager Request	2,283.60
20894	18/12/2015	ANL Lighting Australia Pty Ltd	Lights as requested by Works Manager	200.20
20895	18/12/2015	Anne Skinner Media	Editing text for Leonora Heritage Trail Booklet	1,200.00
20896	18/12/2015	Astro Alloys	Items purchased for Works Depot	229.65
20897	18/12/2015	ATOM Supply	Items as requested by Works Manager	89.76
20898	18/12/2015	Australian Taxation Office	November 2015 BAS	23,006.00
20899	18/12/2015	Baker Glenn	50% of Allowance for Meeting Attendance, Telecommunications and Travel - 2015/16 Financial Year	4,688.61
20900	18/12/2015	Bunnings Building Supplies Pty Ltd	Hose parts ad Plants for Street Trees and Watering	250.54
20901	18/12/2015	Butson Group Pty Ltd	Accommodation - P Craig	157.00
20902	18/12/2015	Covs Parts Pty Ltd	Parts for P03	885.78
20903	18/12/2015	Dave Hadden	Health/Building Contract 14th - 18th December	4,840.00
20904	18/12/2015	Des Taylor	Dog Food, Wheat and Laying Crumble for Depot	109.00
20905	18/12/2015	Eagle Petroleum (WA) Pty Ltd	Fuel Purchases - November 2015	1,728.36
20906	18/12/2015	Elite Gym Hire	Gym Equipment Hire - January, 2016	1,072.50
20907	18/12/2015	Forman Bros	Repairs to Oval Retic	2,711.50
20908	18/12/2015	G J Langford	Work at Shire Yard and Oval	300.00
20909	18/12/2015	Goldfields Pest Control	Annual Inspection and Treatment of Shire Properties	5,852.00
20910	18/12/2015	Juwest Pty Ltd	Pour Footings at Shire Yard and Finish	1,606.00
20911	18/12/2015	Kleenheat Gas	Facility Fee - 13 Fitzgerald Drive	69.30
20912	18/12/2015	Leonora Motor Inn	Accommodation - P Craig & Ranger	264.00
20913	18/12/2015	Martins Trailer Parts	Coupling O/Ride and Plate Alko	100.86
20914	18/12/2015	Moore Stephens	Accounting Services - November, 2015	7,260.00
20915	18/12/2015	Penns Cartage Contractors	Freight	968.00
20916	18/12/2015	Prosegur Australia Pty Ltd	ATM expenses - October, 2015	2,578.84
20917	18/12/2015	Sparlon Electrical	Repairs to Back Pack Vacuum Cleaner in Shire Office and Continuation of works on Airport Runway ...	1,029.60
20918	18/12/2015	Telstra	Phone Usage - Camping Requisites	35.00
20919	18/12/2015	WA Country Health Service - Goldfields	Rental of Surgery and Consulting Rooms - December, 2015	417.38
20920	18/12/2015	Whiston Refrigeration	Carry out Electrical Repairs to Genset on Campsite at Bronzewing Road	1,207.80
20921	18/12/2015	Covs Parts Pty Ltd	Cable Twin Sheet for P03	189.86
20922	18/12/2015	Netlogic Information Technology	Security Renewal on Server - 2016	1,162.50
1	22/12/2015	National Australia Bank	NAB Connect Fee, December, 2015	35.75
20923	22/12/2015	Child Support Agency	Child Support PPE: 23/12/15	1,034.56
			Sub Total	\$219,579.55

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$219,579.55
20924	22/12/2015	LGRCEU	Union Fees PPE: 23/12/15	20.50
1	22/12/2015	Shire of Leonora	Salaries & Wages PPE: 23/12/15	64,478.76
1	23/12/2015	AMP	Superannuation PPE: 23/12/15	379.07
1	23/12/2015	Aon Master Trust	Superannuation PPE: 23/12/15	132.15
1	23/12/2015	Australian Super	Superannuation PPE: 23/12/15	892.18
1	23/12/2015	BT Super for Life	Superannuation PPE: 23/12/15	273.03
1	23/12/2015	IOOF Employer Super	Superannuation PPE: 23/12/15	176.52
1	23/12/2015	MLC Masterkey Super	Superannuation PPE: 23/12/15	559.34
1	23/12/2015	WA Super	Superannuation PPE: 23/12/15	7,536.67
1	23/12/2015	WA Super	Superannuation PPE: 23/12/15	3,731.40
1	23/12/2015	Shire of Leonora	Salaries & Wages Special Payment	10,341.78
1	24/12/2015	Shire of Leonora	Salaries & Wages Special Payment	701.84
1	31/12/2015	National Australia Bank	Account Fees - December, 2015 Bank Statement	135.20
1	31/12/2015	National Australia Bank	EFTPOS Fee (Gwalia) - December, 2015 Bank Statement	53.00
1	04/01/2016	Office National	Lease on Shire Photocopier, Bank Statement January, 2016	861.50
1	04/01/2016	Westnet Pty Ltd	CRC Internet Charges - January, 2016 Bank Statement	11.00
1	04/01/2016	National Australia Bank	Credit Card Charges - December, 2015	10,542.76
1	05/01/2016	WA Super	Superannuation ME	72.38
1	06/01/2016	AMP	Superannuation PPE: 6/1/16	389.12
1	06/01/2016	Australian Super	Superannuation PPE: 6/1/16	922.73
1	06/01/2016	BT Super for Life	Superannuation PPE: 6/1/16	308.84
1	06/01/2016	IOOF Employer Super	Superannuation PPE: 6/1/16	110.32
1	06/01/2016	MLC Masterkey Super	Superannuation PPE: 6/1/16	559.34
1	06/01/2016	WA Super	Superannuation PPE: 6/1/16	5,268.29
20925	06/01/2016	LGRCEU	Union Fee PPE: 6/1/16	20.50
20926	06/01/2016	Child Support Agency	Child Support PPE: 6/1/2016	1,034.56
20927	07/01/2016	WA Super	Superannuation PPE: 9/12/15	148.52
20928	07/01/2016	Great Western Exploration Ltd	Refund of rates A3004	315.38
1	08/01/2016	Alliance Equipment Finance	CRC Photocopier Lease - January, 2015	275.84
20929	08/01/2016	Commander Australia Limited	Annual System Maintenance Contract - Shire Telephone - 2016	1,001.12
20930	08/01/2016	R F Young	Contract Labour Hire	5,246.00
20931	08/01/2016	Horizon Power	Power Usage - Various	16,407.33
20932	08/01/2016	Kleenheat Gas	Gas Bottles for 13 Fitzgerald Drive	316.01
1	11/01/2016	3E Advantage Pty Ltd	CRC Photocopier Lease - January, 2016 (2 of 36)	536.45
1	12/01/2016	National Australia Bank	Fee for Super Pay Jan 2016	17.50
20933	12/01/2016	Shire Of Leonora	Petty Cash Recoup - January, 2016	339.30
20934	15/01/2016	Dept. of Regional Dev. & Lands	Refund of unspent CLGF 2011-12 Grant	1,069.20
			Sub Total	\$354,764.98

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$354,764.98
20935	15/01/2016	Horizon Power	Power Usage	15,083.35
20936	15/01/2016	Sparlon Electrical	Locate and rectify faults in the wiring system at the airport, Test and tag all leads, appliances, equipment and aircons and half yearly check at Airport	3,724.60
20937	15/01/2016	Telstra	Phone/Power Usage - December, 2015	4,050.76
20938	19/01/2016	Coates Hire	Short Term Padfoot Hire	4,476.63
20939	19/01/2016	Tanya Browning -	DCEO Recreation Allowance - Reimbursement - as per Item 10 of Schedule 2 of Contract of Employment	2,294.00
1	19/01/2016	Shire of Leonora	Salaries & Wages PPE: 20/1/16	61,619.66
20940	20/01/2016	Child Support Agency	Child Support PPE: 20/1/16	1,034.56
20941	20/01/2016	LGRCEU	Union Fee PPE: 20/1/16	20.50
20942	20/01/2016	DomeShelter Australia	Supply of additional Threaded Rod M16 and Ramset Chemset for Post to Footing Connections	550.00
20943	20/01/2016	R F Young	Contracted Works 6 - 8th January, 2016	215.00
20944	20/01/2016	Redcat Productions	Filming and production for 2015 Golden Gift	3,705.00
20945	20/01/2016	Australian Taxation Office	BAS December 2015	34,076.00
1	21/01/2016	Australian Super	Superannuation PPE: 20/1/16	935.52
1	21/01/2016	BT Super for Life	Superannuation PPE: 20/1/16	219.65
1	21/01/2016	IOOF Employer Super	Superannuation PPE: 20/1/16	176.52
1	21/01/2016	MLC Masterkey Super	Superannuation PPE: 20/1/16	559.34
1	21/01/2016	WA Super	Superannuation PPE: 20/1/16	6,787.38
20946	25/01/2016	Butsons Building Service	Carry out repairs to Lot 294 Queen Victoria Street	16,060.00
1	27/01/2016	National Australia Bank	NAB Connect Fee - January, 2016	37.25
1	29/01/2016	National Australia Bank	EFTPOS Fee (Gwalia) - January, 2016 Bank Statement	53.00
1	29/01/2016	National Australia Bank	Account Fees - January, 2016 Bank Statement	71.60
20947	01/02/2016	Agnew Gold Mining Company Pty Ltd	Refund rates	386.08
20948	01/02/2016	Rita Elliott	Refund rates	213.35
1	02/02/2016	Shire of Leonora	Salaries & Wages PPE: 3/2/16	60,821.34
20949	03/02/2016	Child Support Agency	Child Support PPE: 3/2/16	1,034.56
20950	03/02/2016	LGRCEU	Union Fee PPE:3/2/16	20.50
1	3/02/2016	Aon Master Trust	Superannuation PPE: 3/2/16	175.23
1	3/02/2016	Australian Super	Superannuation PPE: 3/2/16	661.52
1	3/02/2016	BT Super for Life	Superannuation PPE: 3/2/16	161.73
1	3/02/2016	IOOF Employer Super	Superannuation PPE: 3/2/16	154.45
1	3/02/2016	MLC Masterkey Super	Superannuation PPE: 3/2/16	503.41
1	3/02/2016	WA Super	Superannuation PPE: 3/2/16	7,421.42
20951	05/02/2016	Sparlon Electrical	Electrical Work as requested at Depot and Airport	1,107.70
			Sub Total	\$583,176.59

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$583,176.59
20952	08/02/2016	A & B Canvas Australia	Windsock for Airport	503.80
20953	08/02/2016	Boldline Services	Parts and Repairs - P857	4,125.00
20954	08/02/2016	Butsons Building Service	Remove and Replace Verandah Decking at Info Centre	8,712.00
20955	08/02/2016	Custom Creative Carpentry	Repairs to Lot 229 Hoover Street, Remove and Re-erect Gwalia Signs on Headframe plus two additional signs, and Skid Steer and Operator for Street Sweeping in Gwalia	1,565.00
20956	08/02/2016	Dave Hadden	Health and Building Contracts 49 & 50	12,478.40
20957	08/02/2016	Department Of Transport	Vehicle Registrations - P000, P202 and P912	253.60
20958	08/02/2016	Earth Australia Contracting Pty Ltd	Reinstate Entry Area for Directional Drilling underground power connection to new Admin Block	1,881.00
20959	08/02/2016	Horizon Power	Power Usage - Streetlights and Shire Office	4,702.19
20960	08/02/2016	JT Professional Services	Annual Licence Fee Risk Database 2016	1,650.00
20961	08/02/2016	Marnta Pty Ltd	Provision of Youth Services - Leonora Youth Centre	8,217.00
20962	08/02/2016	Moore Stephens	Accounting Services - December 2015 and Nits and Bolts Workshop for 5 Staff Members	11,538.32
20963	08/02/2016	Office National Kalgoorlie	Monthly Copy Charges for CRC and Shire, Travel to Service Shire, New Printer/Scanner for MEHS and CRC Printers and Ink Cartridges for Doctor's Surgery and Child Care.	3,629.38
20964	08/02/2016	Telstra	Phone/Internet Usage January, 2016	257.42
20965	08/02/2016	Water Corporation	Water Usage - December - January, 2016	22,023.66
20966	08/02/2016	Westland Autos No1 Pty Ltd	Parts for P6 and Service to P4, P6 and P142	2,189.78
			GRAND TOTAL	\$666,903.14

Shire of Leonora**Monthly Report - List of Accounts Paid by Authorisation of Council****Submitted to Council on the 16th February, 2016**

Cheques numbered from **20967** to **21028** totaling **\$172,101.62** submitted to each member of the Council on 16th February, 2016 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

Cheque	Date	Name	Item	Payment
20967	16/02/2016	Aerodrome Compliance & Civil	Aerodrome Compliance and Technical Assistance - December 2015	5,500.00
20968	16/02/2016	ALU Glass	Reglaze Window at CRC and Sliding Door Panel at Child Care Centre	1,986.19
20969	16/02/2016	AMPAC Debt Recovery Pty Ltd	Legal Fees	1,373.90
20970	16/02/2016	ANL Lighting Australia Pty Ltd	Lights for Depot	770.28
20971	16/02/2016	Archival Survival Pty Ltd	Order for Gwalia Archive supplies	325.29
20972	16/02/2016	Asphalt in a Bag	20Kg Asphalt	3,437.50
20973	16/02/2016	ATOM Supply	Items as requested by Works Manager	250.05
20974	16/02/2016	Austral Mercantile Collections P/L	Legal Fees	1,504.69
20975	16/02/2016	Bunnings Building Supplies Pty Ltd	Gas Exchange, Items for 229 Hoover Street and Items for Museum	440.01
20976	16/02/2016	Butson Group Pty Ltd	Luncheon for Shire Meeting, Refreshments and catering for Shire Christmas Party	733.70
20977	16/02/2016	Can't Stop Baking	Christmas Party for Seniors	250.00
20978	16/02/2016	Canine Control	Ranger Services - 5th-7th January, 2015 - Less overpaid amounts	539.00
20979	16/02/2016	Canning Pool and Pump Centre	Items for Pool at 289 Queen Vic Street	147.25
20980	16/02/2016	Collins Distributors	Jewellery for Museum	435.27
20981	16/02/2016	Comfort Inn Bay of Isles	Accommodation for P Craig and J Epis	613.00
20982	16/02/2016	Covs Parts Pty Ltd	Flood Light for Airport and Battery Deep Cycle	370.70
20983	16/02/2016	Digital Transfers	Transference of old vhs/data tapes to Current digital media	464.50
20984	16/02/2016	E. Fire and Safety	Service Fire Equipment around Shire	1,267.20
20985	16/02/2016	Eagle Petroleum (WA) Pty Ltd	Motorpass Cards to 25/01/2016 and December Milk, Paper and Fuel Purchases	2,419.12
20986	16/02/2016	Elite Gym Hire	Gym Equipment Hire - February, 2016	1,072.50
20987	16/02/2016	Express Yourself Printing	Ink and Checklist books as requested by Works Manager	1,153.00
20988	16/02/2016	Fiesta Canvas	Truck Mesh Canopy	495.00
20989	16/02/2016	Forman Bros	Assess and Repair Hot Water System at 40B Hoover Street, and Investigate and Repair Cistern and Reticulation issues at Youth Centre	1,332.10
			Sub Total	\$26,880.25

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$26,880.25
20990	16/02/2016	Fred Hopkins WA	PTO Drive Shaft for Finishing Mower	579.70
20991	16/02/2016	Goldfields Equipment	Replace Fire Extinguisher for Hire Pump	247.39
20992	16/02/2016	Goldfields Records Storage	User Charges - January, 2016	51.70
20993	16/02/2016	Goldfields Truck Power	Top Door Glass for Hire Roller	513.03
20994	16/02/2016	Hitachi Construction Machinery	Service to P2334 and P2360	4,832.15
20995	16/02/2016	IRIS Consulting Group Pty Ltd	Records and Document Management Basics, Records Disposal and Keyword Classification Training for C Huckerby	950.00
20996	16/02/2016	Kalgoorlie Boulder Visitor Centre	Nickel Membership - 2016	310.00
20997	16/02/2016	Kalgoorlie Retravision	Kettle and Coffee Machine for Child Care Centre	257.00
20998	16/02/2016	Landgate	Mining Tenements Chargeable and Land Enquiry	244.20
20999	16/02/2016	Leinster Art and Craft Group	Expenses using Shire of Leonora Leinster Community Grant - Kids Christmas Party, and Shop Fit Out	656.35
21000	16/02/2016	Leinster Contracting Services	Empty Skip Bins at Malcolm Dam	1,151.92
21001	16/02/2016	Leonora Drive Connectors	Hoses for P590	168.67
21002	16/02/2016	Leonora Motor Inn	Accommodation for Ranger	264.00
21003	16/02/2016	Leonora Post Office	Postage costs - December, 2015	344.70
21004	16/02/2016	Margie Lundy.	Digitisation of Photos from Museum	7,510.80
21005	16/02/2016	Marketforce	Tender 01/2016 Advertisement and Audit Services Advertisement	1,306.13
21006	16/02/2016	McMahon Burnett Transport	Freight	268.95
21007	16/02/2016	MLG OZ Pty Ltd	Supply and Delivery of Tarmoola 10/7mm Agg	2,142.86
21008	16/02/2016	Netlogic Information Technology	Remote Consultations - Child Care Centre, Email Issues at Shire, Pier Street Medical Software Migration, Pier Street Medical Enquiry, assistance with Photocopier Move and RDP File setup and forwarding to Moore Stephens	1,050.00
21009	16/02/2016	Penns Cartage Contractors	Freight	312.40
21010	16/02/2016	Prosegur Australia Pty Ltd	ATM Upkeep December & January 2015/16	5,213.12
21011	16/02/2016	Reliance Petroleum	Bulk Diesel Fuel and Items requested by Works Manager	53,809.07
21012	16/02/2016	Reynolds Graphics Pty Ltd	Hosting of Golden Gift Website - Jan - June 2016	162.80
21013	16/02/2016	Sai Global	BCA + REF STDS Online Renewal - 2016	2,203.30
21014	16/02/2016	Sigma Chemicals	Chlorine and Chemicals for Swimming Pool	1,618.14
21015	16/02/2016	Skyfuel Australia Pty Ltd	Supply and deliver 40 drums of avgas to Leonora	19,148.80
21016	16/02/2016	Sportspower Kalgoorlie	Kickboxing Equipment - Leonora Community Grant	1,468.99
21017	16/02/2016	Squire Patton Boggs	Legal Fees for Native Title Watching Briefs	8,164.20
21018	16/02/2016	Staples Australia Pty Limited	Stationery Order - January, 2016	540.06
			Sub Total	\$142,370.68

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$142,370.68
21019	16/02/2016	Threat Protect	Service Calls to Rectify Shire Camera Positions and Inspect and Repair Shire Alarm System as well as Security Monitoring for January and February 2016	2,439.22
21020	16/02/2016	Timber Insight	Stage 2 - Gwalia Timber Head Frame	22,000.00
21021	16/02/2016	Tjuma Pulka (Media) Aboriginal Corporation	Telstra Phone line Connection Reimbursement	465.00
21022	16/02/2016	Toll Fast	Freight	139.32
21023	16/02/2016	Toll Ipec Pty Ltd	Freight	636.44
21024	16/02/2016	Vissign Australia Pty Ltd	Sponsor's Sign - RLG for Bowls Club	93.50
21025	16/02/2016	WA Country Health Service - Goldfields	Rental of Surgery and Consulting Rooms - January, 2016	417.38
21026	16/02/2016	WA Local Government Association	Policy Development Course for G Leslie and 10 WA Local Government Directories	683.87
21027	16/02/2016	Whitehouse Hotel	Refreshments for Shire Christmas Party	827.00
21028	16/02/2016	Wurth Australia Pty Ltd	Parts and Items requested by Works Manager	2,029.21
			GRAND TOTAL	\$172,101.62

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

SUBMISSION TO: Meeting of Council
Meeting Date: 16th February 2016

AGENDA REFERENCE: 10.2 (D) 16

SUBJECT: Policy 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: 2nd February 2016

BACKGROUND

The Policy Manual was extensively reviewed in close consultation with the Chief Executive Officer and other relevant staff in 2011. Since that review, there have been some new policies adopted by Council, which have been included in the enclosed document.

Some amendment has been also undertaken with the Purchasing Policy, to provide some level of authority to the Senior Administration Officer, as well as to streamline levels of purchasing authority operationally.

STATUTORY ENVIRONMENT

There is no statutory requirement to the policy manual however it is considered good practice to review the manual once per year.

POLICY IMPLICATIONS

Policy Review.

FINANCIAL IMPLICATIONS

There are no financial implications that have not been considered in the current budget resulting from the recommendation of this report.

STRATEGIC IMPLICATIONS

The policies have been assessed in relation to their implications to the strategic community plan and there does not appear to be any conflicts.

RECOMMENDATIONS

That the Council adopt the Policy Manual as attached.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr MWV Taylor, Seconded Cr GW Baker that the Council adopt the Policy Manual as attached.

CARRIED (6 VOTES TO 0)



Shire of Leonora

POLICY MANUAL

**Reviewed
16th February 2016**

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A.1.1

AGENDA ITEMS
Policy Adopted 16th December 2011

Objective

To ensure that reports and agendas are able to be prepared and circulated to members in a manner that will enable the Council to give appropriate consideration to the issue under consideration.

Policy Statement

1. Items for inclusion on the Council's Agenda's for an ordinary meeting must be in writing, and be in the hands of administration staff at the administration office of the Shire no later than 4pm on the Friday at least one week prior to the meeting.
2. Any matters which come to the attention of the CEO requiring the Shire to take action prior to the next following Council meeting will be received up to 4pm on Monday at least one week prior to a Council meeting for inclusion on the agenda, provided that any necessary research can be completed in time for the meeting.
3. Where considered urgent, the CEO may prepare a late item for presentation to the Council meeting and at the discretion of the Shire President or a majority of Councillors in accordance with standing orders, the Council may consider the items received.

A.1.2

CHAMBERS

Policy Adopted 15th July 1997 and amended 16th December 2011

Objective

To ensure that the Council Chambers are used only for appropriate purposes.

Policy Statement

The Council Chambers are only to be used during working hours for meeting purposes when there is a Councillor or Shire Officer present and/or by the invitation of the Shire President or Chief Executive Officer.

The Chief Executive is empowered to approve the use of the Council Chamber for other functions and meetings when special circumstances exist, however, it is Council's Policy that the Council Chambers are used only for Council functions and meetings, and community groups or other organisations should not use the Council Chambers but should be directed to other Council owned public buildings.

Smoking is not permitted within the confines of the Council Chambers, meeting room or foyer.

A.1.3**LEGAL REPRESENTATION**Policy Adopted 22nd November 2000**Objectives**

This policy is designed to protect the interests of Council members and Shire employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions.

Policy Statement

The Shire may assist individual Councillors and Staff in meeting reasonable legal expenses and any liabilities incurred in relation to those proceedings where they become involved in civil legal proceedings because of their official functions.

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

The Shire may provide such assistance in the following types of legal proceedings:

- proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
- proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (eg refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions)]; and
- statutory or other inquiries where representation of members or employees is justified.

The Shire will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the Shire may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services the subject of assistance under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because a conflict of interest, then the service may be provided by other solicitors approved by the Shire.

Applications for Financial Assistance

- (a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- (b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.

- (c) An application to the Shire is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf, of the Chief Executive Officer (CEO).
- (d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- (e) Where there is a need for the provision of urgent legal services before an application can be considered by the Council, the CEO may give an authorisation to the value of \$5000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*.
- (f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

Repayment of Assistance

- (a) Any amount recovered by a member or employee in proceedings, whether for costs damages, will be offset against any moneys paid or payable by the local government.
- (b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- (c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

A.1.4**DISCLAIMER**Policy adopted 15th July 1997 and amended 16th December 2011**Objective.**

This policy is to advise that an applicant cannot rely on any verbal advice and prior to undertaking any action in relation to that advice should have written confirmation of that advice Council has adopted as policy the following Disclaimer which is to be displayed in the Administration Office in a prominent position. Visitors to the Shire and customers must be made aware of the Disclaimer.

Policy Statement

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

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

A.1.5

WELL WISHES FROM COUNCIL

Policy Adopted 15th July 1997

Objective

To provide guidance for the conveyance of well wishes from Council.

Policy Statement

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

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

A.1.6 MEETINGS OF COUNCIL – GUEST SPEAKERS

Policy Adopted 15th July 1997

Objective

To define appropriate parameters for guest speakers at Council meetings.

Policy Statement

Council's Policy is to support the scheduling of guest speakers at Council meetings where the subject matter is one of general information for all Councillors and not requiring any Council decision.

Guest speakers will be limited to approximately twenty minutes duration with an allowance of approximately ten minutes for questions from Councillor's.

This Policy is not to be construed so as to allow persons to make submission for or against items on the agenda, or canvas issues that may be addressed by Council in the near future.

The Shire President be authorised to approve or disapprove requests to address Council meetings.

A.1.7 PUBLIC RELATIONS – PRESS RELEASES

Policy Adopted 15th July 1997

Objective

To clearly set out persons authorised to address the media on behalf of the Shire of Leonora.

Policy Statement

The Local Government Act 1995 provides that the role of the Shire President is to speak on behalf of the Local Government and accordingly, the Shire President is the official spokesperson for the Council. If approached by the media for formal comment on any issue, Councillors and staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council's official spokesperson.

When the media does not make direct contact with the Shire President and a member of staff is asked to respond/comment to the media, the staff member will direct the enquiry to the Chief Executive Officer who will liaise with Shire president to determine who will respond/comment on the nature of the response/comment. If the Shire President is unable to be contacted, the Chief Executive Officer will determine who is to respond and the nature of the response.

Without express authority from the Shire President, staff and Councillors are not to offer a Council view, attitude, stance, etc. on any issue, this clearly being the function of the Shire President

A Councillor's right to express a personal opinion on any issue of public interest is recognised.

A.1.8

EXECUTION OF DOCUMENTS

Policy Adopted 15th July 1997

Objective

Provides guidance on procedure for ensuring that documents are properly executed.

Policy Statement

It is Council's Policy that, for a document to be validly executed, the common seal is to be affixed to the document and the President and the Chief Executive Officer attest the affixing of the seal

A.2.1**INVESTMENTS**Policy Adopted 17th November 1998 and amended 16th December 2011**Objective**

This policy outlines the requirements for investing the Shires funds in accordance with the Financial Management Regulation 19

Policy Statement

The following processes & procedures are the policy of the Shire in relation to the establishment & documentation of internal control over the Shires investments. All investments are to be made within the scope of the Act & Regulations governing the types of investments and institutions local government is permitted to hold investments in.

1. All funds surplus to the day to day operations of the Shire, in the opinion of the CEO, are to be placed in a cash management account with the Shire's bank. Funds withdrawn from the facility can only be deposited directly into the Shires bank account.
2. Funds in Reserves are to be placed in term deposits with the bank or other interest bearing on call accounts. The term is to be determined by when the funds are most probably going to be required to be used and the best interest available for a given term.
3. Deposits into investments are to be made by cheque or electronic transfer. A letter showing amount and term is to be presented with the cheque/transfer request to the bank establishing the deposit. The receipt is to be matched with the letter on file.
4. All deposits are to be recorded in the cashbook each month.
 - Renewals of deposits are to be made under the same conditions laid out in 2.
 - The renewal is to be recorded in the cashbook in a manner that can be traced from one deposit to the next.
 - The record is to show maturity details, transfers, interests and charges.
 - Each investment must be separately shown.
 - Bank receipts & renewals are to be kept on file to match the investments as recorded.
 - All deposits are to have a different number.
5. Where there is a proposed change to investment strategy or process, a report is to be prepared for consideration by the Council.

A.2.2**CORPORATE CREDIT CARDS**Policy adopted 20th May 2008**Objective**

This policy is to outline the requirements and conditions for the issue and use of any Shire credit card

Policy Statement

The Council shall have sole discretion in issuing a credit card and the limitation of credit available on the card to the CEO and the credit card will only be issued with the following conditions.

1. The CEO shall have sole discretion in issuing a credit card to other staff and the limitation of credit available on the card. Such discretion should not exceed the limits set by the Council in the issuing of a credit card to the CEO.
2. Credit cards should only be used for purchasing goods and services on behalf of the Shire of Leonora.
3. When prior arrangements can be made a Purchase Order should be used in preference to the credit card.
4. Personal expenditure on a corporate credit card is prohibited.
5. The credit card is not to be used for cash withdrawals.
6. A transaction slip for every transaction on a credit card must be provided to the Accounts Officer upon returning to the office.
7. The Accounts Officer shall maintain records of credit cards issued including expiry date, credit limit and details of purchases on the cards.
8. If a credit card holder ceases employment with the Shire of Leonora for any reason the card shall be handed to the Deputy Chief Executive Officer prior to departure. The Deputy Chief Executive Officer will cancel and destroy the card and make a file note on the employees file to the effect of the action taken.
9. If a credit card is lost or misplaced the holder must immediately notify the Accounts Officer.
10. Credit cards are not to be transferred to other users.
11. In the event that a “reward scheme” operates in conjunction with the credit card, then the rewards are not to be used privately by the card holder. If reward credits do accumulate, where possible they should be used to the advantage of the Shire of Leonora.

12. Non compliance with the above processes will result in the cancellation of the credit card at the discretion of the Council or the CEO as appropriate.

13. Credit card holders are to sign an acknowledgement of the above conditions as shown below.

I acknowledge and understand that having been issued with a corporate credit card by the Shire of Leonora, in accordance with the above policy statements, that should the above conditions not be complied with then the credit card can be cancelled at any time by the Council or the CEO as appropriate.

.....
Name of Card Holder

.....
Signature of Card Holder

...../...../.....
Date

A.2.3**PURCHASING POLICY**

Policy Adopted 20th February 2007 and amended 16th December 2011, 15th April 2014, 17th February 2015 & 16th February 2016

Objective

This policy is to deliver the best practice in the purchase of goods, services and works that align with the principles of transparency, probity and good governance. Procurement processes and practices to be complied with are defined within this Policy and the WALGA Procurement Handbook (as updated).

Policy Statement

The Shire is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy is to:

- Ensure best practice policies and procedures are followed in relation to internal purchasing for the Local Government.
- Ensure compliance with the *Local Government Act 1995* (“the Act”) and the *Local Government Act (Functions and General) Regulations 1996* (“the Regulations”).
- Ensure compliance with the *State Records Act 2000* and associated records management practices and procedures of the Local Government.
- Undertake purchasing processes that ensures value for money for the Local Government by delivering the most advantageous outcome possible.
- Ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.
- Ensure efficient and consistent purchasing processes are implemented and maintained across the organisation

ETHICS AND INTEGRITY

- a) Code of Conduct: All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.
- b) Purchasing Principles: The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:
 - full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
 - all purchasing practices shall comply with relevant legislation, regulations and requirements consistent with the Shire policies and Code of Conduct;
 - purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
 - all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
 - any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

- a) Policy: Value for money is an overarching principle governing purchasing which allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and disposal;
- b) Application: An assessment of the best value for money outcome for any purchasing process should consider:
- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
 - the technical merits of the goods and services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
 - financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
 - a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

PURCHASING THRESHOLDS

- a) Legislative/Regulatory Requirements: The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.
- b) Policy: Purchasing that is **below \$100,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (such as a WALGA Preferred Supply Contract).

Purchasing that **exceeds \$100,000** in total value (excluding GST) must be put to public tender **unless** a regulatory Tender exemption is utilised by the Shire. Tender exemptions apply in the following instances:

- an emergency situation as defined by the *Local Government Act 1995*;
- the purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Local Government sector.
- the purchase is from a Department of Finance Common Use Arrangements (where Local government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
or

- any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.

Determining purchasing value is to be based on the following considerations:

- The actual or expected value of a contract over the full contract period (including all options to extend); or
- The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, service or works and what total value is or could be reasonably expected to be purchased.

PURCHASING THRESHOLDS - REQUIREMENTS

Where the value of the procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Up to \$10,000	<p>Direct purchase from suppliers requiring only two (2) verbal quotations (can be arranged by delegated officers)</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.</p>
\$10,001 to \$ \$25,000	<p>Obtain at least two (2) written quotations (eg email, fax or original copy). (Deputy CEO & Manager Works delegated to approve)</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.</p>
\$25,001 to \$149,999	<p>Obtain at least three (3) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to based on all value for money considerations in accordance with the definition stated within this Policy. (CEO delegated to approve)</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
\$150,000 and above	<p>Conduct a public tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this policy. (Full Council to approve)</p> <p>OR</p>

Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

Where considered necessary, a Local Government may consider calling public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$150,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a public Tender for contracts of less than \$150,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

PURCHASING PROCEDURES

a) Tender or Request for Quotation through Tender Exempt Panels (\$150,000 or over in value):

For the procurement of goods, services or works where the value exceeds \$150,000, the Shire must either undertake:

- (i) a public Tender process; or
- (ii) a Request for Quotation process from a tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government Requirements) or State Government Common Use Arrangements (where Local government access is permitted).

Using a Tender Exempt Panel of Prequalified Suppliers: When accessing a Tender exempt panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, the Shire must utilise a Request for Quotation process through eQuotes or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Shire does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier means that this information has already been obtained and validated.

Additionally, the Shire does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Shire are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilised by the Shire to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

eQuotes: eQuotes is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.

All WALGA Preferred Supply Contracts are available on eQuotes and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing where applicable) etc. Local Governments can also upgrade eQuotes to include their local suppliers.

Request for Quotation Process: In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- The Request for Quotation documentation must include:
 - written specification that communicates the requirements(s) in a clear, concise and logical fashion;
 - selection criteria to be applied;
 - price schedule;
 - conditions of responding and
 - validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection **must** be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Shire.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The Shire can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (eg volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire may negotiate with the highest rated Preferred Supplier from the evaluation process. This does not rule out the other Preferred Suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Public Tender: In the event that the Shire elects to call a public Tender:

- Before Tenders are publically invited, the Shire must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.
- The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchases. For Tenders with a total estimated value (ex GST) of between \$25,001 and \$149,999, the Evaluation Panel must contain a minimum of two (2) members. For Tenders with a total estimated value (ex GST) of \$150,000 and above, the Evaluation Panel must contain a minimum of three (3) members.
- A Tender Notice must be advertised in a State wide publication e.g. “The West Australian” newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.
- The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.
- The Tender Notice must include:
 - a brief description of the goods or services required;
 - information as to where and how Tenders may be submitted;
 - the date and time after which Tenders cannot be submitted and
 - a contact person to supply more detailed information if required. Detailed information must include:
 - such information as the Shire decides should be disclosed to those interested in submitting a Tender response
 - detailed specifications of the goods or services required;
 - the criteria for deciding which Tender response should be accepted;
 - whether or not the Local Government has decided to submit a Tender response; and
 - whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.
- Tenders must not be made available (counter, mail, internet, referral or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. if clarifications, addendums or further communication are required prior to

the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire not to compromise its duty to be fair.

- If, after the Tender has been publically advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.
- A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.
- No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the tender Deadline.
- Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire Officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present.
- The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two (2) Shire officers present at the opening of Tender responses.
- Where the Local Government has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:
 - a sufficient number of quotations are obtained;
 - the process follows the guidelines for seeking quotations (see Request for Quotation process);
 - the specification for goods and/or services remains unchanged; and
 - purchasing is arranged within six (6) months of the closing date of the lapsed Tender.
- Tender responses that have not been rejected must be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.
- If after the Tender has been publically advertised and a successful Tenderer has been chosen, and before the Shire and Tenderer have entered into a contract, a minor variation may be made by the Local Government. A minor variation may **not** alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.
- Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:
 - The name of the successful Tenderer.
 - The total value of consideration of the winning offer.
- The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of a Tenderer **must** be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Shire.

To comply with the requirements of Regulation 18(4) of the *Local Government (Functions and General) Regulations 1996*, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

the responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

- b) Request for Quotation (\$25,001 or over to \$149,999 in value): For the procurement of goods or services where the value exceeds \$25,001 but is less than \$149,999, it is recommended that at least three (3) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- Provide a Request for Quotation that includes as a minimum:
 - written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
 - selection criteria to applied;
 - price schedule;
 - conditions of responding; and
 - validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Shire.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote.

The Shire can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (eg volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply contract the Shire may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

c) Request for Quotation (under \$25,000 in value):

Written Requests for Quotations: For the procurement of goods or services where the value is under \$25,000, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply contracts.

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the

Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Verbal Requests for Quotations: For the procurement of goods or services where the value is under \$10,000 the Shire may undertake a verbal Request for Quotation process.

At least two (2) quotations must be obtained from the market or the Shire may purchase from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts.

The requirements relating to verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

RECORDS MANAGEMENT

- a) Policy: Records of all Tenders and Requests for Quotation process must be retained in compliance with the *State Records Act 2000 (WA)* and the Shire's internal Records Management Policy.
- b) Application: All records associated with the Tender or Request for Quotation process must be recorded and retained.

For a Tender process, this includes:

- Tender documentation.
- Internal documentation.
- Evaluation documentation.
- Enquiry and response documentation.
- Approval documentation.
- Notification and award documentation.

For a Request for Quotation Process, this includes:

- Quotation documentation.
- Internal documentation.
- Approval documentation.
- Order forms and requisitions.

SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

Sustainable Procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

Corporate Social Responsibility (CSR) in procurement is defined as purchasing which provides reference to organisations that can demonstrate compliance with ethical and regulatory standards and can demonstrate making a positive impact on the communities and markets in which they operate. ISO 26000 provides guidance on how Local Governments can procure goods and services in a socially responsible way.

- a) **Policy:** Local Government is committed to providing a preference to organisations that demonstrate both sustainable business practices and high levels of corporate social responsibility. Where appropriate, the Shire shall endeavour to design Requests for Quotation and Tenders to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.
- b) **Application:** In practical terms sustainability and corporate social responsibility in procurement means the Shire shall endeavour at all times to identify and purchase products and services that:
- have been determined as necessary;
 - demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling;
 - demonstrate environmental best practice in water efficiency;
 - are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;
 - can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste will be given priority;
 - demonstrate a regard for the local economy and a supply chain that supports local business development;
 - are ethically sourced from sustainable and fair trade supply chains;
 - (with regards to motor vehicles) feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
 - (with regards to new buildings and refurbishments) use renewable energy and technologies where available.

BUY LOCAL AND REGIONAL PRICE PREFERENCEa) **Buy Local:**

Policy: Under the State Government's Buy Local Policy, Government Agencies and Local Governments are encouraged to maximise participation of local and small businesses in the supply of goods, services and works purchased or contracted by government agencies.

A key goal in this policy is open and fair competition to ensure that Western Australian businesses are provided with every opportunity to bid for work. It is recognised that not every

category of goods, services or works that is purchased by the Shire will lend itself to supply by local businesses.

Application: As much as practicable, Local Government purchasing must:

- ensure that buying practices, procedures and specifications do not unfairly disadvantage local businesses;
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

b) Regional Price Preference

Policy: Non-metropolitan Local Governments are permitted to adopt a policy which provides a regional price preference to be given to suppliers located outside the metropolitan area.

Application: Where a non-metropolitan Local Government has formally adopted a Regional Price Preference Policy, it may give a price preference to a regional Tenderer by reducing the bid price by:

- i) 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000;
- ii) 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000; or
- iii) 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if seeking Tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Shire.

The requirements for adopting a Regional Price Preference Policy are set out in Regulation 24E of the *Local Government (Functions and General) Regulations 1996*.

PURCHASING FROM WA DISABILITY ENTERPRISES

- a) Policy: Pursuant to State Government policy, Local Governments are encouraged to consider the option of purchasing goods and services from registered WA Disability Enterprises. This is contingent on the provision of fair value and quality.
- b) Application: Local Governments are encouraged to invite relevant WA Disability Enterprises to respond to a Request for Quotation or Tender for goods or services. Determining the purchasing process to be followed is based on the actual or expected value of each purchase by the Shire as outlined above in the Purchasing Thresholds and Processes section of this Policy. There are seven (7) Disability Enterprises registered in Western Australia.

A complete list of approved organisations is available from the following website: www.wade.org.au.

LIMITS OF AUTHORITY

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

Officer:	Limit of Authority:
Senior Administration Officer	Up to and including \$1,000 as per the adopted budget. In the absence of other senior staff, purchase orders may be signed with the verbal approval of one of the other officers listed in this section, provided that the purchase order is counter signed by that officer upon their return.
Manager Works	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.
Deputy Chief Executive Officer	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.
Chief Executive Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the organisation.

A.2.4**RATES RECOVERY**Policy adopted 16th December 2011**Objective**

This policy outlines the Shires process in relation to the payment by instalment and the collection of outstanding rates.

Policy Statement

Rates may be paid by instalments and will be recovered in accordance with the following

(1) Instalments:

- 1.1 The Shire will accept that there are ratepayers who cannot meet the mandatory instalment options as provided by under section 6.45 of the Local Government Act 1995.
- 1.2 The Shire will allow the Rates Clerk to accept, by application in writing, an alternative payment schedule (an 'Agreement') at the Rates Clerk discretion. The ratepayer is to specify the dates when, and the amounts that are to be paid.
- 1.3 Any agreements will ensure that rates are paid in full prior to the end of the current financial year.
- 1.4 Upon acceptance of any agreement, written confirmation will be provided to the applicant to formalise the agreement and commit the ratepayer to the payment schedule.
- 1.5 Failure by the applicant to adhere to the payment schedule will result in the issue of a Final Notice for the total of the amount outstanding.

(2) Overdue & Final Notices

- 2.1 Final Notices will be issued during a period generally not exceeding 30 days after the due date of a notice for payment of rates.
- 2.2 Final Notices will be issued when:
 - No payment has been made
 - No 'Agreement' has been made
 - Where there is no current valid instalment option (i.e. persons who have paid their first instalment option late).
- 2.3 Final Notices will indicate:
 - Rates are now overdue & payable; and
 - That penalty interest is being charged at the rate set by the Council

(3) Letters of Demand

- 3.1 Mining Tenements
 - A Letter of Demand will be issued, generally no later than 30 days after Final Notices have been generated, to the current owners of any registered lease within the Shire where no payments have been made.
 - The Letter of Demand will give the owner up to 14 days to respond at which time details will be forwarded to the Shire's debt collection agency without further notice.

3.2 General and Other Property

- A Letter of Demand will be issued no later than 31st January of the current financial year to all owners of property (excluding eligible pensioners) who have failed to make any payment within the financial year, and who have not contacted the Shire to make any special arrangement for payment, or have defaulted on an approved payment option.

(4) Issue of Summons

- Rates remaining unpaid after the due date shown on the Letter of Demand will be examined by Shire staff determining whether a summons will be issued. Shire's Collection Agency may be used to issue a Summons to those ratepayers who failed to pay by the date indicated on the Letter of Demand.
- Costs incurred as a result of the issue of a Summons will be applied to the ratepayers' assessment immediately as per section 6.56 of the Act.
- Following the issue of a summons, a reasonable offer to clear a rate account (including the costs incurred through the issue of a summons) should be accepted.
- Where a Summons has been issued and remains outstanding, action will be taken to pursue that summons by what ever means necessary to secure payment of the debt.
- Legal proceedings will continue until payment of rates and any other outstanding costs are secured. This includes the issue of a Warrant of Execution against goods and land if necessary.

(5) Collection of Rent Due

In cases where the owner of a leased or rented property on which rates are outstanding cannot be located or the owner refuses to settle the amount outstanding, notice will be served on the lessee. The lessee will then, under section 6.60 of the Local Government Act 1995, be required to pay the Shire any rent due until such time as the amount in arrears has been fully paid.

A.2.5

INSURANCE

Policy Adopted 16th December 2011

Objective

To ensure that the Shires assets are adequately protected

Policy Statement

It is Shire policy that all of the Shire's insurances are to be updated progressively during each financial year so that the acquisition or disposal of any insurable plant, equipment, building or other thing is appropriately noted on the Shire's insurance policies.

The Chief Executive Officer is to ensure an annual review of all the Shire's insurances by July of each year or earlier is carried out.

A.2.6 BUDGET MANAGEMENT – CAPITAL ACQUISITIONS

Policy Adopted 15th July 1997

Objective

To ensure that proper consideration is given to cash flow management when making large scale purchases.

Policy Statement

Owing to interim overdraft conditions which usually prevail in the early and closing parts of the financial year, it is Council's Policy to:

- i. Defer procurement of new budgeted plant items until approximately November each year.
- ii. Discourage the programming of materials intensive works in the early and closing parts of each financial year.
- iii. Require officers needing to order capital item in closely with the Chief Executive Officer.

Not to procure fixed assets within the last fiscal month of the year unless extenuating circumstance exist.

A.2.7

TAXATION EXEMPTIONS

Policy Adopted 15th July 1997

Objective

To ensure that local government exemptions from duties and any other relevant taxes are not misused.

Policy Statement

Under no circumstances is Council to become involved in the purchase of goods or assets of behalf of any group or organisation, unless those bodies are procuring fixed assets of a non-removable nature, which become the property of Council and the transaction complies in full with the legislation granting Council exemption from taxes such as stamp duty, i.e. the goods are for use in local government and are not for re-sale.

A.2.8**ASSETS ACCOUNTING**Policy Adopted 15th July 1997, amended 16th December 2011, & 18th June 2013**Objective**

To set out thresholds under which the Shire of Leonora will capitalise and depreciate assets.

Policy Statement1. Depreciation of Assets

Council's Policy is to depreciate only buildings, plant and equipment, furniture and tool on the basis of straight line depreciation over their estimated useful lives in accord with the following:

Building	30-50 Years
Plant and Equipment	5-15 Years

Furniture equipment

i. Basic item	2-15 Years
ii. E.D.P Network	10 Years

Tools	10 Years
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2. Capitalisation of Assets

The Shire of Leonora does not have any capitalisation threshold. Capitalisation of assets will be at the discretion of the Chief Executive Officer in accordance with good asset management practices and considerations.

3. Valuation Assets

Assets recognised, using AASB 116 criteria, will be recorded at Fair Value using AASB 13 (Fair Value Measurement), as per the following timetable prescribed by Financial Management Regulation 17A:

- Year ended 30 June 2013 – Plant and Equipment
- Year ended 30 June 2014 – Land & Building or Infrastructure
- Year ended 30 June 2015 – Land & Building or Infrastructure and all others
- Thereafter – three years from initial revaluation.

For asset classes not yet required to be recognised at fair value, these assets are to be recognised under previous valuation policy, using AAS27 criteria, and will be recorded at historical cost, until and unless disposed of.

A.2.9

LOANS – SELF SUPPORTING

Policy Adopted 15th July 1997

Objective

To ensure that Council recoups all fees associated with the provision of self supporting loans to third parties.

Policy Statement

Council's Policy is in respect of self-supporting loans raised on behalf of any external organisation, is to apply the following charges:

1. A legal agreement drafting fee;
2. A general administration fee on each loan or re-negotiation of a loan.

For the recoup of all other direct costs, e.g. stamp duty, draw down fees, advertising etc.

A.2.10**ASSET MANAGEMENT POLICY**Policy Adopted 21st August 2012**Objective**

The objective of this policy is to ensure that the Shire has sufficient structure, systems, processes, resources and organisational commitment in place to deliver service outcomes on a financially sustainable basis.

Service delivery may be via the provision of Shire owned Infrastructure Assets, in which case assets are to be optimally managed to support financially sustainable service delivery outcomes for the lowest whole of life cost.

Alternatively service delivery may be by via third party, in which case the Shire has a role in ensuring third party Infrastructure Assets are optimally provided and managed to achieve financially sustainable service delivery outcomes without the need commit the shire to significant capital expenditure.

The policy also assists the Shire to comply with the provisions of the State Government's Integrated Planning & Reporting Framework (IPR) by having an integrated approach to Planning for the Future.

Policy StatementScope & Limitations

This policy covers all asset service delivery of the Shire and relates specifically to the management of infrastructure assets under the care, control and responsibility of the Shire that are used to deliver services and the infrastructure management regime of third parties where the Shire facilitates service delivery by a third party. This may include but is not limited to;

- Government Agencies
- Private Enterprise
- Contractors

Background

The community relies on the Shire to deliver services. The Shire has finite resources and limited income streams that can be targeted to fund service delivery. The Shire must ensure that service delivery is well targeted and aligns with the Community's aspirations identified via the development of the Strategic Community Plan.

To ensure that scarce resources are optimally allocated, it is important informed decisions are made when considering the acquisition, ongoing ownership, management and disposal of infrastructure assets. The Shire also needs to continuously consider whether it needs to provide and / or own assets in order to deliver services or whether it can simply facilitate the provision of the service by a third party, i.e. non-asset ownership service delivery.

To assist with making informed decisions in relation to this issue, the Shire will put in place the following;

- An Asset Management Framework that is consistent with national standards in Asset Management.

- Maintain a contemporary Asset Management Policy that is regularly reviewed (this Policy).
- Develop, maintain and regularly review an Asset Management Improvement Framework that clearly articulates a sustainable path for continuous improvement and identifies resources to implement via the budget process.
- Develop, maintain and regularly review Asset Management Plans.
- Asset Management Plans will document the Council adopted level of service that applies to Infrastructure Assets which will be derived from the Service Levels determined via community engagement and the Corporate Business Plan.
- Ensure processes are in place to train Councillors and Officers in key aspects of asset management.

Guiding Statement

KEY COMMITMENTS

Prior to making a decision to either deliver a new service, vary the current level of service (up or down) or cease the delivery of a service, the following key commitments are to be adhered to;

- The need for the service will be reviewed.
- The service must align with the Strategic Community Plan and fit within the Corporate Business Plan (Capital evaluation process to be developed and utilised to assess this).
- Options for the Shire to facilitate delivery of the service by a third party are to be identified and considered.
- If the service is needed, and the Shire or a third party cannot deliver the service, infrastructure assets that are required to deliver the service will be identified along with;
 - The whole of life cost of delivering the service
 - The whole of life planning, maintenance, operation, renewal and disposal cost of the asset required to support the service delivery.
- The service delivery and asset whole of life costs must fit within the 10 Year Long Term Financial Plan (once developed).
- Options to renew infrastructure asset before acquiring a new infrastructure assets are to be considered.
- Options to rationalise assets will be considered.
- A cross-functional, multidisciplinary team will be established and maintained to develop the systems and processes to comply with the above key commitments.

RESPONSIBILITY AND REPORTING

Council - is responsible for approving (including amendments to) the following documents;

- Asset Management Policy
- Asset Management Improvement Strategy
- Asset Management Plans

Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents.

In adopting asset management plans, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - is responsible for ensuring that systems are in place to develop, maintain and regularly review Council's AM Policy, AM Improvement Strategy, AM Plans. The CEO reports to Council on all matters relating to Asset Management.

Executive Management Group (EMG) – is responsible for monitoring the implementation of asset management across the organisation. The EMG will ensure that strategies are put in place to remove barriers to the successful implementation of Asset Management. The Executive Management Group reports to the CEO on all matters relating to Asset Management.

Asset Management Working Group (AMWG) – the Asset Management Working Group will be responsible for ensuring that Council’s Asset Management Improvement Strategy is achieved and that Asset Management Plans are prepared and maintained in line with Council’s Policy on Asset Management. Where changes to Council’s AM Policy, Improvement Strategy or Plans are identified, the AM Working Group is responsible for reporting this to the EMG for consideration. Where aspects of Council’s Policy, Improvement Strategy or Plans are not being achieved or adhered to, the AM Working Group is responsible for reporting non-compliances to the EMG for corrective action. The AMWG reports to the Executive Management Group on all matters relating to Asset Management.

Director Infrastructure Services (DIS) – is responsible for resource allocation (from Council approved resources) associated with achieving Council’s Asset Management Improvement Strategy. The DIS reports to the CEO in relation to Asset Management resource allocation.

Asset Management Co-ordinator (AMC) – is responsible for supporting the AMWG and ensuring that resources are commissioned (where appropriate) to assist the AMWG achieves its asset management objectives. The Asset Co-ordinator role is currently being fulfilled by the DIS.

All Directors – are responsible for ensuring that resources under their control are appropriately allocated to resource asset management and in particular the AMWG.

POLICY DEFINITIONS

“Asset” means a physical item that is owned or controlled by the Shire, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual, and non-tangible assets).

“Asset Management” means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet the priorities of the Corporate Business Plan for service delivery.

“Asset Management Plan” means a plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

“Council” means the elected council (comprising Councillors) of the Shire.

“Infrastructure Assets” are fixed assets that support the delivery of services to the community. These include the broad asset classes of Roads, Drainage, Buildings, Parks and Bridges.

“Level of Service” means the combination Function, Design and Presentation of an asset. The higher the Level of Service, the greater to cost to deliver the service. The aim of asset management is to match the asset and level of service of the asset to the community expectation, need and level of affordability.

“Life Cycle” means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Whole of life cost(s)” means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

“Maintenance” means regular ongoing day-to-day work necessary to keep asset operating and to achieve its optimum life expectancy.

“Operations” – means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

“New” means creation of a new asset to meet additional service level requirements.

“Resources” means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

“Renewal” means restores, rehabilitates, replaces existing asset to its original capacity. This may include the fitment of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

“Risk” means probability and consequence of an event that could impact on the Council’s ability to meet its corporate objectives.

“Shire” means the collective Shire organisation. The Chief Executive Officer of the Shire is responsible for ensuring the Shire’s obligations and commitments are met.

“Stakeholders” are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

“Upgrade” means enhances existing asset to provide higher level of service.

Outcomes

Adherence to this policy will ensure that the Shire will continue to deliver (or facilitate the delivery) of financially sustainable services aligned with the aspirations of the community.

A.2.11 THE APPLICATION OF GROSS RENTAL VALUATION TO MINING PETROLEUM AND RESOURCE INTERESTS

Policy Adopted 20th May, 2014

Objective

To provide guidelines for the application of gross rental valuation (GRV) to *mining, petroleum, and other resource interests*.

Policy Statement

LEGAL CONTEXT

- 1) In terms of Section 6.28(1) of the *Local Government Act 1995* (the Act), the Minister can determine the method of valuation of land to be used by a local government as the basis for a rate.
- 2) In terms of Section 6.29 of the Act, the Minister can determine that gross rental valuation can apply to a portion of land defined as a *relevant interest* on which capital improvements are located.
- 3) The Minister for Local Government has the authority, in terms of the legal provisions above, to implement the guidelines.

LAND SUBJECT TO THE POLICY

- 1) The policy will apply to land defined as:
 - a) a *relevant interest* in Section 6.29(1) of the Act meaning:
 - i) a mining tenement held under the *Mining Act 1978* (whether within the meaning given to that term by that Act or by the *Mining Act 1904*); or
 - ii) a permit, drilling reservation, lease or licence held under the *Petroleum and Geothermal Energy Resources Act 1967*.
 - or
 - b) a *resource interest* used for:
 - i) the extraction, processing or refining of minerals as defined in the *Mining Act 1978*, Section 8; or
 - ii) the extraction, processing or refining of petroleum as defined in the *Petroleum and Geothermal Energy Resources Act 1967*, Section 5.

IMPROVEMENTS TO BE CONSIDERED FOR GROSS RENTAL VALUATION

1. Subject to the provisions of Section 6.28 and 6.29 of the Act, gross rental valuation will apply to *relevant interests* and *resource interests* only in respect of the following improvements:
 - c) All permanent (*in situ* for at least 12 months):
 - i) Accommodation, recreation and administration facilities and associated buildings; and
 - ii) Maintenance workshops existing within 100 metres of facilities listed in Section 4.1(a)(i).
2. Nothing in this Policy prevents a local government and a proponent from agreeing that other types of improvements shall also be included for gross rental valuation.

TRANSITIONAL ARRANGEMENTS

- The Policy will apply for a trial period of three years from July 1st 2014 to June 30th 2017.
- During the three year trial period, the following arrangements will apply:
 - The Policy will apply to all new mining, petroleum and resource interests as defined in Section 3.
 - The Policy will not affect existing arrangements between local government and proponents, unless both parties agree, through mutual consent, to adopt the Policy.
 - Projects that operate under existing State Agreements and are currently exempt from rates may apply the policy as part of their respective agreement variation processes.
 - All other relevant provisions under the Act will apply.

IMPLEMENTATION GUIDELINES

1. Government will review the success of the Policy against agreed key performance indicators and prepare recommendations in consultation with key stakeholders.
2. Subject to the findings and recommendations in 6.1, the Policy will apply to:
 - all projects, from the date determined in the recommendations;
 - projects operating under State Agreement Acts, as part of their respective agreement variation process.

TERMS USED

minerals means naturally occurring substances obtained or obtainable from any land by mining operations carried out on or under the surface of the land, but does not include —

- a. soil; or
- b. a substance the recovery of which is governed by the *Petroleum and Geothermal Energy Resources Act 1967* or the *Petroleum (Submerged Lands) Act 1982*; or
- c. without limiting paragraph (b), geothermal energy resources as defined in the *Petroleum and Geothermal Energy Resources Act 1967* section 5(1); or
- d. a meteorite as defined in the *Museum Act 1969*; or
- e. any of the following substances if it occurs on private land —
 - i. limestone, rock or gravel; or
 - ii. shale, other than oil shale; or
 - iii. sand, other than mineral sand, silica sand or garnet sand; or
 - iv. clay, other than kaolin, bentonite, attapulgite or montmorillonite;

petroleum means —

- a. any naturally occurring hydrocarbon, whether in a gaseous, liquid or solid state; or
- b. any naturally occurring mixture of hydrocarbons, whether in a gaseous, liquid or solid state; or
- c. any naturally occurring mixture of one or more hydrocarbons, whether in a gaseous, liquid or solid state, and one or more of the following, that is to say, hydrogen sulphide, nitrogen, helium and carbon dioxide, and includes any petroleum as defined by paragraph (a), (b) or that has been returned to a natural reservoir, but excludes oil shale.

A.2.12**VALUATION OF LAND - MINING**Policy Adopted 20th May, 2014**Objective**

This policy aims to provide guidance underpinning the Ministerial determination on the method of valuation of land for rating purposes where that land is subject to a mining tenement under the *Mining Act 1978* or a permit, drilling reservation, lease or licence held under the *Petroleum and Geothermal energy Resources Act 1967* (known as a “relevant interest”).

Policy Statement**LEGISLATIVE PROVISIONS – LOCAL GOVERNMENT ACT 1995****1) Basis of Rates**

- a) The Minister is to –
 - i) determine the method of valuation of land to be used by a local government as the basis for a rate; and
 - ii) publish a notice of determination in the ‘Government Gazette’.
- b) In determining the method of valuation of land to be used by a local government, the Minister is to have regard to the general principle that the basis for a rate on any land is to be –
 - i) where the land is used predominantly for rural purposes, the unimproved value of the land; and
 - ii) where the land is used predominantly for non-rural purposes, the gross rental value of the land.
- c) The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.
- d) Subject to subsection e) for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the *Valuation of Land Act 1978* as at 1st July in each financial year.
- e) Where during a financial year –
 - i) an interim valuation is made under the *Valuation of Land Act 1978*; or
 - ii) a valuation comes into force under the *Valuation of Land Act 1978* as a result of the amendment of a valuation under that Act; or
 - iii) a new valuation is made under the *Valuation of Land Act 1978* in the course of completing a general valuation that has previously come into force, the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.

2) Valuation and rates on mining and petroleum interests

- a) In this section –

Relevant interest means –

 - i) a mining tenement held under the *Mining Act 1978* (whether within the meaning given to that term by that Act or by the *Mining Act 1904*); or
 - ii) a permit, drilling reservation, lease or licence held under the *Petroleum and Geothermal Energy Resources Act 1967*.

- b) Regardless of any determination made under section 1(a), the basis for a rate on a relevant interest is to be the unimproved value of the land, except as provided for in subsection (c).
- c) Subsection (b) does not apply to a relevant interest in a portion of land on which capital improvements are located if –
 - i) the Minister has determined under section 1(a) that the gross rental value of the land is to be used as the basis for a rate on that interest; and
 - ii) the determination expressly excludes the application of subsection (b).
- d) The Minister cannot determine under section 1(a) that the gross rental value of the land is to be used as the basis for a rate on a relevant interest in a portion of land if another estate in that portion of land is rateable on the basis of gross rental value of the land.
- e) For the purpose of subsection (c)(ii) a determination is to be taken to expressly exclude the application of section (b) if the determination –
 - i) was made before the commencement of the *Local Government Amendment Act 2009* Section 38; and
 - ii) specifically applies to the particular relevant interest.
(That is, before 20th November, 2009)

POLICY

Effective from 1st July, 2012, the State Government endorsed a policy position which further defined, and limited, the definition of capital improvements.

The Policy limits the definition of capital improvements to all permanent accommodation, recreation and administration facilities and associated buildings, and maintenance workshops existing within 100 metres of these facilities. “Permanent is further defined as having been *in situ* for at least 12 months.

This Policy – ‘The Application of Gross Rental Valuation to Mining, Petroleum and Resource Interests’, and the accompanying Departmental Circular No 29-2011, is available on the Department of Local Government and Communities’ website.

PRINCIPLES

In making the decision, the following principles will be observed:

- Objectivity
- Fairness and equity
- Consistency
- Transparency
- Administrative Efficiency

APPLICATION OF PRINCIPLES TO THIS DETERMINATION

Section 2) establishes that mining and petroleum interests will be rated as unimproved value except that portion of the land on which capital improvements are located.

The fundamental decision to be made by the Minister is whether a portion of a mining or petroleum interest contains capital improvements.

To do this it must be established:

- whether there is a relevant interest (as defined above)
- whether a portion of the land contains capital improvements, and
- that no other portion of that land is rated as gross rental value.

Changes to the method of valuing land may have significant impacts on ratepayers and a local government's rates revenue. Accordingly, the council should consider any proposal for change before it is presented to the Minister for decision.

The following matters will be taken into consideration in making a determination under sections 1) and 2) to change the rating on a portion of land from Unimproved Value (UV) to Gross Rental Value (GRV)

Objectivity

- Is the land subject to a relevant interest? (That is, is there a mining tenement, petroleum permit, drilling reservation, lease or licence in place?)
- Has the holder of the relevant interest been accurately identified?
- Does a portion of that land contain capital improvements consisting of accommodation, recreation and administration facilities and associated buildings, and maintenance workshops existing within 100 metres of these facilities? Have these been in place for at least 12 months?
- Is any other portion of that relevant interest already rated as gross rental value?
- Has the portion of the land containing the capital improvements been clearly defined?
- Has the Valuer General's Office been contacted to obtain an indication of the notional values for use in modelling the effect of the changes for the ratepayers and local government?

Fairness and equity

- Has the holder of the relevant interest been given adequate opportunity to comment?
- Have they been informed of the reasons for seeking the change in method of valuation and been given an indication of the overall likely impact of the changes?
- What regard has been had to their feedback?
- Is there an existing arrangement between the local government and the holder of the relevant interest in place, such as for a payment in lieu of rates or similar contribution? If so, have both parties agreed to this change?

Consistency

- Are other relevant interests being rated in the same way? If not, why not?
- Is the rating proposal in accordance with the Policy – 'The Application of Gross Rental Valuation to Mining, Petroleum and Resource Interests'?

Transparency

- Has there been an opportunity for the holder of the relevant interest to comment on the proposed change?
- Are the systems and procedures for determining the method of valuation clearly documented and available for the public to inspect?
- Has the council considered the impact of the change in valuation method? If not, why?

Administrative efficiency

- Is this the most efficient way to raise the required rates revenue?
- Has consideration been given to phasing in significant changes?

INFORMATION TO BE PROVIDED WITH THE REQUEST FOR A DETERMINATION

It is expected that the above matters will be covered in an application to the Minister for determination. In particular, the following should be included:

- Copy of the relevant interest (mining tenement, permit, drilling reservation, lease or licence).
- Accurate and clear description of the affected land (Certificate of title details and plans/drawings clearly showing the area proposed to be subject to GRV, with the capital improvements marked and labelled).
- Description of the capital improvements.
- Information on the likely impact on the rate assessments on the affected land in comparison with the quantum of last year's rates.
- Details of the consultation that has occurred, including copies of the letter to the relevant interest holder, all responses received and the council's response to these.
- The date the changes are proposed to take effect (this cannot be retrospective).
- A copy of the officer's report to council, relevant Council minutes and Council resolution.

Application Form – Valuation of Land - Mining

(ss. 1 and 2)

Please use this form to apply for a Valuation of Land – Mining.

Should you require assistance with completing this form, please telephone the Department on (08) 6551 8700 or toll free for country callers on 1800 620 511 or

email info@dlgc.wa.gov.auFor alternative formats and more information, please visit the Department's website at www.dlgc.wa.gov.au

For a Translating and Interpreting Service (TIS) telephone 13 14 50.

Form

The Shire of: Leonora

applies to the Minister for Local Government to make a determination under Sections 6.28 and 6.29 of the Local Government Act 1995 as to the method of valuation of designated land in this district (as detailed below) for the purpose of rating.

This application relates to properties proposed to be rated on the basis of Gross Rental Value.

In support of this application, the following information is provided:

(If the information is contained in an Attachment such as the Council Minutes, refer to that Attachment Number rather than repeating the information.)

1. Who is the holder of the relevant interest (mining tenement, permit, drilling reservation, lease or licence)?

[Click here to enter text.]

2. Provide an accurate and clear description of the affected land (Certificate of title details and plans/drawings clearly showing the area proposed to be subject to GRV, with the capital improvements marked and labelled, can be attached).

[Click here to enter text.]

<p>3. Describe the capital improvements:</p> <p>[Click here to enter text.]</p>
<p>4. Have these been in place for twelve months or more? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Is any other portion of the relevant interest subject to gross rental value?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. Are other relevant interests rated in the same way? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain below:</p> <p>[Click here to enter text.]</p>
<p>7. Has the Policy – The Application of Gross Rental Valuation to Mining, Petroleum and Resource Interests been applied? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain below:</p> <p>[Click here to enter text.]</p>

<p>8. What is the likely impact on the rate assessments on the affected land in comparison with the quantum of last year's rates?</p> <ul style="list-style-type: none"> • Has the Valuer General's Office been contacted to obtain an indication of the notional values for use in modelling the effect of the changes for the ratepayers and local government? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
<p>9. Has consideration been given to phasing in significant changes? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain below:</p>	
<p>[Click here to enter text.]</p>	
<p>10. Details on consultation that has occurred, including the council's response.</p>	
<p>[Click here to enter text.]</p>	
<p>11. Is this the most efficient way to raise the required rates revenue? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>12. The date the changes are proposed to take effect on is (please note the date cannot be retrospective):</p> <p><input type="checkbox"/> Start of the next Financial Year <input type="checkbox"/> Date of Minister's approval</p> <p><input type="checkbox"/> Date of Gazettal <input type="checkbox"/> Other</p>	
<p>If Other, please state:</p>	<p>[Click here to enter text.]</p>

Attachments Checklist			
Attachment 1: A copy of the relevant interest			<input type="checkbox"/>
Attachment 2: A map clearly showing the affected portion of the relevant interest with the capital improvements marked and labelled			<input type="checkbox"/>
Attachment 3: Communication with holders of the relevant interest			<input type="checkbox"/>
Attachment 4: Copies of any responses/objections that have been received			<input type="checkbox"/>
Attachment 5: The council's response to these			<input type="checkbox"/>
Attachment 6: Officer's report to council			<input type="checkbox"/>
Attachment 7: Relevant council minutes			<input type="checkbox"/>
Attachment 8: Council resolution			<input type="checkbox"/>
Contact Details			
Contact person:	[Click here to enter text.]		
Email:	[Click here to enter text.]		
Telephone:	[Click here to enter text.]	Date:	[Enter text.]

Submissions

Please send your completed application form and relevant attachments to:

Executive Director

Sector Regulation and Support

Department of Local Government and Communities

GPO Box R1250, PERTH WA 6844

or Email: info@dlgc.wa.gov.au

Disclaimer: The information and advice within this document is provided voluntarily by Department of Local Government and Communities as a public service. The information and advice is provided in good faith and is derived from sources believed to be reliable and accurate. No representation or warranty, express or implied, is made as to the accuracy, completeness or fitness for purpose of this document. The reader of this document should satisfy him or herself concerning its application to their situation. The State of Western Australia, the Department of Local Government and Communities and their officers expressly disclaim liability for any act or omission occurring in reliance on this document or for any consequences of such act or omission. Current as at April 2014.

A.2.13**RISK MANAGEMENT POLICY**Policy Adopted 20th May 2014**Objective**

To outline the Shire's commitment and approach to managing risks that may impact on its day-to-day operations and threaten the achievement of its objectives.

Policy Statement

The Shire is committed to ensuring that effective risk management remains central to all its operations while delivering a wide and diverse range of services to its residents and visitors. The management of risk is the responsibility of everyone and should be an integral part of organisational culture and be reflected in the various policies, protocols, systems and processes used to ensure efficient and effective service delivery. The *Risk Management Framework* will reflect good practice and sound corporate governance and be consistent with *AS/NZS ISO 31000:2009 Risk management - Principles and guidelines*.

Application:

The Risk Management Policy and any associated frameworks, guidelines and protocols will apply across all operations of the Shire. All employees within the Shire are encouraged to develop an understanding and awareness of risk and contribute to the risk management process.

Definitions:

“risk” means the effect of uncertainty on objectives, as defined within *AS/NZS ISO 31000:2009*. An effect is a deviation from the expected; positive and/or negative. Risk is often expressed in terms of a combination of the consequences of an event and the associated likelihood.

“risk management” means the coordination of activities that direct and control an organisation with regard to risk, as defined within *AS/NZS ISO 31000:2009*.

“risk management framework” means a set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation; as defined within *AS/NZS ISO 31000:2009*.

Risk Management Outcomes:

Effective implementation of the Risk Management Framework will ensure that:

- a. Risks that threaten the delivery of services will be identified, recognised and described;
- b. Risks will be analysed to establish an understanding of their sources and causes and their likelihood and impact should they eventuate;

- c. Risks will be evaluated to assist in making decisions about risk priorities and treatment plans;
- d. Risk management processes will be regularly reviewed to ensure that controls are effective, new information is gathered, latest changes and trends are identified, successes and failures are recorded, lessons are learned, changes in internal and external context are detected and emerging risks are captured; and
- e. Benefits are realised including;
 - Greater likelihood of achieving objectives;
 - Compliance with legislative and regulatory requirements;
 - Improved stakeholder trust and confidence;
 - Encouragement of decisive leadership rather than crisis management;
 - Better information for improved decision making;
 - Reduced unexpected and costly surprises;
 - Better results from projects and programs; and
 - More effective and efficient allocation of resources.

Responsibilities:

- All Senior Staff have the responsibility and accountability for ensuring that all staff are managing the risks within their own work areas. In each of these areas, risks should be anticipated and reasonable protective measures taken and staff encouraged with openness and honesty in the reporting and escalation of risks.
- All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All staff and employees will, as required, conduct risk assessments during the performance of their daily duties. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by staff to observe lawful directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- Council is committed morally and financially to the concept and resourcing of risk management.

Monitor and Review:

- The Organisation will implement a reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.
- Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored, by the Shire's CEO and Council as appropriate

This policy is to remain in force until otherwise determined by Council.

A.3.1

GRATUITY PAYMENTS

Policy Adopted 17th February 1998

Objective

This policy is to determine the manner in which the Council may grant a gratuity payment to contract or award employees at the completion of their service with the Shire.

Policy Statement

Section 5.50(1) of the Local Government Act states that:

“A local government is to prepare a policy in relation to employees, whose employment with the local government is finishing, setting out:

- (a) The circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
- (b) The manner of assessment of the additional amount, and cause local public notice to be given in relation to the policy

Section 5.50(2) of the Act states that a local government may make a payment:

- (a) To an employee whose employment with the local government is finishing; and
- (b) That is more than the additional amount set out in the policy prepared by the local government under section (1), but local public notice is to be given in relation to the payment made.”

At a meeting of Council held on 17 February 1998 it was resolved that no payment be made to any employee irrespective of that person’s length of service with the Council.

A.3.2**CONFERENCES - STAFF
ATTENDANCE AND REPRESENTATION**Policy Adopted 16th December 2011**Objectives**

To determine the nature and extent of Shire employee's attendance at international, national and interstate conferences, study tours, seminars or conventions.

Policy Statement

The following guidelines are to be considered for any proposal for representatives of the Shire to attend conferences, study tours, seminars or conventions:

1. When it is considered desirable that the Shire be represented at an international national or interstate conference, study tour, seminar or convention, a maximum of one officer may attend;
2. In considering officers attendance at a conference, study tour, seminar or convention or the like, consideration should be taken into the possible benefits to the Shire, staff training requirements and professional development opportunities;
3. In recommending officers attendance, the Chief Executive Officer will take the appropriate budget allocation into consideration;
4. Following attendance at such a conference, study tour, seminar or convention , the officer shall within thirty days of their return submit a report (verbal or written as directed by the CEO);
5. A list of officers attendance at conferences and the like is to be maintained on the officers personal records;
6. All conference papers and/or information relating to the conference and the like become the property of the Shire and are to remain at the Shire in the event that the officer ceases employment with the Shire of Leonora;

A.3.3**CONFERENCES STAFF
TRAVEL & ACCOMMODATION EXPENSES**Policy Adopted 16th December 2011**Objectives**

To determine the travel and accommodation expenses payable in respect of officers travelling on official Shire business (eg conferences, seminars, study tours, conventions and the like).

Policy Statement

Officers travelling on official Shire business are to be reimbursed substantiated expenses in accordance with the following guidelines:

1. Approval for travel must, where appropriate and possible, be sought two months prior to departure;
2. Travel and accommodation will be arranged by the Chief Executive Officer and the appropriate Shire discount for travel and accommodation will be arranged;
3. Travel and accommodation standards will apply as follows unless varied with the prior approval of the Chief Executive Officer where circumstances necessitate eg international travel:
 - (i) An advance of up to \$75/day to cover meals, and incidentals where costs cannot be charged back to the Shire;
 - (ii) Reasonable costs for taxi fares will be reimbursed;
 - (iii) In the case of international travel, where it is necessary for staff to accompany Elected Members, the travel class will be that of the Elected Members;
 - (iv) Where, in particular circumstances, staff desire to travel interstate by private motor vehicle the officer is to be reimbursed up to the equivalent amount that would have been expended had arrangements been made to travel by air;
 - (v) Accommodation at overseas locations will be in accordance with the itinerary approved by the Chief Executive Officer;
 - (v) Advances for international travel will be separately determined by the Chief Executive Officer in each circumstance;

A.3.4

INTERNET & EMAIL USEAGE

Policy Adopted 16th December 2011

Objective

To ensure that Shire employees usage of the internet and email is appropriate.

Policy Statement

Internet access is provided to employees as a business tool. Its purpose is to assist in research, training, communication and to provide better access to information.

All communication using the Shire’s internet and facilities must be undertaken in a professional manner, while responsibly representing the goals, objectives and image of the Shire.

Inappropriate use of this technology is viewed as a serious disciplinary issue and will result in a reassessment of access privileges. Employees and other users of the Shire’s internet resources should not access, and should have no cause to access, material considered objectionable or restricted under the Censorship Act 1996.

All files (work related or private) that are downloaded from the internet must be scanned for viruses immediately.

Employees may occasionally access the internet outside of normal working hours for appropriate private use.

Where employees receive electronic mail that is inappropriate, it is their obligation to immediately delete its contents and any attachments, and then advise the sender of its inappropriateness and instruct them not to send such correspondence again.

The Shire may monitor usage of the internet. There can be no expectation of personal privacy in the use of the Shire’s internet and or email facilities.

A.3.5 OCCUPATIONAL HEALTH AND SAFETYPolicy Adopted 16th December 2011**Objective**

A safe and efficient place of work is the Shire of Leonora's goal, and all must be committed to reach this outcome.

Policy Statement

The Shire of Leonora regards the development and implementation of best practice Occupational Safety and Health systems as a common objective for the CEO, Managers, Supervisors, Team Leaders, Employees, Contractors and Volunteers.

The Policy of the Shire of Leonora is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

The employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- Comply with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements.
- Compliance with current Occupational Safety and Health Act 1984, and Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009, Codes of Practice and Guidance Notes.

Employees have a duty of care to

- Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- Reporting hazards, accidents, incidents and near misses to their supervisor.
- Co-operating positively in the fulfilment of the obligations placed on their employer.
- Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

A.3.6 ACTING CHIEF EXECUTIVE OFFICER**Policy adopted 16th December 2011****Objective**

To ensure a measure is in place for an Acting Chief Executive Officer to effectively carry out additional duties undertaken during the absence of the Chief Executive Officer

Policy Statement

In the absence of the Chief Executive Officer on periods of leave or absence for five or more consecutive working days then the Deputy Chief Executive Officer will be appointed Acting Chief Executive Officer for the period of the Chief Executive Officer's absence. In these circumstances any higher duties increase/provision in the salary of the Deputy Chief Executive Officer will be advised by the Chief Executive Officer.

In the absence of the Chief Executive Officer for periods of four days or less the deputy Chief Executive Officer will assume the role of Acting Chief Executive Officer for day to day decisions effecting the organisation. In these circumstances there will be no adjustment to the Deputy Chief Executive Officer's salary.

A.3.7 HARASSMENT, BULLYING AND DISCRIMINATIONPolicy Adopted 15th July 1997, amended 16th December 2011, 21st August 2012 & 14th December 2012**Objective**

a) The Harassment, Bullying and Discrimination Policy aims to create an environment free from harassment, bullying and unlawful discrimination leading to a productive and positive workplace and educational setting. To achieve this objective the Shire of Leonora will:

- Implement effective procedures to manage complaints based on the principles of natural justice,
- Promote and expect appropriate standards of conduct at all times.

Scope

a) The Shire of Leonora does not condone harassment, bullying or unlawful discrimination and values diversity in employment and education. This policy applies to all officers, employees and elected members, as well as contractors or volunteers. Breaches of this policy will be treated as misconduct or serious misconduct and dealt with under the relevant staff policies and procedures.

b) This policy applies in any Council context, including conferences, work functions, social and Christmas parties, as well as business trips.

Definitions***Harassment***

a) Harassment is defined as behaviour that is directed at an individual or group of staff or students which, because of its severity and/or persistence, is likely to create a hostile or intimidating environment and detrimentally affect an individual's participation in employment or education. Harassment is determined by reference to the nature and consequences of the behaviour, not the intent of the initiator, and occurs in circumstances where a reasonable person would have expected the behaviour to be offensive, humiliating or intimidating.

Sexual Harassment

a) Sexual Harassment is any behaviour of a sexual nature, which is unwelcome. It may involve a single incident or a series of incidents. The Commonwealth Sex Discrimination Act 1984 declares sexual harassment to be unlawful. The Shire of Leonora has a responsibility to protect all staff from sexual harassment. Sexual Harassment may include:

- physical contact - eg touching; patting; pinching; kissing or embracing someone; sexual assault and rape.
- verbal comments - eg innuendo; smutty jokes; suggestive comments about someone's appearance or body; persistently inviting someone out; questions about a person's private life; requests for sexual favours.
- nonverbal actions - eg leers; stares; displays of sexually explicit material; offensive

body and hand movements; suggestive letters and drawings, including email; indecent exposure, stalking.

- b) When identifying sexual harassment, the intent of the person whose behaviour caused offence is largely immaterial, as it is the effect of their behaviour that is relevant. If behaviour is unwelcome and is sexually oriented, and occurs in circumstances where a reasonable person would have anticipated the possibility that a person would have been offended, humiliated or intimidated by the conduct, then it is sexual harassment.
- c) Sexual harassment is not behaviour which is based on mutual attraction, friendship or respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

Bullying

- a) Bullying is defined as any on-going anti-social or unreasonable behaviour that offends, degrades, intimidates or humiliates a person, and/or has the potential to create a risk to health, safety and wellbeing. Overt or covert bullying refers to activities that create an environment of fear through acts such as:
- cruelty, belittlement or degradation,
 - public reprimand or behaviour intended to punish, such as isolation and exclusion from workplace activities,
 - ridicule, insult or sarcasm,
 - trivialisation of views and opinions, or unsubstantiated allegations of misconduct,
 - physical violence such as pushing, shoving or throwing of objects.

Discrimination

- a) Discrimination occurs when a person is treated less favourably than another person because of certain attributes. Under federal and state laws, it is against the law to discriminate against people or to harass them, in various areas of public life because of their:
- race, including colour, ethno-religious background or nationality,
 - sex or pregnancy,
 - transgender,
 - marital status,
 - disability,
 - carers' responsibilities,
 - homosexuality, or
 - age.
- b) It is also against the law to treat people unfairly, or harass them, because of the age, disability, carers' responsibilities, homosexuality, marital status, race, sex or transgender of any relative, friend or colleague.
- c) Direct discrimination is where someone is treated less favourably because of their sex, age, race, disability, pregnancy or any of the other grounds covered by anti-discrimination legislation. Indirect discrimination occurs when a requirement (or rule) that is the same for everyone has an effect or result that is, or is likely to, disadvantage staff because of their sex, race, disability etc.

Policy Statement

- a) Harassment or bullying of or unlawful discrimination against staff or Councillors by any employee or Councillor of the Shire of Leonora is unacceptable. Harassment, bullying and unlawful discrimination may:
- create an intimidating hostile, offensive or distressing work or study environment;
 - adversely affect the performance of individual staff;
 - adversely affect an individual's recruitment, level of appointment, promotion and progression opportunities;
 - adversely affect an individual's access to and/or participation in the range of professional development opportunities, support services, social and recreational facilities provided by the Shire of Leonora;
 - adversely reflect on the integrity and standing of the Shire of Leonora;
 - increase the risk of the Shire of Leonora as an employer to be exposed as being vicariously liable.
- b) The Shire of Leonora expects all members of staff, students, contractors and individuals who enter into particular relationships with the Shire of Leonora, to ensure that their behaviour meets appropriate standards and contributes to a productive workplace and learning environment.

Principles, Obligations and Responsibilities

- a) Reports and complaints of harassment, bullying and unlawful discrimination will be treated seriously by the Shire and will be investigated promptly in a sensitive, thorough and confidential manner ensuring that complainants and witnesses are not victimised.
- b) The principles of natural justice apply and will guide the application of this policy and associated procedures. This means that before a decision is taken about them, staff have the right to be informed about the nature and content of the issue, have the right to be heard and have the right to have an unbiased decision maker.
- c) All managers have a leadership role in ensuring the Harassment, Bullying and Discrimination Policy is adhered to and in taking appropriate action in circumstances where they become aware of existing or possible harassment, bullying or unlawful discrimination.
- d) The complaint resolution process is carried out in good faith and complaints that are frivolous, vexatious, misconceived or lacking in substance will be rejected if a preliminary investigation of the facts indicates this.

Resolution Options

- a) The Shire of Leonora encourages staff to endeavour to resolve issues directly and informally through a process of discussion and conciliation where possible. This may involve seeking advice from a supervisor, or Senior Manager. At any stage, strategies used to resolve a grievance may include, but need not be limited to, mediation, counselling or conciliation meetings between the parties.
- b) If the informal options do not work or are not appropriate, staff can make a formal complaint in writing under the Grievance Policy for Shire Staff.

c) Staff may also refer their complaint to an external body at any time.

d) In cases of assault or other criminal activity, staff should contact the Police.

Relevant Legislation

- [Age Discrimination Act 2004](#) (Cth)
- [Disability Discrimination Act 1992](#) (Cth)
- [Equal Opportunity for Women in the Workplace Act 1999](#) (Cth)
- [Equal Opportunity Act 1984 \(WA\)](#) (Cth)
- [Fair Work Act 2009](#) (Cth)
- [Human Rights and Equal Opportunity Commission Act 1986](#) (Cth)
- [Racial Discrimination Act 1975](#) (Cth)
- [Sex Discrimination Act 1984](#) (Cth)

A.3.8

SUPERANNUATION

Adopted by Council 16th December 2011

Objective

In order to be competitive in attracting suitable staff the Shire will make additional contributions to employee's superannuation where the employee also makes an additional contribution.

Policy Statement

The Shire acknowledges its legal obligations to meet superannuation contributions on behalf of its employees based on the following:

Superannuation Guarantee: The Shire meets its statutory obligation at the rate set by the Superannuation Guarantee Legislation. The contribution is paid by Shire for all employees, determined by applying the set rate to the employee's base salary.

In addition, the Shire will make an additional contribution to employee superannuation based on the following:

Contributory Superannuation: For employees who have elected to become a member of the Contributory Scheme, the Shire will contribute an additional 6% to the scheme where it is matched by a 6% contribution by the employee.

A.3.9 PROTECTION FROM THE SUN FOR OUTDOOR WORK

Policy adopted 15th July 1997

Objective

To protect employees from being exposed to long periods of ultra violet radiation from the sun

Policy Statement

It is the Shire's policy that employees exposed to long periods of ultra violet radiation from the sun be encouraged to take adequate precautions against its harmful effects. Employees are required to wear appropriate clothing and apply protective measures as follows:

- wear wide brimmed sun hat
- apply sunscreen at least twice daily to all exposed skin
- wear long sleeve light weight collared shirts; sleeves are not to be rolled up.
- wear long trousers or coveralls.

Shire will issue all of the above.

The type of equipment to be selected will be after consultation with all employees.

No less than the minimum standard of U.V. protection is to apply to all clothing and protective equipment selected.

A.3.10**EQUAL OPPORTUNITY**Policy Adopted 15th July 1997**Objective**

To ensure that the Shire actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

Policy Statement

The Shire recognizes its legal obligations under the Equal Opportunity Act, 1984, and actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.

All employment training with the Shire is directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such training.

All promotional policies and opportunities with the Shire are directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within the Shire are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagements.

The Shire does not tolerate harassment within its workforce. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, age, sex, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal employment opportunity goals of the Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

The Shire in no way deems that the adoption of this policy as meaning that the Shires current attitude, or those of its current employees, as requiring to be changed or modified.

A.3.11**STAFF TRAINING**Policy Adopted 15th July 1997**Objective**

To improve the services provided by the Shire by training and enhancing the skills of its employees.

Policy Statement

In order to enhance the skill of its employees the Shire has adopted the following policy in relation to staff training:

- 1 Management has a responsibility to organise its labour resources in the most efficient manner possible so as to maximise the services provided in an effective, economic and efficient manner.
- 2 The Shires workforce is its most important resource necessary for the achievement of the Shires objectives and the skills of the workforce are of the most fundamental significance.
- 3 Education which is the acquisition of general tertiary and professional skills and qualifications is the responsibility of the individual employee. This does not preclude the Shire from assisting an employee (eg study leave) but such assistance extended at the discretion of the Shire is not an employee right.
- 4 Training is an extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or provide for future progression and is the joint responsibility of the Shire and the employee.
- 5 The Shire recognises the need for attention to and investment in staff training and authorises the allocation in each year's draft budget an appropriate amount for staff training.
- 6 The Chief Executive Officer is responsible for the management of the funds allocated for staff training in each department and any expenditure may, subject to provision being made in the budget, be endorsed by the Chief Executive Officer without reference to the Council.
- 7 Funds allocated by the Council for staff training may be directed towards any "training or professional development expenditure" and without limiting the generality of this clause, may include:
 - a) Cost of salaries, registration & course fees, travelling and accommodation involved in attending training courses and where appropriate, exams, seminars or conferences.
 - b) The wages and overheads associated with the employment of training officers and similar appropriate persons for the provision of internal and external training courses and on the job training.
 - c) Purchase of videos, books and other appropriate training & educational aids.
 - d) Other appropriate training and professional development initiatives at the Chief Executive Officer's discretion.

8. As a general guide the Shires preference for staff training activities are:
 - a) Utilisation of any local training opportunities or courses.
 - b) Co-ordination with other local training exercises (eg with local businesses and with government departments).
 - c) In-house training activities.

A.3.12

SMOKE FREE ENVIRONMENT

Policy Adopted 15th July 1997

Objectives

To protect the health of all employees and the public users of the Shire's facilities.

Policy Statement

The Shire recognizes that passive smoking is hazardous to health and that non-smokers should be protected from the inhalation of tobacco smoke.

To protect the health of all employees and the public users of Shires facilities, it is the Shires Policy that no one is permitted to smoke in any enclosed Shire work place, meeting room or vehicle.

All employees, public facilities users and visitors to work places where the Shires smoking policy applies must be informed of the Smoke Free Policy and encouraged not to smoke by use of strategically located and well designed signage; or if they wish to smoke, to do so in an open area outside the building or vehicle, but away from open windows or doors.

A.3.13

STAFF – SENIOR EMPLOYEES

Policy Adopted 15th July 1997

Objective

To set out “senior employees” as defined under section 5.37 of the Local Government Act 1995 for the Shire of Leonora.

Policy Statement

For the purpose of section 5.37 of the Local Government Act 1995, the Council designates the following employees to be “senior employees”-

Chief Executive Officer
Deputy Chief Executive Officer
Manager Works

A.3.14 STAFF – PRESENTATIONS ON TERMINATION

Policy Adopted 15th July 1997

Objective

To ensure a consistent approach to presentations on staff terminations is applied across the organisation within reasonable limits.

Policy Statement

That the Council present a gift to staff upon termination, and also provide light refreshments and drinks, where appropriate in the opinion of the Chief Executive Officer, but subject to :

- i. Staff contributing also to the gift, or another separate gift.
- ii. Service to Council being not less than two years.

Reference to Council where unusual circumstances are involved.

A.3.15 SALARIES AND WAGES – MODE OF PAYMENT

Policy Adopted 15th July 1997

Objective

To ensure consistency and efficiency in the issuance of salaries and wages.

Policy Statement

Council's policy is to pay its employees' salaries and wages by direct lodgement to the employee's bank account. This policy is to be condition of employment.

A.3.16 PAYROLL DEDUCTION OF UNION SUBSCRIPTIONS

Policy Adopted 15th July 1997

Objective

To assist employees to meet their subscription obligations.

Policy Statement

Council's policy is to support the payment of Union fees by employees through a system payroll deduction.

A.3.17 STAFF INCENTIVE – SICK LEAVE BONUSPolicy Adopted 15th March 2005, amended 16th March 2010**Objective**

The sick leave incentive bonus scheme is designed to encourage staff not to take unnecessary sick leave, thereby increasing productivity and minimizing the disruption to Shire operations and unfair burden on employees required to cover for absent fellow workers.

Policy Statement

- The sick leave bonus is available to all permanent employees (full-time and part-time)
- The sick leave bonus will comprise a payment of up to one weeks sick leave, based on the employees sick leave history for the preceding 12 months

For example, if an employee has taken no sick leave, they will receive one weeks sick leave bonus

If an employee has taken say, three days sick leave the bonus will be equivalent to 2 days sick leave.

- The bonus cuts out if the employee takes 5 or more day's sick leave in the preceding 12 months.
- The bonus will be paid in the first pay period in December each year. The first bonus payment to be made in December 2005.
- The employee has the right to not accept payment of the bonus and retain the accrual.
- Any such leave bonus payments made to an employee will be deducted from their sick leave accrual.
- The employee is responsible for any taxation implications associated with the payment
- The bonus is not available to any Council employee who takes time off without reason and who does not claim that time off as sick leave.

A.3.18 FITNESS FOR WORK (INCLUDING ALCOHOL, DRUGS & ILLEGAL SUBSTANCE USE IN THE WORKPLACE)

Policy Adopted 21st August 2012, and amended 14th December 2012

Objective

The objectives of introducing a Fitness for Work Policy and the associated procedure is to address the risk posed to the Shire's employees by the abuse of alcohol, drugs and substances or impaired work performance. The policy is directed towards the welfare of individual employees and the safety and health of other people.

The purpose of this procedure is to detail the guidelines and actions required to manage fitness for work within the workplace, including:

- Illicit drug use
- Alcohol use
- Prescription medication
- Other medication
- Fatigue
- Any other factors where concentration and agility of an employee is affected.

Scope

It is the intent of the Shire of Leonora that this policy applies to all employees (including office and managerial employees), contractors, volunteers and consultants to the operations. Contractors performing services for the Shire will be required to adhere to these standards to ensure their behaviour does not adversely affect the safety of employees or members of the public.

Definitions

For the purpose of this policy, the abuse of alcohol and/or other drugs includes:

- *Impaired work performance* – sudden or gradual deterioration in a person's ability to function appropriately at work;
- *Unfit for work* – being impaired for work and therefore unable to perform duties in a safe manner;
- *Use* – eating, drinking, inhaling, injecting or dermal absorption of any substance or drug;
- *Misuse* – inappropriate use of a substance on a Shire premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice;
- *Alcohol* – any beverage containing alcohol;

- *Drugs* – Amphetamines, Cannabinoid's THC, Opiates, Barbiturates, Cocaine, Methadone, Benzodiazepines, alcohol and/or other substances (including, “hangovers” and/or “come downs”, etc);
- *Fit for work* – means that an individual is in a state (physically, mentally and behaviourally) which enables the employee to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.

Policy Statement

The Shire recognises there are many factors that have the potential to affect a person's ability to concentrate or function appropriately whilst at work. This risk could adversely affect the safety and health of the direct employee, other employees or members of the public. This procedure outlines guidelines and expectations of the Shire to control the incidence of risk or injury or accident as a result of an employee being unfit for work. All employees of the Shire of Leonora will be subjected to undertake random drug and alcohol screening (paid by the Shire). If the employee refuses to comply with the requirement to undertake drug and alcohol screening then the employee places himself at serious risk of dismissal. Any employee of the Shire found to be under the influence of or suffering from the adverse effects of drugs, alcohol or any other substance whilst at work will be disciplined appropriately. Serious offences will place the employee at serious risk of dismissal.

ALCOHOL

Being under the influence of alcohol will not be permitted whilst working on the premise or property of the Shire. Any employee who records an alcohol reading during a random onsite breath test, will be stood down from their duties and either taken to the nearest police station for a blood alcohol test or to the Shire's medical provider for a blood alcohol test. Should an employee's blood alcohol level be deemed to be 0.05 and over, the employee will be suspended from work without pay for the remainder of the day. As the employee will be over the legal limit to drive, alternative transport will be required.

If the blood alcohol level is under 0.05, employees will be prohibited to operate Shire machinery, plant or equipment until a blood alcohol content of 0.00 is reached. If the employee refuses to comply with the requirement to undertake drug and alcohol screening then the employee places himself at serious risk of dismissal.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of employment at the Shire that employees make alternative arrangements to get home. The Shire accepts no responsibility for employees during travel to and from the function.

DRUGS AND PRESCRIPTION MEDICATION**Illicit drugs and other substances**

Illicit drugs and other substances are strictly prohibited by the Shire. Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on Shire property or premise will result in disciplinary action and the employee being at serious risk of dismissal. All employees of the Shire of Leonora will be subjected to undertake random drug and alcohol screening (paid by the Shire).

If the drug screen proves positive on the first offence, the employee will receive a written warning and will be unable to return to the workplace until a clear reading is obtained and provided to the Shire at the employee's expense. If an employee is found to give a positive result on the second offence, they will receive a second written warning and will be unable to return to the workplace until a clear reading is obtained and provided to the Shire at the employee's expense. On the first and second offence, the employee has up to three months in which to provide a negative test. Failure to provide a negative test will place the employee at serious risk of dismissal. The employee must also agree to be submitted for subsequent drug testing whenever random screening is performed for a period of twelve months following their return to the workplace. The employee will be instantly dismissed if a subsequent test is undertaken with a positive result during this time.

Repeated offences will place the employee at serious risk of dismissal.

Prescription and other medication

It is an employee's responsibility to inform their supervisor of any medication they are taking. It is also a requirement of employees to advise their supervisor of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day. This information is to be recorded on their personnel file for reference in the event of an emergency. It is also necessary for the employer to record any known allergic reactions to any medication an employee may have (ie penicillin).

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations.

Failure to follow these requirements will result in disciplinary action and will place the employee at serious risk of dismissal.

Fatigue

Fatigue can be the result of many different situations. Due to this, this policy will directly reflect the implications of fatigue through (but not limited to) the following external triggers:

- Lack of sleep;
- Voluntary work; and
- External work commitments.

In the interests of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgment, therefore increasing the potential to cause injury or harm to themselves, other employees or members of the public.

It is the policy of the Shire to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside of their employment with the Shire.

Depending on the circumstances, the Shire may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire, sleep / rest and additional hours worked elsewhere (including paid and voluntary work). If this agreement is reneged by the employee, disciplinary action may result.

If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen will be required. If positive, disciplinary action will result.

In circumstances where the employee is, in the judgement of the Shire, unfit to remain at work, the employee will be stood down from work without pay for the remainder of the day.

EMPLOYEE ASSISTANCE PROGRAMME (EAP)

The Shire understands employees may be experiencing difficulties external to work that may influence their behaviour and health whilst at work. To assist with the recovery of the employee, the Shire has in place a confidential employee assistance programme. For the purpose of this policy, this programme will be offered to first offence employees through ratification of the Chief Executive Officer. This programme will also be offered on the second confirmed screening. The Shire will offer a total of six (6) counselling sessions; if further sessions are required, approval is to be obtained from the Chief Executive Officer.

If an EAP is offered as a result of a first offence and the employee declines the offer, they must attend the EAP on the second offence or face possible dismissal. Due to the confidentiality of the EAP, it is the responsibility of the employee to provide the Shire with proof that the employee attended the EAP.

Employees who have not failed to meet the guidelines of this policy and feel an EAP would benefit them due to personal circumstances may utilise these services. Such employees do not contravene the guidelines of this policy if they volunteer for the EAP service.

DISCIPLINARY ACTION

If this policy is in any way contravened by an employee the following will result.

General guidelines

Any employee who tests positive to an alcohol breath screen or urine drug screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work. Any person who demonstrates the signs of being significantly fatigued will be subjected to a random drug and alcohol screen and will be stood down from work until such time as they have proven they are fit for work.

First offence

- The employee will be immediately suspended from duty if found unfit for work.
- The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- The employee will not be permitted to return to work until they have been tested again and proved negative for all proscribed substances and the results provided to the Shire at the employee's expense. The employee has up to three months to provide a negative test. Failure to provide a negative test will place the employee at serious risk of dismissal.
- The employee will receive a written warning.
- The employee will be counselled by their supervisor focussing on:
 - The unacceptability of the employee's behaviour;
 - The risk that such behaviour creates for the safety of the individual and other employees or members of the public;
 - The employee's responsibility to demonstrate that the problem is being effectively addressed; and
 - The understanding that any future breach of the policy will place the employee at serious risk of dismissal.

The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and cannot be made mandatory. However, refusal to accept counselling will place the employee at serious risk of dismissal. The employee will be required to undertake compulsory screening, paid by the Shire, when any random alcohol and/or drug screening is undertaken for the period of twelve months following their return to the workplace.

The Shire will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

Second and Subsequent Offences

- The employee will be immediately suspended from duty if found unfit for work.
- The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances and the results provided to the Shire at the employee's expense. The employee has up to three months to provide a negative test. Failure to provide a negative test will place the employee at serious risk of dismissal.
- The employee will receive a written warning.

- The employee will be counselled by their supervisor and the Deputy or Chief Executive Officer focussing on:
 - The unacceptability of the employee's behaviour;
 - The risk that such behaviour creates for the safety of the individual and other employees or members of the public;
 - The employee's responsibility to demonstrate that the problem is being effectively addressed; and
 - The understanding that any future breach of the policy will place the employee at serious risk of dismissal.

Counselling will be offered. The employee will be instantly dismissed without notice if he/she declines the offer to the EAP on second offence. Due to the confidentiality of the EAP, it is the responsibility of the employee to provide the Shire with proof that the employee attended the EAP. The employee will be submitted to undertake compulsory screening when any random alcohol and/or drug screening is undertaken for the period of twelve months following their return to the workplace paid by the Shire. If the employee refuses to comply with the requirement to undertake drug and alcohol screening then the employee places himself at serious risk of dismissal. The Shire will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed at the sessions before they are permitted to return to work.

SUMMARY DISMISSAL

The following are guidelines to circumstances that will result in summary dismissal without notice:

- Any attempt to falsify the drug and alcohol screen;
- Cultivating, selling or supplying drugs and/or other substances;
- Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period;
- Unlawful behaviour that has the effect of irretrievably damaging the employer/employee relationship.

OTHER

If an employee is found to be heavily intoxicated, above the legal limit to drive, register a positive drug reading, or extremely fatigued and they are to be sent home without pay, it is a requirement of their supervisors to:

- Contact the employee's next of kin to arrange pick up;
- If next of kin is unable to be contacted or unable to take employee home, the supervisor will take them home. The employee is to be advised that their vehicle must be safely collected that day at no responsibility to the Shire. Additionally, the Shire takes no responsibility for any vehicles that are not collected.

NEW EMPLOYEES

All potential new employees will be required to undergo a pre-employment medical examination or complete a pre-employment medical statement. Part of this examination will include a drug and alcohol screen. If a prospective new employee has a positive reading on any of the tested substances, they will not be eligible to be offered the position they have applied for.

C.4.1 ENVIRONMENT – COUNCIL RECOGNITION

Policy Adopted 15th July 1997

Objective

The good management of the environment is a primary task of the Council and should be considered in all of its conditions.

Policy Statement

The term ‘environment’ means living things, their physical, biological and social surroundings, and interaction between all of these.

The council decisions affecting the environment shall be based on the development of sound policies developed through consultation with the community.

A co-ordinated approach to all environmental matters is required. Activities of the Council should be co-ordinated with each other as well as those of outside bodies wherever necessary to ensure that maximum benefit is obtained.

The Council will initiate measures to identify environmental issues important to the residents of the Shire and will take action as necessary to address those issues.

The Council will inform the public of issues concerning the environment through press releases, and other methods as appropriate.

C.4.2

LIBRARY CHARGES

Policy Adopted 15th July 1997

Objective

To ensure that appropriate cost recovery is undertaken on a fee for service basis.

Policy Statement

The Council supports the principle of a free public library service with no charge being made for obtaining, displaying and lending books and related materials, other than charges levied through the Rates.

Council's Policy is that any additional services provided through its libraries should be paid for by the users of any such services.

C.4.3 UNRULY BEHAVIOUR IN COUNCIL FACILITIES

Policy Adopted 15th July 1997

Objective

To provide a safe, enjoyable environment for users of Council owned facilities.

Policy Statement

Shire of Leonora officers operating Council owned facilities, such as the Recreation Centre, Swimming Pool, Youth Centre etc, in prior consultation with the Chief Executive Officer have delegated power to ban individuals from using or entering the facility should the officer deem any person to have maliciously caused damage or otherwise behaved in an offensive manner (including verbal or physical assault etc), that person be informed both verbally and by formal correspondence that they are not permitted to enter the facility grounds or building.

Where appropriate, liaison with the offender and/or family (if the offender is a young person), will be undertaken in an effort to prevent future occurrences.

The Chief Executive Officer will have the final determination of the length of time to which persons are prohibited from entering facility grounds or buildings.

C.4.4 USE OF COMMUNITY BUS AND/OR OTHER VEHICLES

Policy Adopted 16th December 2011

Objective

To ensure that appropriate arrangements are in place for the hire of the community bus and other vehicles that may be available.

Policy Statement

The Chief Executive Officer will set out conditions to be imposed on the hire of the community bus and/or other vehicles.

These conditions will consider that properly licensed drivers only operate the vehicle, and that the vehicle is returned in a proper manner.

The Chief Executive Officer will also set out hire fees and bonds etc that will apply to the vehicle.

C.4.5**GWALIA COLLECTION POLICY**Policy Adopted 17th December 2012**Objective**

This Collection Policy will be implemented as guide for the development and management of Gwalia and the Shire of Leonora heritage collections.

Background

Gwalia is owned and operated by the Shire of Leonora and operates under the guidance of the Gwalia Reference Group.

This Policy sets the parameters for collecting activity and is in accordance with the National Standards of Australian Museums and Galleries and the Australia ICOMOS Burra Charter.

This Policy will serve as a guide for the management of the collection and will be a source of information for clients and stakeholders. This Collection Policy was ratified by the Gwalia Reference Group on 10 May 2012

Policy Statement**1. Vision**

Be a best practice museum, working in partnerships to foster an understanding of the past, to enrich lives and provide a sense of place.

2. Mission

To conserve, explore and share the cultural heritage of Gwalia and Leonora.

3. Aim

Our aim is to:

- 3.1** integrate and manage our cultural heritage collections to industry standards;
- 3.2** interpret Gwalia to engage and inform visitors about life and mining in Gwalia in the context of Western Australian and Australian history, and particularly the history of the immediate region;
- 3.3** be a repository for items directly relating to mining activities (exploration, extraction, processing, rehabilitation and management), domestic life and commercial enterprises at Gwalia since 1896, together with recognition of the people and stories behind the collection;
- 3.4** provide a research and educational resource for the public;
- 3.5** be a repository for items relating to the wider Leonora area, including the town of Leonora, until such time as it is determined they should be transferred elsewhere. This collection will be called the Regional Leonora Collection to distinguish it from the Gwalia Collection.

4. Principal themes and storylines

Key themes and storylines are necessary to provide a focussed structure for the Collection.

4.1 Principal Theme 1: Gwalia

Storyline 1: The Mine Town

Storyline 2: Sons of Gwalia Mine(s)

Reviewed 16th February 2016

Storyline 3: Transient nature of mining and ghost towns, with a focus on those within the Shire of Leonora.

4.2 Principal Theme 2: Regional Leonora

Storyline 1: Indigenous

Storyline 2: Pastoral

Storyline 3: Towns and settlements

5. Purpose of the Collection

The purpose of the Collection is to enable us to achieve our aims.

We will achieve this by acquiring, conserving and sharing:

- 5.1** extant buildings and structures from the Sons of Gwalia Mine and Gwalia community;
- 5.2** items (including but not limited to documents, books, textiles, photographs, artwork, machinery, equipment and furniture) related to these buildings and structures, and the people associated with them, as well as items relating to towns, settlements and activities within the Shire of Leonora.

6. Acquisitions

Acquisition is the process of obtaining legal possession of an item for the collection.

6.1 Acquisitions criteria

Proposed new acquisitions for the collection will:

- 6.1.1 have a clearly established provenance to Gwalia and will contribute to a site-specific collection (the Gwalia Collection) or have a clear connection with Regional Leonora;
- 6.1.2 be in good condition (see Section 6.2 below);
- 6.1.3 only be accepted if the donor has legal and ethical right to transfer ownership;
- 6.1.4 only be accepted without restriction.
- 6.1.5 be adequately displayed, stored and cared for;
- 6.1.6 not duplicate items already in the collection;
- 6.1.7 not endanger health and safety;
- 6.1.8 be significant.

6.2 Physical condition

Where possible, we will endeavour to collect items in good physical condition but damaged or incomplete items may be accepted provided that the:

- 6.2.1 item is only held until such time as a like or suitable replacement is acquired;
- 6.2.2 item can be used to provide spare parts for the restoration or repair of similar items;
- 6.2.3 item can be used safely for educational or public outreach activities;
- 6.2.4 item is of significance;
- 6.2.5 cost of conservation and care is not prohibitive. In cases where extensive conservation is required the donor may be asked to fund its conservation prior to transfer of ownership.

6.3 Accepting items for consideration

The Shire of Leonora may acquire items by way of donation, bequest, transfer or purchase.

We will not actively seek acquisitions for the Regional Leonora Collection until such time as we have the capacity and resources to effectively manage this collection.

The decision whether to accept an item is made by the Gwalia Reference Group.

If approached by a potential donor (phone, email, in person) staff and volunteers must redirect the enquiry to the Curator.

The Curator has authorisation to accept items for consideration with reference to the criteria above.

In the absence of the curator and if approached by a potential donor on site with the item in hand, staff and volunteers can determine whether to accept the item for consideration (referring to above criteria) and complete the official receipt.

An official receipt in triplicate will be completed on acceptance for every item to be considered for acquisition:

1. one copy is given to the prospective donor;
2. one copy stays with the item. This copy stays with the item until the acquisitions process is completed;
3. one copy remains in the receipt book.

Suitable documentation is to be kept for transfers and purchases.

6.4 Considering items for acquisition

The Curator will prepare an acquisitions proposal for each item to be considered by the Gwalia Reference Group. The Reference Group will make a recommendation to Council as to whether or not to accept the item.

6.5 Acceptance of items

A duplicate donation form will be completed for each item acquired through donations and bequests, detailing contact details of the donor, provenance and significance. The form will be signed by the donor and curator:

1. the original goes on file;
2. one copy is given to the donor, along with a letter of appreciation.

6.6 Accession register

An Accession Register will be kept recording the date, description of the item, accession number, method of acquisition and contact details of donor.

6.7 Catalogue of items

A cataloguing worksheet will be completed for each item (some fields may not be relevant).

This information is then entered into the electronic collections management database (MOSAiC).

6.8 Object files

An Object File will be kept documenting all research and transactions for each item.

6.9 Decline of offer

Where an offer is declined, a letter is to be sent formally notifying the prospective donor that the item does not meet the aims and collecting criteria and setting out the reasons.

If in possession of the Shire of Leonora, the item will be returned to the donor by a secure method.

7. Loans

Short term loans can be entered into in order to further the aims of this policy. Items will not be accepted on permanent or long term loans.

The Curator will prepare a Loan Request form for all inward and outward loans to be considered by the Gwalia Reference Group. The Reference Group will make a recommendation to the Shire of Leonora whether to accept the loan or not.

It is the responsibility of the Curator to ensure that all inward and outward loans are managed according to industry standards. One copy of each document (agreement, report etc) is given to the lender and borrower. The Shire's copy is placed in the relevant Loans File (Inward or Outward) and a duplicate copy of each document is placed in the Object File.

7.1 Inward loans

Inward loans will be accepted for exhibition purposes and for a period not exceeding three months with the possibility of a loan extension should it be required.

It is the responsibility of the Curator to manage the items on loan, overseeing the care of the item and to ensure that necessary documentation is completed.

7.2 Outward loans

Outward loans will only be made to collecting organisations (museums, galleries, archives, historical societies and other keeping places). Other organisations may be considered on a case by case basis.

Loans will not be made to individuals.

Outward loans will be made for exhibition purposes and for a period not exceeding three months with the possibility of a loan extension should it be requested.

7.3 Loan agreements

The lender and borrower will enter a Loan Agreement. The Agreement is to be completed prior to the transfer of items and is to be signed by both parties.

Loan agreements will be limited to three months and will stipulate transport, storage, maintenance, insurance and exhibition conditions. The date of commencement of the loan and the date of return will be clearly stated on the form.

The loan agreement will stipulate that the borrower will notify the Curator of any damage and will not have the item repaired without consent.

7.4 Condition reports

For each item loaned or borrowed, a Condition Report will be completed in duplicate at various stages of the loan process:

1. by the lender prior to despatch of item;
2. by the borrower on receipt of item;
3. by borrower prior to return of item;
4. by lender on return of item.

8. Access to the collection

8.1 Telephone, email, fax & web enquires

All enquiries will be:

1. acknowledged and referred to the Curator;
2. responded to in reasonable timeframe;
3. entered into an Enquiries Register.

8.2 Physical access

Access to the collection is to be made by prior arrangement. It is preferable for visits to be arranged when the Curator is on site.

Searching aids will be made available to the researcher who can then request specific items for viewing. Staff will retrieve the items which the researcher may use under supervision.

Researchers are required to complete a User Registration Form prior to being granted access to items.

8.3 Requests for copies of material

Researchers may request copies of material by completing a Materials Request Form.

Requests will be determined by the Curator, taking into account such issues as copyright, ethics and condition.

A fee will be charged for the provision of copies of material.

9. Conservation

Conservation applies to all items in the collection. Preventative conservation for buildings can be described as maintenance.

9.1 Preventative conservation

Preventative conservation will be carried out according to industry standards with regards to:

1. management of exhibition and storage environments;
2. cleaning and handling of items;
3. maintenance work to buildings, structures and large machinery.

The Curator is to ensure that staff and volunteers are adequately trained in preventative conservation methods and have the necessary resources to carry out the work.

9.2 Interventive conservation

Interventive conservation work will only be done by trained professionals in line with conservation principles and standards.

Statutory approvals will be sought prior to the commencement of work

10. Disposal and de-accessioning

Effective collection management requires the ability to dispose of items which are unable to be used now or in the future. This process is potentially controversial and must be carefully managed if it is not to create unwelcome publicity and deter donors and supporters.

Decisions to dispose of items will be made by the Shire of Leonora, taking into account the advice and recommendations of the Curator and Reference Group.

Items can only be disposed of in the following ways:

1. return to the owner or their successors (preferred method);
2. transfer to another collecting organisation or charity;
3. use for educational activities;
4. destruction of the object will only be considered as a last resort.

10.1 Disposal criteria

An item can be disposed of and de-accessioned if it meets the following criteria:

- 10.1.1 it does not meet the mission and aims of this policy;
- 10.1.2 it is damaged or deteriorated beyond repair;

- 10.1.3 the cost of conservation would be far in excess of the value of the item for display or research;
- 10.1.3 it has been stolen with no possibility of return;
- 10.1.4 the item is so lacking in provenance and documentation that it is of no value for display or use;
- 10.1.5 it can be replaced by a duplicate or better quality item;
- 10.1.6 it cannot be stored or cared for properly;
- 10.1.7 the collection includes a large number of identical or very similar items, far in excess of possible future requirements.

10.2 De-accessioning procedures

- 10.2.1 the Curator will prepare a De-Accessioning Proposal for consideration by the Gwalia Reference Group. The Reference Group will then make a recommendation to Council for decision.
- 10.2.2. a De-Accessioning File will be kept, containing the De-Accessioning Proposal and a photograph of the item. A copy of the relevant minutes of both the Reference Group and Council decision will also be placed on the file.
- 10.2.3 electronic records of the item are not to be deleted but instead marked 'De-accessioned'.
- 10.2.4 A copy of the relevant documentation will be placed in the Object File and the Cataloguing Sheet marked 'De-Accessioned'.
- 10.2.5 A note is also to be made in the Accession Register that the item has been de-accessioned (usually a line through the entry with date and reason).
- 10.2.6 If the Council determines not to dispose of the item, a copy of the De-Accessioning

Proposal and relevant minutes will be kept in the Object File for information.

11. Winding up of operations

In the event of the Shire of Leonora determining that it can no longer be responsible for management of the collection and after due consideration by Council, the collection shall be distributed:

1. to an incorporated association or statutory body having compatible aims to this policy; or,
2. for charitable or benevolent purposes.

Under no circumstances shall any part of the collection be sold to individuals or profit making ventures.

12. Disaster preparedness

A Disaster Plan will be prepared and adopted by the Shire of Leonora.

The Disaster Plan will direct the recovery and salvage of the collection in the event of a disaster.

The Disaster Plan will be updated every two years.

13. Collection and policy review

- 13.1** This Collection Policy will be circulated to staff and volunteers, and made available to members of the public and potential donors.
- 13.2** This Collection Policy will be revised and updated annually.

M.5.1

**CONFERENCES – MEMBERS
ATTENDANCE AND REPRESENTATION**

Policy Adopted 16th December 2011

Objectives

To determine the nature and extent of the Shires attendance at international, national and interstate conferences, study tours, seminars or conventions.

Policy Statement

The following guidelines are to be considered for any proposal for representatives of the Shire to attend conferences, study tours, seminars or conventions:

1. When it is considered desirable that the Shire be represented at an international national or interstate conference, study tour, seminar or convention, a maximum of one Elected Member and one officer may attend;
2. Following attendance at such a conference, study tour, seminar or convention , the Elected Member shall within thirty days of their return submit a report detailing the proceedings for the Shire’s information and records;
3. In considering Elected Members attendance at a conference, study tour, seminar or convention or the like, the Council will take into consideration previous attendance at similar events and possible benefits to the Shire for an elected member to attend the event;
4. All conference papers and/or information relating to the proceedings become the property of the Shire and will be returned to administration staff should the Elected Member no longer remain a Councillor.

M.5.3**PUBLIC QUESTION TIME**Policy Adopted 17th November 1998 and amended 16th December 2011**Objective**

To provide a process which will address questions by the public in a timely manner?

Policy Statement**(1) Prior to the meeting.**

The Shire will provide a register and question form for people who wish to ask a question at public question time. The register and forms will be available at least 30 minutes prior to commencement of the meeting.

(2) During the meeting

The procedure for dealing with question from the public during the meeting will be as follows-

- (a) The presiding person opens question time with a brief statement on the rules including-
 - (i) the period of time set aside for public question time;
 - (ii) the availability of the written rules in the chamber;
 - (iii) the Shire policy that people will be called to ask their question in the order they have registered;
 - (iv) any person who has not registered will be given an opportunity to ask a question after those who have registered;
 - (v) the Shire policy that each person is allowed a certain number of questions or a set amount of time;
 - (vi) the right of each person, if they have further questions, to return to the end of the queue;
- (b) persons are requested to come forward in the order they have registered;
- (c) give their name;
- (d) read out their question;
- (e) before or during the meeting each person is requested to provide a written form of their question to the CEO;
- (f) the presiding member will determine who is to respond to the question;
- (g) the question is responded to, taken on notice or not accepted;
- (h) the person having used up their allowed number of questions or time is asked by the presiding member if they have more questions; if they do then the presiding member notes the request and places them at the end of the queue; the person resumes their seat in the gallery;
- (i) the next person on the registration list is called;
- (j) the original registration list is worked through until exhausted; after that the presiding member calls upon any other persons who did not register if they have a question. (people may have arrived after the meeting opened);
- (k) when such people have asked their questions the presiding member may, if time permits, provide an opportunity for those who have already asked a question to ask further questions;
- (l) public question time is declared closed following the expiration of the allocated time period or where there are no further questions.

3) Following the meeting

It is a requirement that the minutes of the meeting contain a summary of each question asked and the response given. Questions taken on notice will be researched and a written response provided to the questioner, assuming they have provided a name and contact details. Responses to questions taken on notice must be included in the minutes of the following meeting.

T.6.1 PLANT AND VEHICLE REPLACEMENT PROGRAM**Policy Adopted 16th December 2011****Objective**

To determine a plant and vehicle replacement program that provides for the economical replacement of, or purchase of additional, plant and vehicles.

Policy Statement

To ensure that the Shire has the most advantageous process for the replacement of, or purchase of additional, plant and vehicles, senior staff shall prepare a ten year purchase and replacement program.

The ten year programme shall be prepared in time to allow Council consideration for inclusion for long term planning documents for the ensuing 9 years and draft budget etc.

In determining the Vehicle Purchase and Replacement Programme of plant, machinery and light vehicles, the Manager of Works should use the guide below to determine their changeover date.

Plant is to be sold, replaced or changed over when:

- An optimum return is possible.
- The cost of maintenance, repairs and parts are considered excessive.
- The plant has reached the end of its useful life.
- It no longer meets the operational requirements of the Shire

Generally, graders and other heavy duty items (e.g. loaders) will be changed over every five years, prime mover and other trucks every ten years, light vehicles (except administration sedans) every two years or 40,000km, and administration sedans every year or 20,000km.

The Shire will purchase ANCAP four (4) and five (5) star rated motor vehicles where practicable.

**T.6.2 SHIRE PLANT AND EQUIPMENT
AFTER HOURS USE
Policy adopted 16th December 2011**

Objective

To establish the criteria for the after hours use of Shire plant and equipment where it is to be used for a local community organisation or sporting body.

Policy Statement

The Chief Executive Officer is authorised to permit the after hour's use of the Shires plant and equipment at no cost provided that the plant and equipment:

1. Is used to facilitate works for a local community organisation or sporting body;
2. Is operated by appropriately trained and authorised Shire employees only;
3. Does not leave the Shire of Leonora;
4. Is available at the relevant depot and does not involve unnecessary transportation.
5. Is returned to the relevant depot in time for normal Shire operations.

T.6.3

OPERATION OF SHIRE PLANT

Policy Adopted 16th December 2011

Objective

To ensure the appropriate use of Shire plant and equipment

Policy Statement

That all Shire plant and equipment is to be operated only by authorised personnel, and that the Chief Executive Officer and / or Manager of Works are the only persons permitted to provide that authorisation.

T.6.4 REFUSE COLLECTION CHARGES

Policy Adopted 16th December 2011

Objective

To set guidelines for the imposition of refuse collection charges on properties in the Shire of Leonora.

Policy Statement

Refuse collection charges are used to offset the costs of the waste collection and disposal service operated by the Shire. These costs include but are not limited to the following:

• Wages of refuse truck driver	• Refuse site annual maintenance
• Replacement of collection trucks	• Dozer hire for new trenches
• Refuse truck operating costs	• Landfill license from the DEC
• Supervision by Manager of Works	• Covering waste with fill
• Administration of refuse service	• Provision of fencing
• Street bin refuse collection	• Litter cleanup around site
• Maintenance of street bins	• Burning green waste
• Cost of providing a refuse site	

The Shire will identify the costs of providing the refuse collection and disposal service and impose fees and charges that reflect the cost of providing the waste management service.

When determining the fees, the Council will take into consideration that the income received from the refuse collection fees should offset the annual cost for the provision of waste management within the Shire.

In order to ensure that all landowners contribute equitably to the provision of the waste management service, the following category of fees will apply.

Category	Rate	Number
Vacant Residential Land	N/A	Nil
Vacant Commercial Land	N/A	Nil
Vacant Industrial Land	N/A	Nil
Residential Property	Residential collection rate	Min 1 - 240L bin
Commercial Property	Commercial collection rate	Min 1 - 240L bin
Industrial Property	Commercial collection rate	Min 1 - 240L bin

Note: Fees are set by the Council annually at the adoption of the budget

Caretaker's residences on commercial or industrial property will require an additional bin to service the residence.

A reduction in refuse collection charges will not be considered.

T.6.5**VENDOR / TRADING LICENCE**
Policy Adopted 15th July 1997, amended 20th October 1998**Objective**

To set out guidelines for the issuance of Vendor/Traders Licences.

Policy Statement

The applicant should firstly submit an application for a Traders/Vendors Licence in writing addressed to:

The Chief Executive Officer
PO Box 56
Leonora WA 6438

Giving details of:

Name (Owner/Proprietor)
Business Name
Business Address and Postal Address
Nature of Business and type of goods sold
Duration of stay (usually no more than three days)

Then the Application and details are presented to the next Ordinary Meeting of Council held on the third Tuesday of every month. It is therefore important to make application no later than one week prior to the Council Meeting to allow the Council Staff to prepare the submission into the regular format for presentation to Council for consideration.

After the meeting day presentation, the applicant will be advice of Council's decision by telephone / fax and also in writing. The applicant will be advised if the submission is rejected and the reasons for rejection.

Fees: an annual fee set by Council each year in its schedule of fees and charges is payable to the Shire of Leonora.

Location for trading: Currently the vacant land south of the Leonora Motor Inn car park is suitable for trading, however this can be subject to Council discretion and may change from time to time.

Reviewed at Council meeting held on 20th October 1998 to include:

The Chief Executive Officer is delegated authority to negotiate with traders/vendors and when considering an application the Chief Executive Officer is to consider:

- i. The nature of business and type of goods sold;
- ii. The effect the business has local traders;
- iii. The duration of the stay

If a 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 suitable location within the town site provided no nuisance is created by the nature of that business.

T.6.6	BUILDING CONTROL
FREE STANDING GARDEN SHEDS, PATIOS AND PERGOLAS	
Policy Adopted 15 th July 1997	

Objective

To set out guidelines for ratepayers as to whether a building permit is required or not.

Policy Statement

The Council does not require the submission of an application for Building Licence for the following structure provided they are constructed in new materials and in a workmanlike manner.

1. Free Standing Garden Sheds

Garden sheds of a maximum area not exceeding 15m², subject to the following conditions:

- a) To be located at the rear of the dwelling or unit;
- b) To be located at least 1m from the rear and side boundaries. In the case of a corner block, to be located no less than 6m from the secondary street;
- c) To be a maximum height of 2.1m;
- d) To be located no less than 1.8m from the dwelling or unit

Where there already exists two separate outbuildings on the site, Council approval is the required for a garden shed.

2. Patios

A “patio” is a structure attached to the exterior of a dwelling or unit and is roofed, but not enclosed.

Patios located at the rear of the dwelling or unit will permitted provided the structure does not exceed the area occupied in length by the rear of the dwelling or unit and no wider than 2.4m.

The structure is to be no wider than 1.2 to any boundary.

3. Pergolas

A “pergola” is a structure attached to the exterior of a dwelling and is partially roofed, but not enclosed.

Open-sided pergolas are not to be permitted at the rear of the dwelling under the same conditions as patios.

T.6.7 BUILDING CONTROL - DURATION
Policy Adopted 15th July 1997

Objective

To ensure that building applications are carried out in a timely manner, so as not to impose long term on the amenity of the area.

Policy Statement

It is Councils Policy that all Building Licences issued are to be valid for a maximum period of 24 months.

An extension of time or renewal of Building Licence is to be limited to 12 months per extension.

The fee payable on the renewal of a Building Licence is to be in proportion to the extent of the building to be completed, eg:

If 50% completed then 50% of fee charged

If 75% completed then 25% of fee charged

<p>T.6.8</p> <p>BUILDING CONTROL</p> <p>BUILDINGS – SET OUT BY LICENSED SURVEYOR</p> <p>Policy Adopted 15th July 1997</p>

Objective

To ensure buildings are correctly set out within lot boundaries.

Policy Statement

It is the Council's policy that the following condition be imposed on all building licences issued for all developments, excluding single residential buildings, outbuildings, etc. That is, the condition is to be imposed on duplexes, group residential, commercial, industrial and the like.

All buildings are to be set out by a licensed surveyor. The set out is not to occur unless the boundaries of the lot have been re-established by a licensed surveyor who confirms that they pegs determining the lot boundaries are correctly positioned.

T.6.9**BUILDING CONTROL
RELOCATED DWELLINGS**Policy Adopted 15th July 1997**Objective**

To ensure that second hand dwellings are of a quality standard and do not impose negatively on the amenity of the area.

Policy Statement

This policy is to apply for any dwellings proposed for relocation into any part of the Shire.

All relocated dwellings are to comply with relevant provisions of the Building Code of Australia, Health Act and Town Planning Scheme.

The dwellings are to be inspected by a Council Building Surveyor at the expense of the applicant (to be paid in advance) and a list of required work will be made. Alternatively, Council will consider a written report from the appropriate Local Authority Building Services Department or a Structural Engineer.

For the assessment of the proposed relocation, the Council requires the submission of a Building Licence Application, together with plans, site plans and photographs of the dwelling.

The council may seek comment from adjoining and affected landowners.

If any approval is granted, the following additional requirements may be imposed and applicants are to be advised accordingly:

1. The formal submission of an application for both a building licence and septic tank (where applicable).
2. The building is to be completely restumped.
3. The underside of the building is to be enclosed.
4. The exterior claddings, walls and roof are to be brought up to as new standard (this may entail brick veneering).
5. Council will consider the effect on surrounding properties and may require alterations to the design and site location so as to complement the surrounding properties.
6. The applicant will be required to complete all specified required works within 12 weeks of the relocated building being placed on site.
7. A bank guarantee to the value of \$5,000 will be required to be lodged with Council, which will be released when the work is either completed or on a pro rata basis and refunded at the discretion of the Building Surveyor
8. Asbestos to be removed prior to transporting the dwelling to the Shire.

T.6.10

BUILDING LICENCES

Policy Adopted 15th July 1997

Objective

To ensure that the customer is aware of fees that may be incurred when lodging a building application.

Policy Statement

It is Council policy that Building Licence applications be assessed before approval to determine the estimated value of the proposed construction in accordance with Regulation 24 of the Building Regulations 1989, for the purpose of setting Building Licence fees. Council's Building Surveyor is authorised to set minimum estimated rates for various methods of construction to assist in its assessment of applications.

If an applicant does not agree with the estimated value which has been calculated, the applicant may be required to submit such things such supporting evidence on construction value as considered necessary by the Building Surveyor to enable a revision of the estimated value.

T.6.11 CONDITIONS FOR SURFACE CLEARING AND DRILLING ACTIVITIES WITHIN THE LEONORA TOWNSITEPolicy Adopted 21st July 1998**Objective**

To ensure minimal disruption occurs when clearing and drilling activities within the Leonora townsite are carried out.

Policy Statement

1. Drilling is to be conducted during daylight hours between the hours of 7.00am and 5.00pm excluding Sundays and Public Holidays.
2. The residents living within 500 metres of any drill site to be consulted prior to the commencement of any drilling.
3. The Department of Environmental Protection Regulations in regards to noise and dust are complied with.
4. Implementation of appropriate compliance audit to ensure compliance with DME guidelines, Mining Act 1978 and Regulations 1981 requirements.
5. All drill holes on land to be developed are to be backfilled with sand.
6. Clearing lines of vegetation for access should be done after reasonable alternatives accesses have been considered. Where clearing is necessary, equipment blades are to be above ground level so as to minimise soil displacement and erosion potential.
7. Grid lines and cross that have been cleared are to be closed off at the completion of the programme to prevent them being used as thoroughfare by vehicles. Cleared vegetative material can be used as a barrier for this purpose.
8. Damage to the environment is to be kept to a minimum.
9. Should groundwater be incepted whilst drilling, appropriate measure must be taken to contain the material being ejected/discharged (ie, sumps, or tanks). Drilling must cease immediately upon the discharge of water until appropriate and approved containment facilities have been implemented.
10. Prevention of hydrocarbon discharge and removal with suitable remediation of all contaminated soils.
11. At the completion of any drilling, all drill holes are to be securely capped immediately and plugged below ground level (preferably with conical concrete plugs) within three months of completion of the approved drilling programme.
12. Within three months of completion of the approved drilling programme, all plastic bags, grid pegs and other artificial debris and waste are to be removed from the site and compacted areas ripped on the contour and seeded with locally occurring native flora species.

10.0 REPORTS OF OFFICERS

10.3 ENVIRONMENTAL HEALTH AND BUILDING OFFICER

NIL

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

Tuesday 15th March, 2016

13.0 CLOSURE OF MEETING

There being no further business, presiding member Cr PJ Craig closed the meeting at 10:20am.