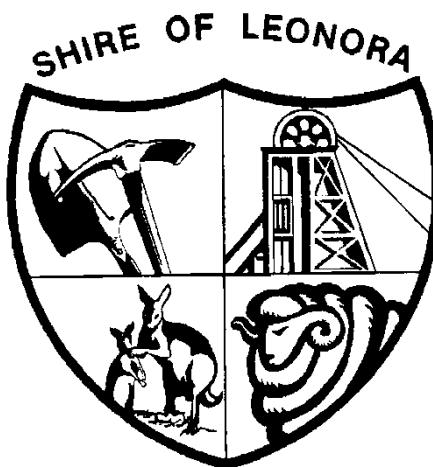


# **SHIRE OF LEONORA**

## **NOTICE OF AN ORDINARY COUNCIL MEETING AGENDA**



DEAR COUNCIL MEMBER,  
THE NEXT ORDINARY COUNCIL MEETING OF THE SHIRE OF LEONORA WILL BE  
HELD ON FRIDAY, 12TH DECEMBER, 2025 IN COUNCIL CHAMBERS, LEONORA AT  
10:00 AM

---

TY MATSON  
CHIEF EXECUTIVE OFFICER

**AGENDA FOR THE MEETING IS DETAILED OVER PAGE.**

## SHIRE OF LEONORA

### INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

#### **PLEASE NOTE:-**

THE RECOMMENDATIONS CONTAINED IN THIS AGENDA ARE OFFICERS' RECOMMENDATIONS ONLY AND SHOULD NOT BE ACTED UPON UNTIL COUNCIL HAS RESOLVED TO ADOPT THOSE RECOMMENDATIONS.

THE RESOLUTIONS OF COUNCIL SHOULD BE CONFIRMED BY PERUSING THE MINUTES OF THE COUNCIL MEETING AT WHICH THESE RECOMMENDATIONS WERE CONSIDERED.

MEMBERS OF THE PUBLIC SHOULD ALSO NOTE THAT THEY ACT AT THEIR OWN RISK IF THEY ENACT ANY RESOLUTION PRIOR TO RECEIVING OFFICIAL WRITTEN NOTIFICATION OF COUNCIL'S DECISION.

TY MATSON  
CHIEF EXECUTIVE OFFICER

## COUNCIL MEETING INFORMATION NOTES

1. Your Council generally handles all business at Ordinary or Special Council Meetings.
2. From time to time Council may form a Committee to examine subjects and then report to Council.
3. Generally, all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters. On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this at the last item of business of the meeting.
4. Public Question Time. It is a requirement of the Local Government Act 1995 to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the Chairman.

**Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and response is included in the Minutes.**

**When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answer prior to the next meeting of Council.**

5. **Councillors** may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter **trivial, insignificant or in common with a significant number of electors or ratepayers**. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above. **Members of staff**, who have delegated authority from Council to act on certain matters, may from time to time have financial interest in a matter in the Agenda. The member of staff must declare that interest and generally the Chairman of the meeting will advise the Officer if he/she is to leave the meeting.
6. Agendas including an Information Bulletin are delivered to the Councillors within the requirements of the Local Government Act 1995, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.  
**Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by staff. An Agenda item including a recommendation will then be submitted to Council for consideration.**  
**The Agenda closes the Wednesday week prior to the Council Meeting (i.e. six (6) days prior to the meeting).**  
The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.
7. Agendas for Ordinary Meetings are available in the Leonora Shire office and Leonora library seventy-two (72) hours prior to the meeting and the public are invited to secure a copy.

8. Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendation until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).
9. Public Question Time – Statutory Provisions – Local Government Act 1995

Time is to be allocated for questions to be raised by members of the public and responded to at:

- (a) Every ordinary meeting of Council; and
- (b) Such other meetings of Council or committees as may be prescribed

Procedures and the minimum time to be allocated for asking of and responding to questions raised by members of the public at Council or committee meetings are to be in accordance with regulations.

**9A. Question Time for the Public at the certain Meetings – s5.24 (1) (b)**

**Local Government (administration) Regulations 1996**

Reg 5 For the purpose of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are:

- (a) Every special meeting of a Council; and
- (b) Every meeting of a committee to which the local government has delegated a power or duty.

**Minimum Question Time for the Public – s5.24 (2)**

Reg 6 (1) The minimum time to be allocated for asking of and responding to questions raised by members of the public at ordinary meetings of Council and meetings referred to in regulation 5 is fifteen (15) minutes.

(2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

**Procedures for Question Time for the Public – s5.24 (2)**

**Local Government (Administration) Regulations 1996**

Reg 7 (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6 (1) are to be determined:

- (a) by the person presiding at the meeting; or
- (b) in the case where the majority of the members of the Council or committee present at the meeting disagree with the person presiding, by the majority of the members, having regard to the requirements of sub regulations (2) and (3).

(2) The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by Council or committee, as the case may be.

(3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask a question and receive a response.

(4) Nothing in sub regulation (3) requires:

- (a) A Council to answer a question that does not relate to a matter affecting the local government;
- (b) A Council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
- (c) A committee to answer a question that does not relate to a function of the committee.

#### 10. Public Inspection of Unconfirmed Minutes (Reg 13)

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection in the Leonora Shire office and the Leonora library within ten (10) working days after the Meeting.

#### INTEREST DECLARATIONS

With regards to Direct Financial Interests, Indirect Financial Interests and Proximity Interests, please consider sections 5.60A, 5.60B, 5.61 and 5.63 of the *Local Government Act 1995* and associated regulations.

##### Financial Interests

For the purpose of the financial interest disclosure provisions you will be treated as having an interest in a matter, if either you (as a relevant person), or a person with whom you are closely associated, has:

- a direct or indirect financial interest in a matter; or
- a proximity interest in a matter.

##### Direct Financial Interest

Section 5.60A of the *Local Government Act 1995* provides that:

A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

##### Indirect Financial Interest

Section 5.61 of the *Local Government Act 1995* provides more detail in regards to this, however the existence of an indirect financial interest in a matter can be established by showing that you, or a person with whom you are closely associated, has a financial relationship with a person requiring a local government decision in relation to that matter. There is no requirement to establish a financial gain, loss, benefit or detriment in this instance, the mere existence of a financial relationship and the requirement for a decision is sufficient for a breach of the provision to have occurred.

##### Proximity Interest

See Section 5.60B of the *Local Government act 1995* for further detail.

The Act requires you to disclose a proximity interest that you, or a person with whom you are closely associated, has in a matter before a council or council committee meeting.

You (or a person with whom you are closely associated) have a proximity interest in any matter that concerns:

- a proposed change to a planning scheme affecting land that adjoins the person's land;
- a proposed change to the zoning or use of land that adjoins the person's land; or
- a proposed development of land that adjoins the person's land (development refers to the development, maintenance or management of the land or of services or facilities on the land).

The existence of a proximity interest is established purely by the location of land, a financial effect on the valuation of your land or on the profitability of your business does not have to be established. It is therefore important that you fully understand when a proximity interest exists.

The person's land referred to is both land in which you, or a person with whom you are closely associated, have any estate or interest.

Land that adjoins a person's land is defined by the Act as land that:

- not being a thoroughfare, has a common boundary with the person's land;
- is directly across a thoroughfare from the person's land; or
- is that part of a thoroughfare that has a common boundary with the person's land.

### **Impartiality Interest**

Impartiality Interest For the purposes of requiring disclosure, an impartiality interest is addressed at Division 4 of the Shire of Leonora Code of Conduct for Council Members, Committee Members and Candidates as, *"an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association"*

The above definition includes examples of the type of relationships from which an interest could arise. However, a significant element is the likely public perception as to whether there may be an interest.

It is sometimes difficult to judge what a reasonable belief of another person is. Therefore, when deciding if such an interest should be disclosed, it is helpful to establish answers to the following questions:

- If you were to participate in assessment or decision making without disclosing, would you be comfortable if the public or your colleagues became aware of your association or connection with an individual or organisation?
- Do you think there would be a later criticism of perceived undisclosed partiality if you were not to disclose?

**SHIRE OF LEONORA**  
**ORDER OF BUSINESS FOR MEETING TO BE HELD**  
**FRIDAY 12TH DECEMBER, 2025.**

***COLOUR***

<b><i>CODING</i></b>	<b>1</b>	DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS
	<b>2</b>	DISCLAIMER NOTICE
	<b>3</b>	COUNCIL MEETING INFORMATION NOTES
	<b>4</b>	PUBLIC QUESTION TIME
	4.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
	4.2	PUBLIC QUESTION TIME
	<b>5</b>	ANNOUNCEMENTS FROM THE PRESIDING MEMBER
	<b>6</b>	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE
	6.1	ATTENDANCE
	6.2	APOLOGIES
	6.3	APPLICATIONS FOR LEAVE OF ABSENCE
	6.4	APPROVED LEAVE OF ABSENCE
	<b>7</b>	DECLARATION OF INTEREST
	7.1	DECLARATIONS OF FINANCIAL INTEREST
	7.2	DECLARATIONS OF PROXIMITY INTEREST
	7.3	DECLARATIONS OF IMPARTIALITY INTEREST
<b><i>White</i></b>	<b>8</b>	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING  (Sent out previously)  Draft motion: That the Minutes of the Ordinary Council Meeting held on 18 November, 2025 be confirmed as a true and accurate record.
	<b>9</b>	PRESENTATIONS
	9.1	PETITIONS
	9.2	PRESENTATIONS
	9.3	DEPUTATIONS
	9.4	DELEGATES REPORTS
	<b>10</b>	REPORTS
<b><i>Orange</i></b>		10.1 REPORTS OF AUDIT, RISK AND IMPROVEMENT COMMITTEES
		<b>11</b>
		<b>10</b>

<i>Pink</i>	10.2 CHIEF EXECUTIVE OFFICER REPORTS	<b>11</b>
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	(C) Lease Shire of Leonora Depot Return It	<b>201</b>
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**10.0 REPORTS**

**10.1 REPORTS OF AUDIT, RISK AND IMPROVEMENT COMMITTEES**

Nil

**10.0 REPORTS****10.2 CHIEF EXECUTIVE OFFICER REPORTS****10.2.(A) REVIEW OF POLICY MANUAL**

**SUBMISSION TO:** Ordinary Council Meeting  
Meeting Date: 12th December 2025

**AGENDA REFERENCE:** 10.2.(A) DEC 25

**SUBJECT:** Review of Policy Manual

**LOCATION/ADDRESS:** Shire of Leonora

**NAME OF APPLICANT:** Not Applicable

**FILE REFERENCE:** 1.52 Corporate Management Policy

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

**NAME:** Ty Matson

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 13th November 2025

**SUPPORTING DOCUMENTS:**

1. Attachment 1 - Policy Manual Review - Index of Changes 2025 [Download](#)
2. Attachment 2 - DRAFT Policy Manual Final Version [Download](#)

**BACKGROUND**

The *Local Government Act 1995* requires policies to be determined by Council, and for the Chief Executive Officer (CEO) to manage the day-to-day operations of the local government.

Policies should provide a written reference to clearly link the higher-level directions set by the Council and the operational considerations which the CEO will employ to cause council decisions to be implemented. Policies should also provide guidance to articulate the strategic direction of Council and set out the position of the local government to follow at an operational level (e.g. we shall, we shall not), particularly where legislation does not provide such guidance. How the different functions are to be executed should be included in an operational procedure, except where legislation requires detail within a policy.

The CEO and administration will interpret the policies and strategic direction set by Council to formulate operational processes and procedures. These processes and procedures should detail the tasks and requirements which must be accomplished, as well as specific actions to be performed by staff. They are essentially a set of business rules intended to communicate expected standards to staff from the CEO, to achieve the strategic direction of Council.

Administration have undertaken a minor review of the delegations and recommend that an additional delegation be provided.

The Shire of Leonora Policy Manual Review – Index of Changes - Attachment 1 to this report details the recommended policy review actions for Council consideration, including a brief statement of changes made, and the purpose for the change where required.

The Draft Policy Manual Final Version - Attachment 2 to this report is for council consideration and adoption.

## **STAKEHOLDER ENGAGEMENT**

Stakeholder engagement has not been undertaken.

## **STATUTORY ENVIRONMENT**

Section 2.7(2)(b) of the *Local Government Act 1995* sets out the role of Council includes determining Council policies.

Section 5.41 of the *Local Government Act 1995* provides for the CEO to manage the day-to-day operations of the local government, and to cause Council decisions to be implemented.

There is no formal obligation for the adoption and review of Council policies, except where legislation requires it. These instances are summarised below.

### Acting Chief Executive Officer

Section 5.39C of the *Local Government Act 1995* and associated regulations:

- Require a policy to be prepared and adopted by absolute majority;
- Regulations may prescribe content to be included in policy;
- Policy should provide for the temporary employment of a person as Acting CEO for less than a year, and for the appointment of an employee in the position of CEO for less than a year.

### Ongoing Professional Development for Council Members

Section 5.128 *Local Government Act 1995* and associated regulations:

- Requires a policy to be prepared and adopted by absolute majority for continuing professional development of council members;
- Regulations may prescribe form and content of the policy; and
- Policy must be reviewed after each election and may be reviewed at any other time.

### Attendance at Events

Section 5.90A of the *Local Government Act 1995* which:

- Requires a policy to be prepared and adopted by absolute majority for matters relating to the attendance of council members and the CEO at events; and
- Regulations may prescribe form and content of the policy.

The above-mentioned policies are also required by legislation to have an absolute majority decision of Council to amend the policies, and for up-to-date copies of the policies to be published on the official local government website.

### Payments to employees in addition to contract

Section 5.50 of the *Local Government Act 1995* and associated regulations:

- Requires a policy to be prepared and adopted setting out the circumstances in which the local government will pay any additional amount to the contract entitlement to an employee whose employment is finishing; and
- An up-to-date copy of the policy is to be published on the official local government website.

### Purchasing

*Local Government (Functions and General) Regulations 1996* require the following policies to be adopted by Council:

- Regulation 11A - Purchasing policies for local governments
  - Requires a purchasing policy to be prepared and adopted by Council in relation to contracts for other persons to provide goods and services where the consideration is to be \$250,000 or less; and
  - The policy must provide for the form, minimum number and record keeping requirements for quotes received and purchases made.
- Regulation 24AC - Requirements before establishing panels of pre-qualified suppliers (if applicable)
- Regulation 24E - Regional price preference policies for local government (if applicable)

The Leonora does not have a policy for pre-qualified suppliers though currently has the Regional Price Preference / Buy Local Policy.

*Local Government (Administration) Regulations 1996* - Regulation 29C(2)(c) requires an up-to-date version of each policy of the local government to be published on the official website.

### **POLICY IMPLICATIONS**

If the review recommendations are adopted, the updated Shire of Leonora Policy Manual will be the official policies for the Shire. Updated policies are intended to provide the Shire with clearer direction to guide the CEO and administration in the execution of decisions of Council, achieve the strategic direction of the Leonora and maintain legislative compliance.

### **FINANCIAL IMPLICATIONS**

There are no known further financial implications for this matter.

### **STRATEGIC IMPLICATIONS**

Leonora Council Plan 2025-2035

Strategic Objective 4:

    Leadership – An innovative and proactive local government.

    Outcome 4.1.2.4 Provide appropriate governance and leadership to the Shire.

### **RISK MANAGEMENT**

This item has been evaluated against the Leonora Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment; the adoption of reviewed policies will reduce the risk to low.

**RECOMMENDATIONS**

That Council adopt by absolute majority, Attachment 2 – Leonora Policy Manual which incorporates the changes to rescind, amend and adopt new policies as noted in Attachment 1 to this report.

**VOTING REQUIREMENT**

Absolute Majority

**SIGNATURE**

---

Chief Executive Officer

Existing Policy Name	Existing Policy #	Suggested Action	Comment	New Policy Manual #
<b>GENERAL ADMINISTRATION</b>				
Chambers	A.1.1	No Action	No changes proposed	
Legal Representation	A.1.2	No Action	No changes proposed	
Meetings of Council - Guest Speakers	A.1.3	No Action	No changes proposed	
Execution of Documents	A.1.4	No Action	No changes proposed	
External Complaints Management	A.1.5	Amend	Amendments to clarify process and responsibilities. Operational steps in regards to Unresolved complaints removed and will be incorporated in internal processes.	
Citizenship Ceremony	A.1.6	No Action	No changes proposed	
Recordkeeping Policy	A.1.7	No Action	No changes proposed	
Legislative Compliance	A.1.8	No Action	No changes proposed	
Internal Controls	A.1.9	Recind	Replicates legislation	
Approvals at Short Notice	A.1.10	No Action	No changes proposed	A.1.9
Christmas Closure Policy	A.1.11	No Action	No changes proposed	A.1.10
<b>FINANCE</b>				
Financial Governance	A.2.1	Delete	No changes proposed.	
Borrowing Management	A.2.2	No Action	No changes proposed	A.2.1
Rating	A.2.3	No Action	No changes proposed. A Policy for Rates and revenue will be required under the Local Government Amendment Act 2024 and may result in this policy being amended or replaced.	A.2.2
Rating Exemption	A.2.4	No Action	No changes proposed	A.2.3
Investments	A.2.5	No Action	No changes proposed	A.2.4
Corporate Transaction Cards	A.2.6	Amend	Words "Deputy CEO" replaced with "Manager Business Services"	A.2.5
Purchasing Policy	A.2.7	No Action	No changes proposed	A.2.6
Rates Recovery	A.2.8	No Action	No changes proposed	A.2.7
Asset Management Policy	A.2.9	No Action	No changes proposed	A.2.8
Risk Management Policy	A.2.10	No Action	No changes proposed	A.2.9
Regional Price Preference/Buy Local Policy	A.2.11	No Action	No changes proposed	A.2.10
Financial Hardship	A.2.12	No Action	No changes proposed	A.2.11
Community Grant Policy	A.2.13	No Action	No changes proposed	A.2.12
<b>HUMAN RESOURCES</b>				
Gratuity Payments	A.3.1	No Action	No changes proposed	
Information and Communication Technology Usage	A.3.2	Recind	Operational in nature. CEO procedures are being developed to manage required controls. Australian Signals Directorate guidelines to be used for Cyber Security.	
Strategic Work Health and Safety (WHS)	A.3.3	No Action	No changes proposed	A.3.2
Temporary Employment or Appointment of a Chief Executive Officer	A.3.4	No Action	No changes proposed	A.3.3
Superannuation	A.3.5	Recind	Operational in nature. Provisions for additional superannuation to be managed through budgetary process.	A.2.4
Public Interest Disclosure	A.3.6	No Action	No changes proposed	A.3.4
Standards for CEO Recruitment, Performance and Termination	A.3.7	No Action	No changes proposed	A.3.5
<b>COMMUNITY SERVICES</b>				
Museum Collections	C.4.1	No Action	No changes proposed	
Ageing in Place Village	C.4.2	No action	No changes proposed	
<b>MEMBERS</b>				
Events - Council Members' and Chief Executive Officer Attendance and Representation	M.5.1	No Action	No changes proposed	
Conferences - Members' Travel and Accommodation Expenses	M.5.2	No Action	No changes proposed	
Public Question Time	M.5.3	Recind	Section 5.24 of the Local Government Act sets out the requirements for public question time. Section 6.3 of the Shire of Leonora Meeting Procedures Local Law 2022 also reference that the requirements are in the act. A policy that replicates legislation is not required.	
Elected Member Mandatory and Ongoing Professional Development	M.5.4	Amend	The existing policy requires that payments of over \$82.50 without receipts will not be reimbursed. This is not consistent with Councils purchasing policy and legislative requirements for receipts or a statutory declaration for all expenses. Policy amended to remove the words "Payments over \$82.50 without receipts will not be reimbursed".	M.5.3
<b>TECHNICAL SERVICES</b>				
Building Control - Relocated Dwellings	T.6.1	No Action	No changes proposed	
Conditions for Surface Clearing and Drilling Activities within the Leonora	T.6.2	No Action	No changes proposed	



# Shire of Leonora

# POLICY MANUAL

Updated – Ordinary Council Meeting:  
12 December, 2025

## INTRODUCTION

### POLICY MANUAL OBJECTIVE

To provide clearly defined roles and communication channels between the Council and the Administration.

### PURPOSE OF POLICIES

Legislation provides for policies to be determined by Council, and for the CEO to manage the day to day operations of the local government. Policies should provide a written reference to clearly link the higher level directions set by the Council and the operational considerations which the CEO will employ to cause council decisions to be implemented. Policies should provide guidance to articulate the strategic direction of Council and set out the position of the local government to follow at an operational level (e.g. we shall, we shall not), particularly where legislation does not provide such guidance. They are not necessarily intended to provide direction on how different functions are to be executed, except where legislation requires it.

The CEO/administration will interpret the policies and strategic direction set by Council to formulate operational processes and procedures. These processes and procedures should detail the tasks and requirements which must be accomplished, as well as specific actions to be performed by staff. They are essentially a set of business rules intended to communicate expected standards to staff from the CEO, to achieve the strategic direction of Council.

### AMENDMENTS TO POLICIES

Amendments to policies may require either a simple majority or an absolute majority decision of council. This requirement is recorded individually for each policy.

Care should be taken when amending policies to ensure the required decision is correctly applied and recorded in the minutes of the council meeting where the amendment is made.

### REVIEW OF POLICIES

Some policies require review in accordance with statutory provisions. Systems and processes are to be maintained for compliance. Where there is no mandated requirement for policy review, policies will aim to be reviewed on a biennial basis by Council.

### REVIEW AND AMENDMENT RECORD:

The policy manual will include a version date to ensure the most current version being referred to, with a policy history being completed for each policy to track the date of all policy amendments, revisions etc.

Up to date / current policies of Council are also required by legislation to be published on the Shire's official website.

### EXAMPLE POLICY HISTORY

Policy adopted XXX  
Policy reviewed XXX  
Policy amended XXXX

### PREVIOUS POLICY:

Policy No. xxx

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**(A) ADMINISTRATION****1. GENERAL ADMINISTRATION****A.1.1 CHAMBERS****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 Chief Executive Officer.

The Chief Executive Officer is empowered to approve the use of the Council Chambers for other functions and meetings where special circumstances exist, however, it is Council's Policy the Council Chambers are used only for Council functions and meetings, and community groups or other organisations should be directed to other facilities and not use the Council Chambers.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	15 July 1997
Policy reviewed	
Policy amended	16 December 2011
Policy amended	21 November 2023
Policy reviewed	18 November 2025

**PREVIOUS POLICY:**

Policy No. A.1.2 (to 21 November 2023)

## A.1.2    **LEGAL REPRESENTATION**

### **OBJECTIVES**

This policy is designed to protect the interests of Council members and employees (including as past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good governance of the district. This policy applies in that respect.

### **POLICY STATEMENT**

The Shire is committed to ensuring elected members and staff are performing their duties in a fair and objective manner and are protected from civil legal proceedings.

To achieve the objectives of this policy the Shire:

- a) may provide financial assistance to elected members and employees in connection with the performance of their duties provided 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.
- b) may provide such assistance in the following types of legal proceedings:
  - i) Proceedings brought by elected members and employees against third parties to enable them to carry out their local government functions, other than proceedings against the Shire or another elected members or employee (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
  - ii) Proceedings brought against members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. 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 (e.g. defending defamation actions); and
  - iii) Statutory or other inquiries where representation of members or employees is justified.
- c) 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 local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d) Ensure 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 of a conflict of interest then the service may be provided by other solicitors approved by the Shire.

**MANAGEMENT PROCEDURES****1. Applications for Financial Assistance**

- a) Subject to item (d), 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 Council is to be accompanied by an assessment of the request and a recommendation 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 legislative interest disclosure requirements.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO has authorisation to the value of \$10,000 with that the power to make such an authorisation delegated to the CEO in writing. Council shall be advised immediately should the delegation be exercised.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application. This may be conducted in accordance with the 'Approvals at Short Notice' Policy.

**2. Repayment of Assistance**

- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the Shire.
- 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.

Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Shire may take action to recover any such moneys in a court of competent jurisdiction.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	22 November 2000
Policy reviewed	N/A
Policy amended	21 November 2023
Policy reviewed	18 November 2025

**PREVIOUS POLICY:**

Policy No. A.1.3 (to 21 November 2023)

## A.1.3 MEETINGS OF COUNCIL – GUEST SPEAKERS

### 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 Councillors.

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.

Applications to present at Council meetings are to be submitted to the CEO who will assess and approve or disapprove the request to address at Council meeting/s.

Where an applicant is dissatisfied with the outcome of the initial application, they may make an application at a meeting of Council through public question time, where a decision of Council will consider/provide for the guest speaker to appear or not.

### AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

### POLICY HISTORY

Policy adopted	15 July 1997
Policy reviewed	N/A
Policy amended	21 November 2023
Policy reviewed	18 November 2025

### PREVIOUS POLICY:

Policy No. A.1.6 (to 21 November 2023)

## A.1.4 EXECUTION OF DOCUMENTS

### OBJECTIVE

To establish protocols for the affixing of the Shire's Common Seal in accordance with legislation.

### POLICY STATEMENT

Documents requiring the Common Seal may include, but shall not be limited to:

- e) Sale of Shire owned land for which a Council resolution is required expressly stating that the final document is signed and sealed and the transaction finalised.
- f) Legal Agreements
- g) Contractual Agreement
- h) A Town Planning Scheme and any Town Planning Scheme Amendments;
- i) Documents relating to land matters including the lodgement of caveats, memorials, leases, transfers, deeds, licences, covenants, easements and withdrawal of instruments;
- j) Local Laws
- k) Service Agreements
- l) New Funding or Contracts of Agreement between the shire and State or Commonwealth Governments for programs to which the Shire has previously adopted, or additions to existing programs, which in the view of the Chief Executive Officer are in accordance with the original intent of the Shire endorsed program; and
- m) Any other documents stating that the Common Seal of the Shire is to be affixed.
- n) The following documentation unless otherwise specified or expressly stated by Council resolution that the final document be signed and sealed and the transaction finalised, generally do not require affixation of the common seal:
  - i) Withdrawal of caveats;
  - ii) Purchase of land by the Shire;
  - iii) Sale of Shire owned land;
  - iv) Subdivision of Shire owned land.

The Chief Executive Officer is to determine and interpret instances requiring the Common Seal to be affixed.

### AUTHORISED SIGNATURES

The President and Chief Executive Officer are authorised to affix and sign all documents to be executed under the common seal; however, in the absence of the President and/or the Chief Executive Officer, as the case may be, the Deputy President and the Acting Chief Executive Officer are authorised to affix the common seal.

### WITNESSING OF SIGNATURE

The common seal may only be affixed in the presence of both the President and the Chief Executive Officer (or the Deputy President and/or the Acting Chief Executive Officer, as the case may be), each of whom is to sign the document to attest that the common seal was so affixed.

*Shire of Leonora**Policy Manual***REGISTER TO BE MAINTAINED**

Details of all transactions where the common seal has been affixed shall be recorded in a register, with such register to record each date on which the common seal was affixed to a document, the nature of the said document, and the parties to any agreement to which the common seal was affixed.

The register is to record each transaction with an identifying number that is to be recorded against the common seal as it is affixed.

Other recording and reporting to be maintained with legislative requirements as required.

**REPORTING TO COUNCIL**

Council will receive a copy of details from the register of all Common Seals affixed for the previous month at the first Ordinary Council Meeting of each month.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	15 July 1997
Policy reviewed	N/A
Policy amended	21 November 2023
Policy reviewed	18 November 2025

**PREVIOUS POLICY:**

Policy No. A.1.8 (to 21 November 2023)

## A.1.5 EXTERNAL COMPLAINTS MANAGEMENT

### OBJECTIVE

Demonstration of the Shire's commitment to providing an efficient, effective, transparent and consistent approach to managing complaints.

### POLICY STATEMENT

This policy applies to all staff, contractors and volunteers of the Shire who receive and manage customer complaints / feedback relating to services delivered by or on behalf of the Shire.

The Shire recognises an effective complaint management system is an essential part of providing quality customer service and encourages a proactive approach to complaints / customer feedback management. The Shire's management of customer feedback and complaints is set in line with the standards set in the Code of Conduct for Employees, and the Code of Conduct for Council Members, Committee Members and Candidates. All feedback will be attended to in an equitable, unbiased manner.

The Shire will collect and register data on customer complaints and/or feedback through its record management system, maintaining confidentiality of complainants. Where appropriate the decision or action taken regarding the customer complaint / feedback should be communicated to the customer as soon as the decision or action is taken.

### COMPLAINTS REGARDING A SERVICE PROVIDED BY THE SHIRE

#### RECEIVING COMPLAINTS

- For a complaint to be actioned in accordance with this policy, it must be recorded in writing.
- All actioned complaints are to be recorded in a register of complaints.
- Acknowledgement of receipt of the complaint is to be provided within three working days.
- Chief Executive Officer (CEO) will manage complaints relating to Staff and the Shire President. The Shire President will manage complaints relating to Elected Members and the CEO.
- Resolution of the complaint does not necessarily require the complainant be satisfied with the action. If the matter is not resolved within the required timeframes, the responsible officer must ensure the customer is kept informed of the situation until the matter is resolved.

#### UNRESOLVED COMPLAINTS

- If the complaint is still dissatisfied, the customer will be informed the matter can be referred to an external body such as the Ombudsman and/or the Department of Local Government.

### COMPLAINTS ABOUT COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Complaints made about Council Members and Committee Members can be made where breaches of the *Local Government Act 1995* (LG Act), the Code of Conduct for Council Members, Committee Members or Candidates, or other written law have occurred:

- Minor Breach: includes —
  - i. breach of a local law relating to conduct at meetings;
  - ii. improper disclosure of information;
  - iii. securing personal advantage or disadvantaging others;

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<ul style="list-style-type: none"> <li>iv. misuse of local government resources;</li> <li>v. non-disclosure of interests adverse to impartiality;</li> <li>vi. acceptance of gifts;</li> <li>vii. prohibition against involvement in administration; and</li> <li>viii. Contravention of a rule of conduct as per Code of Conduct for Council Members, Committee Members and Candidates – <ul style="list-style-type: none"> <li>a) including contraventions of a rule of conduct when the Council Member was a Candidate.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Serious Breach: includes – <ul style="list-style-type: none"> <li>i. failure to disclose a direct or indirect financial interest or proximity interest at a meeting;</li> <li>ii. failure to lodge a primary return when due;</li> <li>iii. failure to disclose information in a return;</li> <li>iv. member made improper use of information acquired in the performance of his or her functions under the LG Act or any other written law <ul style="list-style-type: none"> <li>a) to gain directly or indirectly a financial advantage for the member or any other person,</li> <li>b) to cause financial detriment to the local government or any other person.</li> </ul> </li> </ul> </li> <li>• Code of Conduct Breach: includes breaches of the behaviours set out in Division 3 of the Code of Conduct for Council Members, Committee Members and Candidates.</li> </ul>	

#### MAKING A COMPLAINT

Any person or their representative may lodge a complaint. Complaints will be accepted:

- In writing to the Shire of Leonora PO Box 56, Leonora WA 6438
- In person at the Shire Administration
- By email to [ceo@leonora.wa.gov.au](mailto:ceo@leonora.wa.gov.au)
- By telephone 9037 604 4 (complaint will need to be in writing before being actioned)

#### ANONYMOUS COMPLAINTS

The Shire will not accept anonymous complaints.

#### COMPLAINT RESOLUTION

Where a complaint has been investigated and found to be justified, the designated officer will ensure that the remedy is carried out and will advise the complainant that the Shire has substantiated the complaint and the specific action that has/will be taken by the Shire to respond to the circumstances of the complaint.

Where a complaint has been investigated and the complaint has not been substantiated, the designated officer will provide a formal response to the complainant outlining the reasons why no further action will be taken.

#### COMPLAINT REVIEW

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When a complainant is dissatisfied with the way a complaint has been handled, or with the final determination made, the following will occur:

- The CEO will allocate the review of the complaint to a designated officer, not being the designated officer that undertook the initial investigation.
- The designated officer will review the outcomes or actions taken and prepare a report for the CEO with recommendations
- Following the report the CEO will determine the appropriate resolution of the outstanding complaint, and the review of the complaint handling process applied.
- A complainant may at any time contact the Ombudsman Western Australia, or other appropriate statutory external body, if they are dissatisfied with the handling of their complaint.

**CONFIDENTIALITY**

Complainants and the subject of the complaint have the right to privacy. When making or dealing with a complaint confidentiality is to be maintained.

**AMENDMENTS TO THE POLICY**

Amendments to this policy require a simple majority decision of Council.

**POLICY HISTORY**

Policy adopted	18 February 2020
Policy amended	16 February 2021
Policy amended	21 November 2023
Policy amended	18 November 2025

**PREVIOUS POLICY:**

Policy No. A.1.9 (to 21 November 2023)

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**Shire of Leonora**  
**Complaint About Alleged Breach Form -**  
**Code of conduct for council members, committee members and**  
**candidates**

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

**Name of person who is making the complaint:**  
Name: \_\_\_\_\_

<b>Contact details of person making the complaint:</b>
Address: _____
Email: _____
Contact number: _____

**Name of council member, committee member, candidate alleged to have committed the breach:**

**State the full details of the alleged breach. Attach any supporting evidence to your complaint form. (Please refer to the Code of Conduct for Council Members, Committee Members and Candidates clauses 8, 9 and 10 to appropriately reference the alleged breach)**

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Date of alleged breach:

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

SIGNED:

Complainant's signature: .....

Date of signing: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

Received by Authorised Officer

Authorised Officer's Name: .....

Authorised Officer's Signature: .....

Date received: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

**Signed complaint form is to be forwarded to:**

Shire of Leonora

Chief Executive Officer (Complaints Officer)

Email: [ceo@leonora.wa.gov.au](mailto:ceo@leonora.wa.gov.au)

Address:

16 Tower Street  
LEONORA WA 6438

Or

PO Box 56  
LEONORA WA 6438

## A.1.6 CITIZENSHIP CEREMONY

### OBJECTIVE

To meet the requirements of the Australian Citizenship Ceremonies Code, Council is to set a dress code for Australian Citizenship Ceremonies.

### POLICY STATEMENT

As Citizenship Ceremonies are an important event, the attire worn by attendees is to reflect the significance of the occasion. Conferee/s and guests should be dressed in semi-formal / smart casual attire as appropriate for the local community and be well groomed to reflect the importance of this occasion. National or traditional dress is welcome.

The following attire is not considered semi-formal / smart casual:

- Beach wear
- Rubber thongs
- Bare feet
- Slippers
- Offensive shirts
- Sports training apparel.

### AMENDMENTS TO THE POLICY

Amendments to this policy require a simple majority decision of Council.

### POLICY HISTORY

Policy adopted	18 February 2020
Policy reviewed	N/A
Policy amended	21 November 2023
Policy reviewed	18 November 2025

### PREVIOUS POLICY:

Policy No. A.1.10 (to 21 November 2023)

## A.1.7 RECORDKEEPING POLICY

### OBJECTIVE

To guide record keeping and records management responsibilities and systems in accordance with legislative requirements and the approved Recordkeeping Plan.

### POLICY STATEMENT

The Shire is committed to creating and maintaining full and accurate records of its business transactions and official activities. In accordance with legislative requirements, the Shire is obliged to maintain evidential records. Records created and received by Shire personnel, elected members and contractors are to be managed in accordance with the Shire's approved Recordkeeping Plan, this Policy and associated procedures.

### CREATION OF RECORDS

It is the responsibility of all staff and contractors to ensure the business, operational and corporate activities of the Shire are appropriately documented, and records are created and maintained in fulfilment of legislative requirements.

Elected Member records must be created and kept which properly and adequately record the performance of member functions arising from their participation in decision making processes of all meetings where they represent Council on Committees or external bodies. This requirement should be met through the creation and retention of records of meetings of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of Council and the discharge of its business. Any correspondence received as part of their duties should be periodically returned to the Shire for registering into the appropriate record keeping system.

All staff including contractors, are to create, collect and retain records relating to business activities they perform. They are to identify significant records; ensure those records are registered into the record keeping system and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

### CAPTURE AND CONTROL OF RECORDS

Records created and received in the course of Shire business are to be captured at the point of creation, regardless of format, with required metadata, into the local government recordkeeping and business systems, managed in accordance with sound recordkeeping principles and approved record keeping plan.

### SECURITY AND PROTECTION OF RECORDS

The Shire is responsible for the security and protection of all records created or captured as part of the Shire's Day to day operations. All Shire staff and contractors have a responsibility to apply appropriate security and protection measures to all records created or received when carrying out the Shire's business. Records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with the necessary retrieval, preservation and storage requirements.

### ACCESS TO RECORDS

- 1) **Staff and Contractors:** will be in accordance with designated access and security classifications.

- 2) **General Public:** will be in accordance with the legislative provisions (including Freedom of Information).
- 3) **Council Members:** will be via the Chief Executive Officer in accordance with the *Local Government Act 1995* and Shire Policy.

**APPRAISAL, RETENTION AND DISPOSAL OF RECORDS**

Records will only be destroyed or otherwise disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records issued by the State Records Office and following authorisation from the Chief Executive Officer.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	18 February 2020
Policy reviewed	N/A
Policy amended	21 November 2023
Policy reviewed	18 November 2025

**PREVIOUS POLICY:**

Policy No. A.1.11 (to 21 November 2023)

## A.1.8 LEGISLATIVE COMPLIANCE

### OBJECTIVE

To ensure that the Shire upholds its commitment to meet a high level of compliance with legislative requirements applying to local government and takes any necessary action to rectify any breach as soon as reasonably possible.

### BACKGROUND

Many principles of good governance make reference to ensuring appropriate policies, procedures and processes are in place for local governments to comply with both the letter and the spirit of the law.

The community, elected members and employees of the Shire have an expectation the local government will comply with applicable legislation and the Council should take all appropriate measures to ensure this expectation is met.

### POLICY STATEMENT

The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.

These processes and structures will aim to: -

- o) Develop and maintain a system for identifying legislation applicable to the Shire's activities;
- p) Assign responsibilities for ensuring that regulatory obligations are fully considered and implemented;
- q) Provide relevant and appropriate training for staff, elected members, volunteers and other applicable people in the legislative and regulatory requirements affecting them;
- r) Provide necessary resources to identify and remain up to date with new legislation;
- s) Establish a mechanism for recording and reporting non-compliance;
- t) Review instances where there may have been non-compliance and report through risk management processes to mitigate against future occurrences;
- u) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved;
- v) Ensure audits are performed to assess compliance;
- w) Requires necessary action to rectify any identified breach as soon as reasonably possible; and
- x) Establish an internal audit function to provide an independent and objective evaluation of the Shire's internal procedures and controls.

### ROLES AND RESPONSIBILITIES

#### Elected Members and Committee Members

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

#### Senior/Executive Management

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- Senior staff should ensure that directions relating to compliance are clear, unambiguous and applicable legal requirements for each activity they are responsible for administering are identified. All staff are to be given the opportunity to be regularly informed, briefed, updated and/or trained about key legal requirements relative to their position description, utilising available resources to accomplish this.

## Employees

- Employees have a duty to seek information and guidance on legislative requirements applicable to their area of work and to comply with the legislation. Employees shall report through their supervisors to Senior Management any areas of non-compliance they become aware of.

**IMPLEMENTATION OF LEGISLATION**

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure future actions comply with the amended legislation and changes are appropriately communicated to all required personnel.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	21 November 2023 - NEW
Policy reviewed	18 November 2025
Policy amended	-

**PREVIOUS POLICY:**

Policy No. N/A

## A. 1.9 APPROVALS AT SHORT NOTICE

### OBJECTIVE

This policy provides the Shire the ability to act on matters requiring a simple majority council decision in between meetings, where it is not in the interest of the Shire to defer consideration of the decision.

### POLICY STATEMENT

To provide the CEO the ability to seek council endorsement, out of session, on minor matters. The policy cannot be enacted for any matter or action requiring an absolute majority decision of Council.

### MATTER ARISING – SHORT NOTICE

The CEO will prepare an agenda item for council to consider, relating to the matter to be considered, detailing the following information:

Details to support the timing / necessity for consideration in accordance with this policy; Information pertinent to provide sufficient information to allow elected members to make an informed decision;

The benefit / disadvantage to the district if the matter was not considered at short notice;

Risk information; and

Financial implications.

### APPROVALS – SHORT NOTICE

Where the timing of a matter being brought before the Shire requiring a decision does not provide an opportunity for council to consider the matter at a scheduled meeting (such as when received at short notice), the CEO shall:

- a) Prepare an agenda item in accordance with regular processes / procedures and circulate to the council via email;
- b) Email correspondence is to set a reasonable period of notice for elected members to respond (not less than 24 hours);
- c) If no objections are raised within the set notice period by an elected member to the CEO, it will be taken by the CEO the elected member agrees with the recommendation;
- d) Decisions on matters at short notice will be made once agreement has been received from a simple majority of all elected members; and
- e) Decision is to be presented for ratification at the next ordinary meeting of council with a copy of the agenda item included in the minutes.

### EXCLUSIONS

Matters which may not be considered by this policy include:

- Any decision requiring an absolute majority decision of council; and
- Tenders.

### AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

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**POLICY HISTORY**

Policy adopted	21 November 2023 - NEW
Policy reviewed	18 November 2025
Policy amended	-

**PREVIOUS POLICY:**

Policy No. N/A

## A. 1.10 CHRISTMAS CLOSURE POLICY

### OBJECTIVE

To provide direction to the Chief Executive Officer (CEO) in relation to the closure of Shire facilities over the Christmas and New Year period.

### POLICY STATEMENT

Each year, the closure of Shire facilities and a reduction in services will commence at a suitable time as approved by the CEO. The CEO will determine what facilities and services are reduced or closed.

Dates will be adjusted in accordance with each year's public holidays, but closures will commence no later than the 23<sup>rd</sup> of December, and return to work will be no earlier than the 3<sup>rd</sup> of January.

### ADVERTISING THE CLOSURE

Staff are to be advised of the closure period by 1<sup>st</sup> September of each year to allow sufficient notice for leave planning and travel arrangements.

A minimum of four weeks prior to commencement of the closure period, the CEO or their delegate will notify the community of the closure dates and details for that year and advertise the dates of the closure period on the Shire's:

- website,
- social media page (Facebook), and
- public noticeboards.

These advertisements are to include details of the emergency contact number(s) for customers to access essential operations during the closure period.

### MAINTAINING ESSENTIAL SERVICES

The CEO will determine what essential operations are to be provided during the closure period each year and ensure that appropriate employees are available to resource the provision of these operations.

### AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

### POLICY HISTORY

Policy adopted	20 August 2024
	NEW
Policy reviewed	18 November 2025
Policy amended	-

### PREVIOUS POLICY:

Policy No. N/A

## 2. FINANCE

### A.2.1 BORROWING MANAGEMENT

#### OBJECTIVE

To define the conditions under which the Shire will consider the use of borrowings to fund its activities.

#### POLICY STATEMENT

A local government may borrow to perform the functions and exercise the powers conferred on it by legislation. It the general position of Council not to maintain borrowings to fund activities.

#### AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

#### POLICY HISTORY

Policy adopted	21 November 2023 -
	NEW
Policy reviewed	18 November 2025
Policy amended	-

#### PREVIOUS POLICY:

Policy No. **N/A**

## A.2.2 RATING

### OBJECTIVE

In applying the rating principles set out within by legislation and in making the decisions on the purpose for which the land is held or used or identifying any other characteristics of the land, the following principles will be observed:

- Objectivity – the use of land should be reviewed and determined on the basis of an objective assessment of relevant criteria. External parties should be able to understand how and why a particular determination was made.
- Fairness and Equity – each property should make a fair contribution to rates based on a method of valuation that appropriately reflects its use.
- Consistency – Rating principles should be applied, and determinations should be made in a consistent manner. Like properties should be treated in a like manner.
- Transparency – Systems and procedures for determining the method of valuation should be clearly documented.
- Administrative Efficiency – rating principles and procedures should be applied and implemented in an efficient and cost-effective manner.

### POLICY STATEMENT

In order for the Minister to ensure legislative rating principles are applied to any separately identifiable rateable portion of land within the district, the Shire is to have systems and procedures to:

- identify and record any changes in land use;
- review the predominant use of land affected by significant land use changes;
- consult with affected parties;
- obtain Council approval to apply to the Minister for a change in method of valuation; and
- ensure timely application to the Minister.

The purpose for which the land is zoned shall form the initial guide to the predominant use of any land within the district.

An initial guide to the predominant use of land within the district based on the zoning under the Local Planning Scheme. Where the current predominant use of the land is different to the zoning under the local planning scheme, the basis for this determination should be clearly documented, particularly if a different method of valuation appears appropriate. Non-conforming land use and land where the zoning does not provide an initial guide will require examination on a case by case basis.

Determination of the appropriate method of valuation requires examination of the extent to which the separately identifiable portion of land is being used for the alternative land use. This should be documented and considered using the principles detailed in this policy before making application to the Minister for a change in method of valuation.

A uniform general rate in the dollar is to be applied for all GRV and UV valued properties within the district. Council may in certain circumstances deem a differential general rate to be necessary. Imposition of a differential general rate represents a conscious decision by Council to redistribute the rate burden in the district by imposing a higher contribution on some ratepayers and a lower contribution on others.

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Imposition of a differential general rate must follow the Benefit Principle – the concept that there should be some relationship between the rates paid and the benefits received. The Benefit Principle does not mean rates should equal benefits, but it is expected that those bearing the higher rate burden through the imposition of differential rating are receiving greater benefits from Shire activities. When imposing a differential general rate the characteristics of the land to which the rate is to be applied along with the objects and reasons for the differential rate should be clearly defined.

The purpose for which the land is zoned is considered the most appropriate basis for determining the characteristics of the land to which the differential general rate applies. Where the Benefit Principle is considered by Council not to apply within a particular land zoning, the purpose for which the land is held or used as determined by the local government and/or whether or not the land is vacant land shall be used as the basis for determining the characteristics of the land to which the differential general rate applies.

**CONCESSIONS AND WAIVERS**

Circumstances may arise where Council resolves by absolute majority to grant a waiver or concession as provided by legislation.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	21 November 2023 - NEW
Policy reviewed	18 November 2025
Policy amended	-

**PREVIOUS POLICY:**

Policy No. **N/A**

## A.2.3 RATING EXEMPTION

### OBJECTIVE

Establish a consistent approach to determine and review whether land is not rateable in accordance with legislation.

### POLICY STATEMENT

The Shire is committed to adhering to the *Local Government Act 1995* (LG Act) and providing guidance to applicants who apply for an exemption of local government land rates charges for land used for charitable purposes. This policy relates to the rates exemption to charitable organisations with properties within the Shire and provide assistance to the broader community.

### LAND USE

The land use for which the charitable organisation is applying for an exemption under section 6.26(2)(g) of the LG Act must be for the exclusive use for charitable purposes as defined in the *Charities Act 2013* and including:

- a) the purpose of advancing health;
- b) the purpose of advancing education;
- c) the purpose of advancing social or public welfare;
- d) the purpose of advancing religion;
- e) the purpose of advancing culture;
- f) the purpose of promoting reconciliation, mutual respect and tolerance between groups of individuals that are in Australia;
- g) the purpose of promoting or protecting human rights;
- h) the purpose of advancing the security or safety of Australia or the Australian public;
- i) the purpose of preventing or relieving the suffering of animals;
- j) the purpose of advancing the natural environment; or
- k) any other purpose beneficial to the general public that may reasonably be regarded as analogous to, or within the spirit of, any of the purposes mentioned in paragraphs (a) to (j); and must not be a disqualifying purpose under the meaning given by the *Charities Act 2013* (Commonwealth).

### LAND USED EXCLUSIVELY FOR CHARITABLE PURPOSES

Property must be used exclusively by the charitable organisation for charitable purposes defined by the *Charitable Uses Act 1601* as generally for the following purposes:

- a) the relief of poverty;
- b) the advancement of education;
- c) the advancement of religion; and
- d) other purposes beneficial to the community.

### APPLICATION FOR RATE EXEMPTION

To be considered by the Shire for approval, each application for a charitable rate exemption under section 6.26(2)(g) of the LG Act must be made in writing.

### DELEGATION

In accordance with this policy it is a requirement for organisations who have been approved for rates exemption, to reapply for a rate exemption every two financial years, or at the request

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of the CEO each year. This policy allows the Shire to delegate to the Chief Executive Officer and any of its powers under the LG Act to approve applications for Rates Exemptions.

**REVIEW OF POLICY**

All exemptions will be reviewed every two years and confirmation from the charitable organisation that the above purposes still apply will be required to continue receiving the exemption.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	21 November 2023 -
	NEW
Policy reviewed	18 November 2025
Policy amended	-

**PREVIOUS POLICY:**

Policy No. **N/A**

## A.2.4 INVESTMENTS

### OBJECTIVE

To invest the Shire surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that liquidity requirements are being met.

### POLICY STATEMENT

Preservation of capital is to be the principal objective with consideration given to liquidity, cash flow requirements and return on investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional target set by the Shire will also consider the risk limitation and prudent investment principles.

### SCOPE & LIMITATIONS

All investments are to comply with the following:

- *Local Government Act 1995* - Section 6.14
- *The Trustees Amendment Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996*; and
- Australian Accounting Standards.

### PRUDENT PERSON STANDARD

Investments are to be managed with the care, diligence and skill that a "prudent person" (as derived by legislation, *Trustees Act 1962*, and case law) would exercise. Officers are to manage investments to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

### ETHICS AND CONFLICTS OF INTEREST

Officers shall refrain from personal activities that could be perceived to conflict with the proper execution and management of Shire's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO and the CEO to the Council.

### APPROVED INVESTMENTS

Where delegations from Council exist, the CEO and/or delegated officers may invest funds within authorised investment parameters of this policy and legislative requirements.

1. Cash / Bank Deposits may be invested with:
  - a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or

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- b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;
- 2. Restrictions on investments will require the Shire not to:
  - a) deposit with an institution except an authorised institution;
  - b) deposit for a fixed term of more than 12 months;
  - c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - d) invest in bonds with a term to maturity of more than 3 years;
  - e) invest in a foreign currency.

**RISK PROFILE**

The Shire will maintain a conservative investment approach aligned to its risk appetite and tolerance statement within the Shire's adopted Risk Management policy, and investment risks will therefore be kept to an acceptable minimum. This is intended to ensure short term funds are readily available when required through Council and delegated officers maintaining their fiduciary obligations required by legislation.

**INTERNAL CONTROL**

The Chief Executive Officer is to implement internal controls in accordance with *Local Government (Financial Management) Regulations 1996*.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	17 November 1998
Policy amended	16 December 2011
Policy amended	21 November 2023
Policy Reviewed	18 November 2025

**PREVIOUS POLICY:**

Policy No. A.2.1 (to 21 November 2023)

## A.2.5     **CORPORATE TRANSACTION CARDS**

### **OBJECTIVE**

Where the CEO has been delegated authority for making payments, this policy will provide a clear framework allowing the CEO and approved officers to utilise corporate transaction cards for the purchase of goods and services in carrying out the normal day to day business of the Shire.

### **POLICY STATEMENT**

#### **ISSUING OF CORPORATE TRANSACTION CARDS**

The provision of a corporate transaction card is a facility for certain officers which must be authorised by the CEO. The CEO will determine and authorise appropriate monthly limits for each cardholder, with limits not to exceed \$15,000 for each cardholder.

The CEO may only be issued a corporate transaction card and may only approve the issue of corporate transaction cards, where delegated authority for making payments from the municipal fund exists.

#### **CARDHOLDER RESPONSIBILITIES**

The CEO is to develop and maintain a Corporate Transaction Card Holder Agreement form, which cardholders must sign prior to being issued card/s, acknowledging the conditions of use for their corporate transaction card.

Cardholders must adhere to the Shire's Purchasing Policy in the course of utilising the Corporate Transaction Card facility.

Corporate Transaction Cards must not be utilised for the following activities:

- Cash advances;
- Private or personal expenses;
- Establishment of ongoing direct debit transaction (unless authorised by the CEO);
- Use by officers or any individual, other than the approved transaction card holder (except where approved in accordance with control procedures);
- For the payment of 'tips' or gratuities associated with a service;
- To attain personal rewards such as reward points or any other rewards; and
- Instances where a creditor would normally accept a purchase order.

Compliant tax invoice/receipts which records an adequate description of goods / services must be obtained for all credit card transactions. Where compliant tax invoice/receipts are not available, a statement signed by the cardholder is required be presented to the CEO for approval, detailing information such as:

- Nature of the expense;
- Provider name;
- Provider ABN;
- Amount of the transaction (and where possible, breakdown of expenses);
- GST; and
- Reasons why compliant documentation is not available.

Cardholders are to provide for approval a detailed summary of all purchases reconciling to each monthly statement within seven days of receiving the monthly statement. Statements are to be reviewed and approved for corporate credit cardholders by the CEO.

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Corporate transaction cards must be maintained securely, where access is available only to the cardholder, and must not be stored with any PIN issued for the card. Any loss or theft of corporate transaction cards must be reported immediately to the Manager Business Services.

Where a cardholder ceases to be an employee of the Shire, the cardholder must ensure:

- The card is returned to the Manager Business Services for immediate cancellation and destruction;
- All outstanding transactions are acquitted and accounted for in accordance with this policy.

**ACQUITTAL AND REPORTING**

Statements are to be reviewed and approved for corporate transaction cardholders by the CEO, with a listing of payments made utilising the Shire's corporate transaction card facility/ies for the preceding month presented to Council for noting.

The listing must clearly identify payments made and authorised by the CEO.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	20 May 2008
Policy amended	19 February 2019
Policy amended	21 November 2023
Policy amended	18 November 2025

## A.2.6 PURCHASING POLICY

### OBJECTIVE

To ensure all procurement activities undertaken by the Shire:

1. Are consistent and maintain high standards of transparency, probity and ethics;
2. Consider and apply value for money requirements, ensuring quality of goods, services and works;
3. Are compliant with relevant legislation;
4. Are aligned and underpinned with adopted risk management policy and procedures;
5. Support the Shire and its suppliers in maintaining a high reputational standard;
6. Are aligned to the strategic objectives of the Shire;
7. Provide for sustainable and socially responsible procurement solutions; and
8. Are appropriately documented and recorded in the Shire's record keeping system.

### POLICY STATEMENT

The Shire is committed to undertaking procurement activities in accordance with the objectives of this policy. This policy provides guidance to officers procuring goods or services for the Shire and is to be complied with for all procurement activities. Compliance with legislation and risk management principles will underpin all procurement activities.

#### 1. ETHICS & INTEGRITY

The Shire Codes of Conduct apply when undertaking procurement activities and decision making. Elected Members and employees must always observe the highest standards of ethics and integrity and act in an honest and professional manner.

To ensure the selection process is fair and objective for all procurement requests, the Shire shall observe good governance and ensure:

- Procurement activities comply with the relevant legislation, the requirements of Council Policy, the Codes of Conduct and any CEO operational guidelines;
- Processes, procedures and documentation are administratively efficient, transparent, demonstrate fairness, openness;
- Procurement activities are to be fully documented in accordance with relevant legislation, applicable policies and procedures;
- Actual or perceived conflicts of interest are identified, disclosed, and managed according to the principles of good governance;
- Recommendations are made and decision-making is undertaken in a transparent manner, free from bias and appropriately documented;
- 'Commercial-In-Confidence' information provided by suppliers is treated in confidence, unless authorised for publication by the respondent or relevant legislation; and
- A strong element of competition by seeking a sufficient number of competitive quotations wherever practicable and consistent with this Policy.

## 2. VALUE FOR MONEY

Value for money may be achieved through the evaluation of price, risk, timeliness, environmental, social, economic, governance and qualitative factors to determine the most advantageous supply outcome to contribute to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges the lowest price may not always be the most advantageous. Relevant factors including, but not limited to, qualitative and risk criteria will underpin all procurement decisions.

### 2.1 ASSESSING VALUE FOR MONEY

Assessment of value for money considerations may include:

- all relevant costs 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, training, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, reference checks, ease of inspection, ease of after sales service, ease of communications etc;
- financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history) where a high level of risk may exist;
- the safety requirements and standards associated with both the product design and the specification offered by suppliers, as well as the evaluation of risk arising from the supply, operation and maintenance;
- the environmental, economic and social benefits or impacts arising from the goods, services or works required, including consideration of these benefits or impacts in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy;
- providing opportunities for businesses within the Shire's boundaries to quote wherever possible; and
- Risks associated with the supplier or goods and services being purchased.

### 2.2 MANAGING RISK

Risk impacts will factor into decision making and / or where the procurement decisions may impact operations and continued service delivery.

A risk assessment may be directed by the CEO to be carried out prior to undertaking a procurement activity where a high level of risk may be assessed. Controls or treatments for identified risks are to be included within the scope if appropriate and integrated into the goods or service provision requirements. A more rigorous procurement and evaluation process may be required if the purchase is:

- highly contentious or complex;
- politically sensitive;
- probable to have conflict of interest;
- a transaction with significant investment / high value;

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- leading to a further activity with significant investment or of high value; or
- a high profile project and is likely to be subject to scrutiny or media coverage.

### 2.3 SUSTAINABLE AND SOCIALLY RESPONSIBLE PROCUREMENT

The Shire is committed to supporting general environmental, social and governance (ESG) practices, including to:

- Work toward the implementation of sustainable procurement initiatives supporting suppliers actively demonstrating sustainable business practices (social advancement, environmental protection and local economic benefits).
- Consider any risks associated with climate change with purchasing activities and plan to mitigate where possible.
- Consider whole of life costs and any impact of other consequences resulting from the purchase.
- Recognise the interests of all people in the district and consult where appropriate.

Application of the value for money assessment incorporate supplier demonstration of outcomes which may contribute to improved environmental, social and local economic outcomes.

Requests for quotations and tenders will include an opportunity for suppliers to provide information regarding their sustainable practices and/or demonstrate how their product or service offers socially responsible benefits for the Shire or the wider community.

Procurement might be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs or Aboriginal people), or externally focussed (i.e. initiatives such as corporate philanthropy).

## 3. PURCHASING THRESHOLDS AND PRACTICES

### 3.1 PURCHASING VALUE THRESHOLDS AND REQUIRED PRACTICES

The Shire must comply with all regulatory requirements, purchasing thresholds and processes as prescribed by this Policy, and associated purchasing procedures in effect at the Shire.

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This table prescribes purchasing value and risk thresholds, and the applicable purchasing practices which apply to the Shire's purchasing activities:

Purchase Value Threshold (ex GST)	Purchasing Practice Required*
\$0 - \$4,999;	<p><b>Request</b> No quotation required for minor / incidental expenses.</p> <p><b>Evaluate</b> N/A.</p>
\$5,000 - \$49,999	<p><b>Request</b> At least two (2) written quotations are to be sought (record of request for and provision of written quotes to be maintained).</p> <p><b>Evaluate</b> The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• A brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for money criteria, not necessarily the lowest price.</li> </ul> <p>The rationale for the procurement decision should be documented, recorded and attached to the purchase order.</p>
\$50,000 - \$249,999	<p><b>Plan</b> The procurement plan is to be documented in accordance with management approved operational procedures.</p> <p><b>Request</b> At least three (3) written quotations are to be sought by invitation under a formal Request for Quotation.</p> <p><b>Evaluate</b> The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria to assess all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be documented in accordance with management approved operational procedures.</p> <p><b>Contract</b> Contracts entered into are to be managed in accordance with relevant management approved operational procedures.</p>
\$250,000 or greater	<p><b>Plan</b> The procurement plan is to be documented in accordance with management approved operational procedures.</p>

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	<p><b>Request</b></p> <p>Seek at least three (3) written quotations from suppliers where a tender exemption exists; or</p> <p>Conduct a public Request for Tender process (including Expression of Interest where applicable) in accordance with the <i>Local Government Act 1995</i>, <i>Local Government (Functions and General) Regulations 1996</i> and relevant Shire Policy requirements.</p> <p><b>Evaluate</b></p> <p>The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and</li> <li>• pre-determined evaluation criteria to assess all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be documented in accordance with management approved operational procedures.</p> <p><b>Contract</b></p> <p>Contracts entered into are to be managed in accordance with relevant management approved operational procedures.</p>
<b>Emergency Purchases</b>	<p>Legislation provides guidance for emergency purchases and reporting requirements.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply is to be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers are available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent considered reasonable in the context of the emergency requirements, with due regard to best and sustainable value considerations.</p>
<b>Quotations</b>	<p>Quotations are to be obtained from reputable persons or businesses who can demonstrate relevant experience and capacity to supply the goods or services being purchased.</p> <p>If a purchase is made and the Purchasing Practice requirements are not able to be met, or an anti avoidance exemption is applied in accordance with section 4 of this Policy, approval is required by the CEO to be recorded detailing the reasons and any other justification.</p>
<b>WALGA – Contracts of Insurance</b>	<p>In accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i>, WALGA may arrange contracts of insurance on behalf of all or any of its members for any purpose. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

*Shire of Leonora**Policy Manual***3.2 PURCHASING VALUE DEFINITION**

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

- Exclusive of claimable GST; and
- The actual or expected value of a contract over the full contract period, including all options to extend.

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

**3.3 PURCHASING FROM EXISTING CONTRACTS**

The Shire will ensure any goods, services or works required where they are within the scope of an existing contract will be purchased under the existing contract.

**3.4 INVITING TENDERS UNDER THE TENDER THRESHOLD**

The Shire may determine to invite public tenders, despite the estimated Purchase Value being less than the \$250,000 threshold. This decision will be made after considering:

- any value for money benefits, timeliness, risks; and
- compliance requirements.

A decision to invite tenders, though not required to do so, may occur where an assessment has been undertaken and there is benefit from conducting a publicly accountable and more rigorous process. In such cases, relevant regulations contained within the *Local Government (Functions and General) Regulations 1996* and the Shire's tendering procedures must be followed in full.

**4. PURCHASING EXEMPTIONS**

Where an exemption is applied to any purchase, approval from the CEO is required prior to the procurement activity being undertaken, and a file note, including reference to the required purchasing requirements is to be completed and recorded detailing the exemption and reasons.

**4.1 COMPETITIVE PURCHASING EXEMPTIONS UNDER \$250,000**

The exemptions where the Shire is not required to undertake a competitive purchasing process (as detailed in section 3.1 of this Policy) and where the total value of the purchase does not exceed \$250,000 (exclusive of GST) include;

- Legal representation in accordance with policy A.1.2;
- Advertising – Newspaper (for example: Tenders in The West Australian, Kalgoorlie Miner);
- Advertising – State Government Gazette (for example: Local Laws, Planning Notices);
- Fees and payments that are statutory, this includes development contributions and bank fees;
- Annual Memberships / Subscriptions;
- Annual Service / Software Maintenance / Support Fees;
- Fuels and oils;
- Payments made through payroll;
- Insurances;
- Purchases or reimbursements which are approved through other processes, i.e. petty cash, procurement activities authorised by any other adopted Council policy, the Salaries and Allowances Tribunal, or legislation;

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<ul style="list-style-type: none"> <li>• Software licence renewals;</li> <li>• Payments to persons principally for their time where superannuation is payable;</li> <li>• Provision of utility services (where only sole provider);</li> <li>• Merchant (banking) service fees;</li> <li>• Purchases for maintenance or servicing of equipment from Original Equipment Manufacturer (OEMs) and where warranty provisions may be void; and</li> <li>• Services of WALGA and LGIS.</li> </ul>	
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**4.2 PUBLIC TENDER EXEMPTIONS**

An exemption from the requirement to publicly invite tenders may only apply when the legislation permits an exemption. The requirements at section 3.1 of this Policy still prevail except for emergency purchases.

**4.3 EMERGENCY PURCHASES**

An emergency purchase is any purchase defined by legislation.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply. Details of any procurement activity undertaken as an emergency purchase is to be reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

**5. EXPRESSIONS OF INTEREST**

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value or contains complex deliverables that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology to allow for an assessment of a significant number of tenderers leading to a shortlisting process based on a non-price assessment.

All EOI processes are conducted as a public process in accordance with legislation. An EOI should not seek price information from respondents, only qualitative and other non-price information should be sought. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

**6. ANTI-AVOIDANCE**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of splitting the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a public tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature, or any other activity to avoid policy requirements.

## 7. LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within the goldfields region. Procurement is to be open and fair to ensure local businesses are provided with every opportunity to bid for work. It is recognised not every category of goods, services or works required by the Shire are able to be supplied by local businesses. As much as practicable, the Shire will:

- where appropriate, consider procurement practices, procedures and specifications do not unfairly disadvantage local businesses;
- consider indirect benefits with flow on benefits for local suppliers (i.e. servicing and support); and
- ensure procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements including requests for tenders designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for tenders whereby all requests are structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting may be included in the evaluation criteria of tenders where suppliers are located within the Goldfields Region, a regional price preference may be applied to businesses as detailed within the Shire's Regional Price Preference Policy.

## 8. PAYMENT METHODS

A purchase order must be raised and provided to the supplier, prior to goods and services being supplied. A commitment to buy without a purchase order may represent unauthorised expenditure. Departures from this requirement will be subject to section 10 of this Policy.

- Where the Shire holds an account with a supplier, a purchase order should be issued in the first instance and the suppliers invoice must state the purchase order number. If the supplier does not accept purchase orders the following payment methods may be used in limited circumstances once a purchase order has been authorised:
- corporate transaction card (the requirements of relevant Business Operating Procedure apply); or
- petty cash up to the value of \$100 (excluding GST); or
- request for payment (must provide detailed justification for why a purchase order was not completed prior to procurement of goods and services);
- reimbursements (N.B. these should be avoided as far as possible).

The use of blank purchase orders is prohibited.

## 9. CONTRACT VARIATIONS

### 9.1 PRE-CONTRACT VARIATIONS – ABOVE TENDER THRESHOLD

Pre-contract variations are permitted in accordance with legislative provisions.

A minor variation must be authorised by the Chief Executive Officer prior to the commencement of any negotiation in accordance with the relevant delegation.

### 9.2 PRE-CONTRACT VARIATIONS – NOT AWARDED BY TENDER

Pre-contract variations for procurement activities not awarded by tender are permitted only where the same legislative provisions are applied for awards made by tender.

A minor variation must be authorised by the Chief Executive Officer prior to the commencement of any negotiation in accordance with the relevant delegation.

*Shire of Leonora**Policy Manual***9.3 POST-CONTRACT VARIATIONS – ABOVE \$250,000 / AWARDED BY TENDER**

Post contract variations may only occur when in accordance with legislation and authorised by the Chief Executive Officer. Details of any authorised post contract variations are to be reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

**9.4 CONTRACT OR PURCHASE VARIATIONS – PURCHASES OTHER THAN TENDERS ABOVE \$250,000**

Post contract variations may only occur when in accordance with the same legislative provisions as if the award had been made by tender and authorised by the Chief Executive Officer. Details of any authorised post contract variations are to be reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

**9.5 CONTRACT OR PURCHASE VARIATIONS – PURCHASES OTHER THAN TENDERS VALUED \$50,000 TO \$250,000**

Where the Shire has issued a purchase order for the procurement of goods or services not awarded by tender, a minor variation which does not alter the nature of the goods or services, or materially alter the specification provided, may be considered. Where a variation to a purchase is proposed, the following considerations are to be documented, applied and approved by an officer with the appropriate level of purchasing authority:

- The result of the variation plus the original purchase/contract value does not exceed the original purchasing threshold as defined in section 3.1 of this Policy. If the value of the proposed variation and the original contract/purchase value does exceed the original purchasing threshold, the purchasing requirements and authorisation of the higher purchasing threshold must be complied with for the variation; or
- The variation is necessary for the goods or services to be supplied and only results in a minor change to the scope of the contract/purchase.

**10. CONTRACT EXTENSIONS**

Utilising rolling contract extensions at the end of a contract term, unless included within the original contract, without properly testing the market or using a tender exempt arrangement, will not be accepted as this would place the Shire in breach of the *Local Government (Functions and General) Regulations 1996* (Regulation 12). All contract extension provisions are to be for a defined term, and the value of the entire contract including extensions is to be utilised when calculating the total contract value for assessment against purchasing thresholds.

Contract extensions with a defined end date where provided for within the original contract are permitted. Contracts with extension provisions for an undefined period are not permitted. Contract extension options within a proposal are to be considered as part of the overall contract when assessing proposals.

Where a contract extension within an existing contract is to be exercised, the following considerations are to be documented, applied and approved by an officer with the appropriate level of purchasing authority for the contract as a whole:

- Performance from existing contract/s are to be assessed and documented in accordance with relevant approved operating procedures, prior to expiry of original contract; and
- Extensions are to be approved prior to the expiry of the original contract in accordance with relevant approved operating procedures and may not be granted after a contract has expired.

**Shire of Leonora****Policy Manual****11. PURCHASING POLICY NON-COMPLIANCE**

The Shire shall implement processes to facilitate this Policy and associated management procedures, and will implement processes to report departures, non-compliance and/or exceptions.

Purchasing activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation.

Findings will be considered in context of the Shire's applicable Code of Conduct and reasonable expectations for the officer's performance of their role. Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*;
- misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.

**12. RECORD KEEPING**

All purchasing activity, record of request for and provision of written quotes, communications and transactions in respect of all purchases made must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	20 February 2007
Policy amended	16 December 2011
Policy amended	15 April 2014
Policy amended	17 February 2016
Policy amended	19 February 2019
Policy amended	18 August 2020
Policy amended	16 February 2021
Policy amended	28 September 2021
Policy amended	21 November 2023
Policy amended	18 November 2025

**PREVIOUS POLICY:**

Policy No. A.2.3 (to 21 November 2023)

## A.2.7 RATES RECOVERY

### OBJECTIVE

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

### POLICY STATEMENT

Rates payment arrangements may be considered and will be recovered in accordance with the following:

- Council's financial hardship policy will apply where ratepayers are experiencing financial hardship.
- Alternative payment arrangements to those provided by legislation may be considered through application to the CEO (see financial hardship policy xx).
- The CEO will have procedures for the approval and implementation of payment arrangements for rates and charges.
- Any agreements will ensure rates are paid in full prior to the end of the current financial year.
- The CEO will have procedures for the recovery of outstanding rates and charges including default of payment arrangements.

### AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

### POLICY HISTORY

Policy adopted	16 December 2011
Policy amended	21 November 2023
Policy reviewed	18 November 2025

### PREVIOUS POLICY:

Policy No. A.2.4 (to 21 November 2023)

## A.2.8 ASSET MANAGEMENT POLICY

### OBJECTIVE

To help ensure the Shire has sufficient systems, processes, resources and organisational commitment in place to manage non financial assets in a coordinated, effective and efficient manner to meet the desired non financial asset service levels demands of current and future community members.

The policy requires a planned risk based approach to delivery of non-financial asset services within the district aligned with the aspirations of the community as documented in the Shire's strategic planning documents.

### POLICY STATEMENT

This policy applies to Councillors, staff, committees, contractors, volunteers and the community who are involved with the operation, use, maintenance, renewal, development and replacement of existing and new assets.

The policy, along with documented asset management and asset management improvement plans will assist with:

- Prioritised allocation of resources
- Improved alignment of assets with services and overall strategic objectives
- Integration of service planning and asset planning
- Improved maintenance and usage of existing assets
- Defined processes and accountability for works
- Options for alternative service delivery options
- Compliance with risk management, legislative compliance and internal control frameworks

To assist with implementation of asset management practices, the following objectives will be considered:

- Asset management plan will be maintained incorporating all major asset groups
- Levels of service within asset management plans with consideration to resource availability
- Resourcing considerations for asset management will be appropriately referenced in the long term financial plan to support service delivery of strategic objectives
- The long term financial plan will include in its base, the financial impacts of asset management planning activities
- Risk management will be central to asset management activities
- Asset management planning activities will integrate with all other strategic and operational plans
- Asset rationalisation will be routinely considered as part of asset management planning
- Continuous improvement, ongoing review, monitoring and evaluation of planning documents is required to ensure best available information is being considered.

Asset capitalisation will be in accordance with relevant statutory provisions including the Australian Accounting Standards. Depreciation, remaining useful life etc of assets is considered an operational function and the CEO will maintain controls to manage these considerations.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	21 August 2021
Policy amended	16 February 2021
Policy amended	21 November 2023
Policy reviewed	18 November 2025

**PREVIOUS POLICY:**

Policy No. A.2.10 (to 21 November 2023)

## A.2.9 RISK MANAGEMENT POLICY

### OBJECTIVE

To encourage an integrated, effective and organisation wide approach to risk management within the Shire of Leonora, facilitating value creation and protection.

### POLICY STATEMENT

Council is committed to the use of risk management in the course of achieving its strategic objectives and delivery of services to the community. Management of risk is considered the responsibility of all Council Members, employees and contractors, and is to be integrated throughout the Shire.

A *Risk Management Strategy* is to be maintained and implemented utilising the Principles, Framework and Process as defined within *ISO 31000:2018 Risk Management - Guidelines*.

#### 1 RISK TOLERANCE AND APPETITE:

Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect the Shire, and its stakeholders.

Council's risk tolerance and appetite is articulated with the *Risk Management Strategy* and any change to the level of risk tolerance and appetite within the Strategy can only be made with Council approval.

#### 2 RISK MANAGEMENT COMMITMENT:

Council will maintain a continual commitment to risk management through the appropriate allocation of resources to facilitate application of the principles, framework and process as defined within *ISO 31000:2018*, through the '*Risk Management Strategy*'. The *Risk Management Strategy* will assist the organisation to integrate risk management into decision making and operational activities, across the organisation. This commitment will work towards:

- Aligning the objectives, culture and strategy of the Shire with risk management;
- Addressing and recognising all obligations (including voluntary commitments) of the Shire;
- Communicating the risk appetite of the Shire to guide the establishment of risk criteria, to all employees, contractors and Council Members and stakeholders;
- Promoting and conveying the value of risk management across the Shire;
- Encouraging methodical monitoring of risks;
- Ensuring that the *Risk Management Strategy* remains relevant to and considers the context of the organisation.

### AMENDMENTS TO THIS POLICY

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

**POLICY HISTORY**

Policy adopted	20 May 2014
Policy amended	18 December 2018
Policy amended	21 November 2023
Policy reviewed	18 November 2025

**PREVIOUS POLICY:**

Policy No. A.2.13 (to 21 November 2023)

## A.2.10 REGIONAL PRICE PREFERENCE/BUY LOCAL POLICY

### OBJECTIVE

This policy establishes the guidelines to promote local business partnerships within the Shire of Leonora by giving preferential consideration to regional suppliers in the procurement of goods and/or services.

### DEFINITIONS

**Quotation:** means a statement from a supplier setting out the cost for the supply of goods or services.

**Local Business:** in this Policy is a regional tenderer as defined in the *Local Government Act (Functions and General) Regulations 1996 Part 4a 24(b)*.

**regional tenderer** means a supplier of goods or services who satisfies the criteria in subregulation (2).

(2) A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this Part if —

- that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or
- some or all of the goods or services are to be supplied from regional sources.

**Region:** is specified as the geographical area which comprises the Northern Goldfields; Shire of Leonora, Shire of Menzies, Shire of Laverton, Shire of Wiluna, as well as the City of Kalgoorlie Boulder.

**Regional Price Preference:** when applied in relation to a quotation or tender submitted by an Eligible Local Business, involves assessing the price component of the tender or quotation as if the tendered/quoted price were discounted in accordance with the Regional Price Preference Policy.

**Tender:** means a Tender required under Regulation 11 of the *Local Government (Function and General) Regulations 1996* or other Tender Procedure as determined by Council.

### POLICY STATEMENT

The Shire of Leonora will encourage local industry to do business with Council through the adoption of a regional price preference advantage in conjunction with standard tender and quotation considerations. This policy will apply to all Shire of Leonora tenders and quotations where prices are being sought from both local and non-local businesses.

### PRICE PREFERENCE LEVELS

A price preference may be given to a local business by assessing the tender from that local business as if the price bids were reduced by the values set out in the *Local Government (Functions and General) Regulations 1996 Part 4a 24(D).1*

- A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by —
  - up to 10% — where the contract is for goods or services, up to a maximum price reduction of \$50 000; or
  - up to 5% — where the contract is for construction (building) services, up to a maximum price reduction of \$50 000; or

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(c) up to 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500 000, if the local government is 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 local government.

**PROOF OF ELIGIBILITY**

Businesses who claim the regional price preference should indicate on their tender or quotation submission that they wish to claim the regional price preference and on which criteria they wish to claim it. Suitable proof of eligibility should be provided.

Where a price preference is being claimed by non-local business on the basis of goods or services being supplied from regional sources only those goods or services identified in the tender or quotation as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender or quotation when a regional price preference policy is in operation.

If, in the opinion of the Shire of Leonora, a supplier has deliberately provided false or misleading information so as to benefit from this policy, their quotation or Tender may be considered non-conforming and, as such, may be disqualified.

**COMPETITIVE PURCHASING**

Price is only one factor that the Shire of Leonora considers when evaluating a quotation or Tender. There is nothing contained within this policy that compels acceptance of the lowest price.

The Tender or quotation that is determined to be both cost effective and advantageous to the Shire of Leonora will be the most likely to be accepted.

**CONSEQUENCES**

This policy represents the formal policy and expected standards of the Shire of Leonora. Council Members and Employees are reminded of their obligations under the Council's Codes of Conduct to give full effect to the lawful policies, decisions and practices of the Shire.

**ROLES AND RESPONSIBILITIES**

Employees will use the local market for their procurement requirements to encourage economic growth and local business partnerships where it is practical and reasonable to do so.

Employees are to ensure that the application of a regional price preference is clearly identified within the Tender and quotation documents to which the preference is to be applied and that this policy is made available to businesses as part of the quotation or Tender.

**RELEVANT DOCUMENTS**

External:

- *Local Government Act 1995;*
- *Local Government (Functions and General) Regulations 1996;*

Internal:

- Code of Conduct;
- Tendering Procedure;

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	17 May 2017
Policy amended	21 May 2019
Policy amended	21 November 2023
Policy reviewed	18 November 2025

**PREVIOUS POLICY:**

Policy No. A.2.14 (to 21 November 2023)

## A.2.11 FINANCIAL HARDSHIP

### OBJECTIVE

To guide the CEO / administration in considering applications to support ratepayers experiencing genuine financial hardship.

### POLICY STATEMENT

The Shire acknowledges exceptional circumstances will exist at varying times which may lead to ratepayers encountering difficulty in paying rates and service charges by their due date.

Where ratepayers are experiencing genuine financial hardship, the Shire will endeavour to minimise additional hardship potentially resulting from debt recovery processes by:

- Suspending debt recovery processes whilst considering applications made under this policy;
- Giving consideration to acceptable payment arrangements to clear (wherever possible) rates debts prior to the end of the current financial year; and/or
- Where any interest charges on rates and service charges are imposed which may cause further financial hardship, consider applications to write off interest up to \$1,000.

Applications are required to meet the criteria and evidence requirements noted by this policy and are to be submitted in writing to the CEO.

The CEO will assess each application as required against relevant delegations, Council policies and legislation to finalise applications or escalate for consideration by Council as required.

### CRITERIA

For consideration of alternate payment arrangements for outstanding rates and charges, the ratepayer is to submit their request in writing to the CEO to consider a payment arrangement to clear their debt (where possible) prior to the end of the current financial year.

For consideration of a write off of any interest on outstanding rates, the following conditions are all required to be met:

- The ratepayer is experiencing extreme and genuine financial hardship;
- The ratepayer had either no outstanding rates from a previous financial year or the ratepayer has an approved payment arrangement and continues to adhere to the terms of that agreement;
- The ratepayer's circumstances are supported by an original hardship letter from a qualified financial body (e.g. a fully accredited member of Financial Counsellors Association of Western Australia, CPA/ICA accounting firm or bank);
- The ratepayer is not a corporation or trustee;
- where the ratepayer is an individual that:
  - they are not bankrupt or subject to a bankruptcy petition; and
  - no revenue is being derived from the property the subject of the application;
- The maximum amount of interest to be written off is \$1,000;
- Write offs are applicable to interest on the ratepayer's principal place of residence or business only; and

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- The applicant must be the owner / occupier of the property and liable for payment of rates and charges.

**EVIDENCE**

Applications for financial hardship assistance must be made in writing to the CEO to substantiate the criteria noted in this policy, and supported by the following:

- Sufficient detail to identify the ratepayer and property which are the subject of the application;
- Original copy of extreme hardship letter from a qualified financial body (e.g. a fully accredited member of Financial Counsellors Association of Western Australia, CPA/ICA accounting firm or bank); and
- Where the applicant is not the owner of the property, evidence (such as executed lease agreement) to support liability for payment of rates and charges.

The CEO has authority to assess and determine an application, and provide exemption from provision of any part of the evidence required, where appropriate services are unavailable in Leonora, or are inaccessible to the applicant.

**OUTCOMES OF DECISIONS**

The Shire will notify ratepayers of the outcome of their application in writing at the earliest available opportunity. Where a ratepayer is aggrieved by the decision, they may request Council to consider the application. The decision of Council will be final.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy adopted	19 May 2020	Note: Formerly COVID-19 Financial Hardship Policy
Policy amended	21 November 2023	
Policy amended	18 November 2025	

**PREVIOUS POLICY:**

Policy No. A.2.17 (to 21 November 2023)

## A.2.12 COMMUNITY GRANT POLICY

### OBJECTIVE

The objective of this Policy is to provide a framework for the Community Grants scheme, through which the Shire provides direct financial assistance to individuals, organisations, and community groups for initiatives relevant to the Shire of Leonora community.

### POLICY STATEMENT

Community Grants provide financial assistance to facilitate programs, activities, and events, as well as supporting individual pursuits in education and recreation. The funding is designed to assist individuals, groups, and organisations to directly benefit the wider Leonora community.

### GRANT CATEGORIES

#### CEO SUPPORT GRANTS

A discretionary support fund for individual pursuits or small community-based events i.e. financial assistance for travel to compete in sporting events outside of Leonora, or to provide food for a one-off event facilitated by a community group not already funded through the grants scheme.

Frequency:

- Once per person/group, per annum

Amount:

- Up to \$1,000.00 per application
- Maximum of \$20,000.00 per annum for all applications

Eligibility:

- Current resident of the Shire of Leonora
- At least six months continuous residence

#### COMMUNITY GRANTS ROUND

A competitive grant round supporting community and sporting organisations in the Shire of Leonora.

Frequency:

- Once per annum

Amount:

- Between \$500.00 and \$10,000.00 per application
- Maximum of \$60,000.00 per annum for all applications

Eligibility:

- Organisation or group must be based in, or provide direct benefit to, the Shire of Leonora community, by providing support, services, events, and/or activities directly to the Leonora community.

*Shire of Leonora**Policy Manual*ANNUAL PROGRAMS & EVENTS

Dedicated funding for locally delivered programs and events that provide significant benefit to the community, and/or contribute to achieving Shire of Leonora objectives. The recipients and value of contributions thereto will be determined and approved by Council annually as part of the budget review process.

## Frequency:

- Annual

## Amount:

- As determined by Council during the annual budget adoption

## Eligibility:

- Program/initiatives identified by Council as providing significant benefit to the community, and/or contributing to achieving Shire of Leonora objectives.

**APPLICATION PROCESS**

Annual Programs & Events are determined by Council.

All other applications are to be made by completing the Community Grant Application form, either online at or in hard copy.

Applications can be lodged via:

- Online  
[www.leonora.wa.gov.au](http://www.leonora.wa.gov.au)
- Email  
[cdo@leonora.wa.gov.au](mailto:cdo@leonora.wa.gov.au)  
Subject: Community Grant Application
- Post  
Shire of Leonora  
Community Grant Applications  
PO Box 56  
LEONORA WA 6438
- In Person  
Shire of Leonora  
Lot 16 Tower  
LEONORA WA 6438

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require an absolute majority decision of council.

**POLICY HISTORY**

Policy adopted	19 May 2020	Note: Formerly COVID-19 Financial Hardship Policy
Policy amended	17 September 2024	
Policy reviewed	18 November 2025	

**PREVIOUS POLICY:**

Policy No. A.2.17 (to 21 November 2023)

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### 3. Human Resources

#### A.3.1 GRATUITY PAYMENTS

##### OBJECTIVE

To set out circumstances when an employee who is ceasing employment with the Shire may be paid an amount in addition to their entitlements under an award, workplace agreement or contract of employment, in accordance with the requirements of Section 5.50 of the *Local Government Act 1995*.

##### POLICY STATEMENT

It is the policy of Council not to make a payment or to give a good or service to an employee at the completion of their service with the Shire, irrespective of the employee's length of service with the Shire.

##### AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

##### POLICY HISTORY

Policy adopted	17 February 1998
Policy amended	21 November 2023
Policy reviewed	18 November 2025

##### PREVIOUS POLICY:

Policy No. A.3.1 (to 21 November 2023)

## A.3.2 STRATEGIC WORK, HEALTH AND SAFETY (WHS)

### OBJECTIVE

This policy documents Council's commitment to Work, Health and Safety (WHS), to ensure that adequate training, resources and risk mitigation strategies are made available to comply with the Council's legal WHS obligations and provide a safe working environment for all Shire Workers (workers as defined by legislation).

The Council recognises to achieve these goals, we need the positive involvement and commitment of all levels of management and employees alike to support a positive safety culture.

The Council strives for safety excellence in all that we do and recognises to achieve these goals there shall be positive commitment at all levels from management to employees.

### POLICY STATEMENT

This policy applies to all workers as defined in the *Work Health Safety Act (WA) 2020* (WHS Act). Workers means all employees, contractors, volunteers and visitors at all Shire sites and locations.

The Shire of Leonora is committed to:

- Maintaining a positive safety culture, that strives toward zero harm in preventable injuries, illness and incidents to employees as defined by the WHS Act through the implementation of procedures that articulate key measurable objectives and targets;
- Demonstrating safety leadership behaviours at all levels of the Council, emphasising the drive for continuous improvement and fostering a no blame reporting culture;
- Ensuring management will actively consult with employees on WHS matters by engaging in discussions regarding proposed WHS policies and procedures, gather feedback from employees, incorporate valid suggestions, and provide clear explanations to workers about the outcomes of their input;
- Provide and maintain a working environment, plant and systems of work, to minimise exposure to hazards by workers;
- Ensuring risk management in accordance with adopted Council policy that underpins WHS activities in the workplace;
- Provide transparent and accessible access to all required WHS information to all Workers;
- Provide the required competency-based training aligned to the workers role;
- Providing an annual Shire WHS Induction to all employees;
- Ensure all appropriate supervision will be provided by competent workers;
- Actively support workers psychosocial health and a positive work culture;
- Recognise and celebrate contributions to excellence in WHS performance;
- Encourage and support workers to promote positive safety outcomes;
- Establish a recognised WHS Committee of Management and workers to manage WHS and report to the Council on progress via the Audit and Risk Committee; and
- Ensure the WHS Committee gather and consider changes to this policy, which will be recommended to Council.

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*Shire of Leonora**Policy Manual***AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of Council.

**POLICY HISTORY**

Policy adopted	16 December 2011	Note: Formerly Occupational Health and Safety
Policy amended	21 November 2023	
Policy reviewed	18 November 2025	

**PREVIOUS POLICY:**

Policy No. A.3.5 (to 21 November 2023)

### **A.3.3 TEMPORARY EMPLOYMENT OR APPOINTMENT OF A CHIEF EXECUTIVE OFFICER**

#### **OBJECTIVE**

To provide for the employment of a Chief Executive Officer (CEO) for periods of less than one year, and to provide for the appointment of a suitably qualified Acting CEO during limited absences of the CEO, in accordance with the provisions of the *Local Government Act 1995* (LG Act).

This policy has been prepared to comply with the legislative requirements regarding the appointment of an Acting CEO or Temporary CEO.

#### **POLICY STATEMENT**

When the CEO is on planned or unplanned leave, for a period of five (5) days or more, or the CEO's employment with the Shire has ended, an Acting CEO or Temporary CEO is to be appointed in accordance with this policy to fulfil the functions and perform the duties of CEO under the LG Act or any other written law.

Council is to:

- Make appointments under which a suitable qualified employee is to act in the position of CEO for a term not exceeding one year; or
- Employ and other suitably qualified person to act in the position of CEO for a term not exceeding one year.

In these circumstances any higher duties increase/provision in the salary of an employee, or remuneration to be paid to a person, as Acting CEO, will be determined giving consideration to limitations imposed through determination issued by the Salaries and Allowances Tribunal.

Appointment of an Acting CEO is to consider the principles and merits provided by legislation as well as determining if the person is 'suitable qualified' to act as CEO for the Shire.

Council may terminate, by resolution, appointment of an Acting CEO following consideration of relevant advice.

In accordance with Section 5.36(2)(a) of the LG Act, the Council has determined the person appointed as the permanent Deputy CEO is considered suitably qualified to act in the role of CEO as included within this policy.

#### **AMENDMENTS TO THIS POLICY**

Amendments to this policy require an absolute majority decision of council.

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## RELEVANT DOCUMENTATION

- *Local Government Act 1995*
- *Local Government Administration Regulations 1996*
- Shire of Leonora Policy A.3.7 CEO Standards for Recruitment, Performance and Termination

## POLICY HISTORY

Policy adopted	16 December 2011
Policy amended	18 February 2020
Policy amended	18 May 2021
Policy amended	18 October 2022
Policy amended	21 November 2023
Policy amended	13 December 2024
Policy reviewed	18 November 2025

## PREVIOUS POLICY:

Policy No. A.3.6 (to 21 November 2023)

## A.3.4 PUBLIC INTEREST DISCLOSURE

### OBJECTIVE

To facilitate the reporting of public interest information and provide protection for those who report this information under the *Public Disclosure Act 2003*.

### POLICY STATEMENT

The Shire of Leonora:

- a) does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Leonora, by its members, employees or contractors;
- b) is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*.
- c) strongly supports disclosures being made by Council Members, Committee Members or employees as to corrupt or other improper conduct.
- d) will take all reasonable steps to provide protection to Council Members, Committee Members and employees who make disclosures from any detrimental action in reprisal for the making of a public interest disclosure.
- e) does not tolerate any of its Council Members, Committee Members, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

Council Members, Committee Members and employees are encouraged to contact the Shire of Leonora's nominated Public Interest Disclosure Officer(s) to be assisted on their disclosure and to lodge completed Public Interest Disclosure forms.

A person who makes an appropriate disclosure of public interest information to the Shire of Leonora's nominated Public Interest Disclosure Officer in accordance with section 5 of the *Public Interest Disclosure Act 2003* is ensured protection under section 13 as outlined below:

- a) incurs no civil or criminal liability for doing so.
- b) is not, for doing so, liable:
  - i) to any disciplinary action under a written law;
  - ii) to be dismissed;
  - iii) to have his or her services dispensed with or otherwise terminated; or
  - iv) for any breach of duty of secrecy or confidentiality or any other restriction on disclosure (whether or not imposed by a written law) applicable to the person.

### AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

### POLICY HISTORY

Policy adopted	19 February 2019
Policy amended	21 November 2023
Policy reviewed	18 November 2025

### PREVIOUS POLICY:

Policy No. A.3.19 (to 21 November 2023)

## A.3.5 STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

### OBJECTIVE

To provide for the employment of a Chief Executive Officer for a term exceeding one year in accordance with legislation and the model standards for CEO Recruitment, performance and termination specified in section 5.39A of the *Local Government Act 1995*.

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*

### POLICY STATEMENT

Where recruitment, performance reviews and/or termination of a Chief Executive Officer is to occur, the Shire of Leonora will be bound by the Standards for CEO Recruitment, Performance (The Standards), and Termination as detailed below, as well as any conditions noted in other adopted policy and procedure documents.

### STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

#### DIVISION 1 — PRELIMINARY PROVISIONS

##### 1. Citation

These are the *Shire of Leonora* Standards for CEO Recruitment, Performance and Termination.

##### 2. Terms used

###### (1) In these standards —

**Act** means the Local Government Act 1995;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the *Shire of Leonora*;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

###### (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## DIVISION 2 – STANDARDS FOR RECRUITMENT OF CEOs

## 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

## 4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

## 5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

## 6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

## 7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

## 8. Establishment of selection panel for employment of CEO

- (1) In this clause —

**independent person** means a person other than any of the following —

- (a) a council member;
- (b) an employee of the local government;
- (c) a human resources consultant engaged by the local government.

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<p>(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.</p> <p>(3) The selection panel must comprise —</p> <ul style="list-style-type: none"> <li>(a) council members (the number of which must be determined by the local government); and</li> <li>(b) at least 1 independent person.</li> </ul>	<p>9. <b>Recommendation by selection panel</b></p> <p>(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.</p> <p>(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —</p> <ul style="list-style-type: none"> <li>(a) a summary of the selection panel's assessment of each applicant; and</li> <li>(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.</li> </ul> <p>(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —</p> <ul style="list-style-type: none"> <li>(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and</li> <li>(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.</li> </ul> <p>(4) The selection panel must act under subclauses (1), (2) and (3) —</p> <ul style="list-style-type: none"> <li>(a) in an impartial and transparent manner; and</li> <li>(b) in accordance with the principles set out in section 5.40 of the Act.</li> </ul> <p>(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —</p> <ul style="list-style-type: none"> <li>(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and</li> <li>(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and</li> <li>(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.</li> </ul> <p>(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.</p> <p>10. <b>Application of cl. 5 where new process carried out</b></p> <p>(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.</p> <p>(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —</p> <ul style="list-style-type: none"> <li>(a) clause 5 does not apply to the new recruitment and selection process; and</li> <li>(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.</li> </ul>
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**11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

**12. Variations to proposed terms of contract of employment**

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

**13. Recruitment to be undertaken on expiry of certain CEO contracts**

- (1) In this clause —  
**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
  - (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
    - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
    - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
  - and
  - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

**14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

## DIVISION 3 — STANDARDS FOR REVIEW OF PERFORMANCE OF CEOs

15. **Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. **Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. **Carrying out a performance review**

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. **Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. **CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

## DIVISION 4 — STANDARDS FOR TERMINATION OF EMPLOYMENT OF CEOs

20. **Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. **General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and

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<p>(c) giving the CEO a reasonable opportunity to respond to the allegations; and</p> <p>(d) genuinely considering any response given by the CEO in response to the allegations.</p> <p><b>22. Additional principles applying to termination for performance related reasons</b></p> <p>(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.</p> <p>(2) The local government must not terminate the CEO's employment unless the local government has —</p> <p>(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and</p> <p>(b) informed the CEO of the performance issues; and</p> <p>(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and</p> <p>(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.</p> <p>(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.</p> <p><b>23. Decision to terminate</b></p> <p>Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.</p> <p><b>24. Notice of termination of employment</b></p> <p>(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.</p> <p>(2) The notice must set out the local government's reasons for terminating the employment of the CEO.</p>
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### **AMENDMENTS TO THIS POLICY**

Amendments to this policy require an absolute majority decision of council.

### **RELEVANT DOCUMENTATION**

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 2021 (CEO Standards)*
- *Local Government (Model Code of Conduct) Regulations 2021*
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*
- Shire of Leonora CEO Standards for Recruitment, Performance and Termination

### **POLICY HISTORY**

Policy adopted	18 October 2022
Policy amended	21 November 2023
Policy reviewed	18 November 2025

### **PREVIOUS POLICY:**

Policy No. A.3.23 (to 21 November 2023)

## (C) COMMUNITY SERVICES

### C.4.1 MUSEUM COLLECTIONS POLICY

#### OBJECTIVE

To guide the management and development of heritage collections for Gwalia and the Shire of Leonora Museum collections in working toward best practice initiatives to conserve, explore and share the cultural heritage of Gwalia and the Shire of Leonora.

#### POLICY STATEMENT

To assist with achieving policy objectives, the CEO will implement and maintain procedures and controls to:

- Preserve key themes and storylines to provide a focussed structure for collections;
- Integrate and manage cultural heritage collections to industry standards;
- 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;
- Interpret Leonora to engage and inform visitors about life in Leonora in the context of Western Australian and Australian history, and particularly the history of the immediate region;
- Be a repository for items directly relating to Indigenous people's lives and their stories, pastoral activities and management, towns and settlements including domestic life and commercial enterprises at Leonora since 1896, together with recognition of the people and stories behind the collection;
- 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;
- Provide a research and educational resource for the public;
- 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; and
- Manage acquisitions, loans, access, conservation, disposal and de-accessioning and disaster preparedness relating to collections.

#### AMENDMENTS TO THIS POLICY

Amendments to this policy require an absolute majority decision of council.

#### POLICY HISTORY

Policy adopted	17 December 2012
Policy amended	28 September 2021
Policy amended	21 November 2023
Policy amended	18 November 2025

#### PREVIOUS POLICY:

Policy No. C.4.5 and C.4.6 (to 21 November 2023)

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## C.4.2 AGEING IN PLACE VILLAGE

### OBJECTIVE

The Ageing in Place accommodation units provide fit-for-purpose rental accommodation options for older members of the community to support the ongoing independence and health of residents as part of an age-friendly community. This document outlines the procedures for providing, assessing, and managing tenancy applications.

The Shire aims to ensure the process is fair, equitable, and transparent.

### POLICY STATEMENT

The Shire of Leonora will provide housing to residents based on the following criteria:

- 1) Be an Australian citizen or permanent resident and able to prove your identity.
- 2) Live in Western Australia and have a connection with the broader Leonora community.
- 3) Not earn in excess of the income set out under the National Rental Affordability Scheme (as per the *Community Housing Income and Asset Limits (CHIAL) Policy 2020*).
- 4) Not hold assets in excess of the amounts set out in the National Rental Affordability Scheme (as per the CHIAL).
- 5) Not be the owner or part-owner of property in Leonora that constitutes another viable housing option.
- 6) At least one applicant must be over the age of 65 or over the age of 55 for people who identify as Aboriginal or Torres Strait Islander.

The Shire of Leonora shall allocate units within the ageing in place village in alignment to the Community Housing Income and Asset Limits (CHIAL) Policy 2020.

The units are offered on the following basis:

- In accordance with the terms and conditions as outlined in the Residential Tenancies Act.
- All written tenancy agreements must be done using the Residential Tenancy Agreement.
- The units are on a weekly rental basis with a bond of 4 weeks' rent being applicable.
- The rent is reviewed annually and is set by the Council as part of the Annual Fees and Charges.
- Tenants are liable for power and water usage and are sub-metered.
- All telecommunications are between the tenant and the supplier of their choice.
- All building maintenance is to be performed by the Shire.
- The gardens are to be maintained by the tenant.
- If applicable, tenants shall agree to abide by a community code of conduct.

Vacant units shall be advertised in accordance with Shire of Leonora procedures for Public Notices.

A completed application and proof of identity shall be provided by the application cut-off period. Applications will be assessed against the following assessment process:

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1. Social and Affordable Housing Eligibility
  - Are you eligible for Social (Band A) or Affordable (Band B) Housing Income Eligibility Limits?
  -
2. Residential Status/Community Involvement
  - How long have you resided in the Shire of Leonora?
  - Are you currently or have you in the past actively participated in community groups, events and/or enabled others to get involved within your community?
3. Health and Care Requirements
  - Do you qualify for government-funded aged care services?
  - Are you in poor health and require more complex care/been admitted to hospital in the last 6 months?

The intention of the assessment is to ensure the special-purpose housing is provided to community members in greatest need. This includes low-income, locally based, and health/care requirements.

Additional information shall also be assessed on a case-by-case basis, such as the absence of similar accommodation options in Menzies, Kookynie, and Laverton, the real estate market in remote locations, and a recommendation of the Director of Nursing/GP/Community Health Clinic (within privacy parameters).

The CEO has authority to appoint a caretaker for the Ageing in Place accommodation units.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy amended 16 May 2023  
Policy amended 21 November 2023  
Policy amended 18 November 2025

**PREVIOUS POLICY:**

Policy No. C.4.7 (to 21 November 2023)

**(M) MEMBERS****M.5.1 EVENTS – COUNCIL MEMBERS’ AND CHIEF EXECUTIVE OFFICER ATTENDANCE AND REPRESENTATION****OBJECTIVE**

This policy addresses attendance at events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Council Members and Chief Executive Officers. This policy should be read in conjunction with *Section 5.90A of the Local Government Act 1995* (LG Act), and any associated prescribed requirements.

Attendance at an event in accordance with this policy will exclude the event attendee from the requirement to disclose an interest if the event ticket is above the prescribed amount and the donor has a matter before council.

**POLICY STATEMENT**

To enable council to actively consider the purpose of and benefits to the community from attendance at events by elected members and the chief executive officer (CEO) of the Shire. Invitations / tickets to an event provided to an individual (rather than the Shire) are to be treated as a gift and disclosed as required.

**1. ENTERTAINMENT EVENTS**

Where there is an event of a commercial nature (i.e. ticketed events where a member of the public is required to pay to attend) such as concerts or sporting events, this policy provides for how invitations to events are to be managed.

If attendance by the Chief Executive Officer or elected member/s at an entertainment event is considered in the best interest of the Shire, the Chief Executive Officer will prepare details for council to consider and make a decision on attendance at that event as detailed within the ‘Approval of Attendance’ sections of this policy.

**2. NON-ENTERTAINMENT EVENTS**

Where there is an event of a commercial nature (i.e. ticketed events where a member of the public is required to pay to attend) such as conferences or seminars, this policy provides for how invitations to events are to be managed.

If attendance by the Chief Executive Officer or elected member/s at a commercial non-entertainment event is considered in the best interest of the Shire, the Chief Executive Officer will prepare details for council to consider and make a decision on attendance at that event as detailed within the ‘Approval of Attendance’ sections of this policy.

**3. COMMUNITY / LOCAL EVENTS**

A community / local event is defined as an event held within the district, is open to all members of the general public and where members of the public are not required to pay to attend the event. Invitations received by Council Members and / or the Chief Executive Officer to

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community/local events (including where to attend in an official capacity to perform civic functions) are included as a 'Preauthorised Event' within this policy.

**4. PROVISION OF TICKETS TO EVENTS**

- All invitations for an Elected Member or Chief Executive Officer to attend an event shall be in writing and addressed to the Shire of Leonora.
- Any invitation not provided to the Shire of Leonora is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the LG Act.
- A list of preauthorised events and attendees is included under the heading 'Preauthorised Events'.

**5. APPROVAL OF ATTENDANCE – GENERAL**

The Chief Executive Officer will prepare an agenda item for council to consider, relating to attendance at events, detailing the following information:

- Who is providing the ticket to the event (the organiser of the event or a third party);
- The location of the event in relation to the local government (within the district or out of the district);
- The role of the Elected Member and Chief Executive Officer when attending the event (participant, observer, presenter);
- Whether the event is sponsored by the local government;
- The benefit to the district of council representation at the event;
- Which elected member and / or officer should be authorised to attend event; and
- The cost to attend the event and availability of funding within adopted annual budget.

Decisions to attend events in accordance with this policy will be made by simple majority.

**6. APPROVAL OF ATTENDANCE – SHORT NOTICE**

Where the timing of receipt of an invitation and the event itself does not provide an opportunity for council to consider attendance at an event (such as when received at short notice), the Chief Executive Officer shall:

- a) Prepare an agenda item in accordance with 'Approval of Attendance – General' and circulate to the council via email;
- b) Email correspondence is to set a reasonable period of notice for Council Members to respond (not less than 24 hours);
- c) If no objections are raised within the set notice period by an elected member to the Chief Executive Officer, it will be taken by the Chief Executive Officer the elected member agrees with the recommendation;
- d) Decision to attend events at short notice will be made once agreement has been received from a simple majority of all Council Members; and
- e) Decision is to be presented for noting at the next ordinary meeting of council.

The council may also approve attendance to an event to another Elected Member or the Chief Executive Officer or another officer after a decision has been made, by a circular email from the Chief Executive Officer explaining the proposed change. The subsequent process shall be as described at (b), (c) and (d) above.

**7. PAYMENTS IN RESPECT OF ATTENDANCE**

For an invitation to attend an event where a ticket is provided with no charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district.

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For any events where a member of the public is required to pay, unless listed under heading 'Preauthorised Events', the council will determine whether it is in the best interests of the local government for an Elected Member or the Chief Executive Officer to attend on behalf of the council.

If the council determine that an Elected Member and the Chief Executive Officer should attend a paid event, the local government will pay the cost of the ticket and appropriate expenses, such as travel and accommodation for events outside the district, and the cost of the ticket for events within the district.

Any ticket purchased or additional travel / accommodation costs for the partner or family member of the local government representative will not be paid for by the local government.

**8. PREAUTHORISED EVENTS**

- Australian and Western Australian Local Government events
- Official invitations to events hosted by Clubs and Not for Profit Organisations within Shire of Leonora
- Meetings of Clubs or organisations within the Shire of Leonora
- Shire hosted ceremonies and functions
- Shire hosted events with employees
- Shire hosted tournaments
- Events run by schools within Shire of Leonora
- Cultural events/festival/art exhibitions
- Major professional bodies associated with local government at a local, state and federal level
- Opening or launch of an event or facility with the Shire of Leonora
- Recognition of Service events
- Where President or Chief Executive Officer representation has been formally requested
- Events run by Local, State or Federal Government

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require an absolute majority decision of council, and the amended policy is to be published on the Shire's official website.

**POLICY HISTORY**

Policy amended	16 December 2011
Policy amended	18 February 2020
Policy amended	21 November 2023
Policy reviewed	18 November 2025

**PREVIOUS POLICY:**

Policy No. M.5.1 (to 21 November 2023)

## **M.5.2 CONFERENCES – MEMBERS’ TRAVEL AND ACCOMMODATION EXPENSES**

### **OBJECTIVES**

To determine the travel and accommodation expenses payable in respect of members of the Council travelling on official Shire business (e.g. conferences, seminars, study tours, conventions).

### **POLICY STATEMENT**

Members of the Council travelling on official Shire business are to be reimbursed allowances and expenses in accordance with the provisions of determinations issued by the Salaries and Allowances Tribunal. All expenses relating to travel and accommodation must be deemed reasonable if subjected to scrutiny.

### **AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

### **POLICY HISTORY**

Policy amended	15 July 1997
Policy amended	16 December 2011
Policy amended	19 February 2019
Policy amended	17 November 2020
Policy amended	21 November 2023
Policy reviewed	18 November 2025

### **PREVIOUS POLICY:**

Policy No. M.5.2 (to 21 November 2023)

## M.5.3 ELECTED MEMBER MANDATORY AND ONGOING PROFESSIONAL DEVELOPMENT

### OBJECTIVE

To ensure equitable access to mandatory and ongoing professional development and training opportunities to enable Council Members to fulfil their function and perform the duties required of them under the *Local Government Act 1995*.

### POLICY STATEMENT

In recognition of the complexity and demands on elected member in undertaking their role, the Shire is committed to resourcing elected member to support them in performing their duties of office and to undertake mandatory training as required by legislation, other professional development training and to enable attendance at conferences relevant to their role.

This Policy should be read in conjunction with *Shire of Leonora Policy M.5.1 Events – ‘Council Members’ and Chief Executive Officer Attendance and Representation.’*

To ensure each elected member is provided reasonable opportunity to participate in mandatory, as well as ongoing, professional development, a budget provision will be included annually for each elected member for planning purposes to meet the costs of registration, travel and accommodation for elected member professional development.

Professional development includes (but is not limited to):

- Mandatory Elected Member training as specified by legislation;
- Study tours
- West Australian Local Government Association and Australian Local Government Association conferences;
- Special ‘one off’ conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues;
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities;
- Municipal Training Service’s Councillor Induction Program;
- West Australian Local Government Association Elected Member Training and Development;
- Training relating to the role of elected member; and
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Council Members, meeting procedures, etc.

#### 1 APPROVAL OF ATTENDANCE

If attendance by elected member/s for professional development is considered in the best interest of the Shire, and where appropriate budget provision remains to facilitate attendance, the CEO will prepare details for council to consider for the relevant members attendance at the event as detailed within the ‘Approval of Attendance’ sections of this policy.

## 2 APPROVAL OF ATTENDANCE - GENERAL

The Chief Executive Officer will prepare an agenda item for council to consider, relating to attendance at professional development, detailing the following information:

- Who is providing the ticket to the professional development (the Shire, the organiser of the event or a third party);
- The location of the professional development in relation to the local government (within the district or out of the district);
- The role of the elected member, Chief Executive Officer when attending professional development (participant, observer, presenter);
- Whether the professional development is sponsored by the local government;
- The benefit to the district of council representation at the professional development;
- Which elected member and / or officer should be authorised to attend the professional development; and
- The cost to attend the professional development and availability of funding within adopted annual budget.

Decisions to attend events in accordance with this policy will be made by simple majority.

## 3 APPROVAL OF ATTENDANCE – SHORT NOTICE

Where the timing of receipt of an invitation and the professional development itself does not provide an opportunity for council to consider attendance at professional development (such as when received at short notice), the Chief Executive Officer shall:

- a) Prepare an agenda item in accordance with 'Approval of Attendance – General' and circulate to the council via email;
- b) Email correspondence is to set a reasonable period of notice for elected member to respond (not less than 24 hours);
- c) If no objections are raised within the set notice period by an Elected Member to the Chief Executive Officer, it will be taken by the Chief Executive Officer the elected member agrees with the recommendation;
- d) Decision to attend professional development at short notice will be made once agreement has been received from a simple majority of all Council Members; and
- e) Decision is to be presented for noting at the next ordinary meeting of council.

The council may also approve attendance to professional development to another elected member or the Chief Executive Officer or another officer after a decision has been made, by a circular email from the Chief Executive Officer explaining the proposed change. The subsequent process shall be as described at (b), (c) and (d) above.

## 4 PAYMENTS IN RESPECT OF ATTENDANCE

For an invitation to attend professional development where a ticket is provided with no charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district.

For any professional development where a member of the public is required to pay, the council will determine whether it is in the best interests of the local government for an elected member or the Chief Executive Officer to attend on behalf of the council.

If the council determine that an elected member and/or the Chief Executive Officer should attend a paid professional development event, the local government will pay the cost of the

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ticket and appropriate expenses, such as travel and accommodation for events outside the district, and the cost of the ticket for events within the district.

Any ticket purchased or additional travel / accommodation costs for the partner or family member of the local government representative is not paid for by the local government.

**5 STUDY TOUR**

A study tour is designed to enable elected member, (and staff) to travel intrastate, interstate and/or overseas to research and study specific issues fronting Council.

Details of study tours are to be arranged in advance so that suitable provision can be included in each year's budget. When no details of study tours have been arranged, or arrangements are incomplete, an appropriate amount may be included in the budget to cover the cost of an annual study tour.

Study tours will be considered with the following guidelines:

- The maximum attendance at any study tour is to be two elected members (and two staff);
- Attendance at a study tour shall only take place where there are appropriate funds provided in the annual budget; and
- A detailed report including recommendations on each study tour is to be submitted to Council for noting.

**6 SPECIAL PROVISION**

To provide an opportunity to network with Federal Ministers, Members of Parliament and/or Senior Departmental Officers on issues affecting the Shire, the Shire President (and the Chief Executive Officer), with the prior approval of Council, are to attend an appropriate interstate conference incorporating a visit to Canberra where possible on an annual basis.

**7 BOOKING ARRANGEMENTS**

Registration, travel and accommodation for elected members will be arranged through the Shire of Leonora administration office. In general, all costs including airfares, registration fees, and accommodation will be paid direct by the Shire.

**8 EXTENT OF EXPENSES TO BE REIMBURSED**

Expenses incurred with approved professional development in addition to booking arrangements paid by the Shire, may be reimbursed to elected member as set by the Salaries and Allowance Tribunal through a determination published in the Government Gazette from time to time and in accordance with statutory requirements.

Elected members will generally not be reimbursed for the cost of meals or refreshments for other people.

Expenses will generally be reimbursed from the time an elected member leaves home to attend an event to the time the elected member returns home. Should an elected member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the elected member could have returned following the event, reimbursements will be paid:

- For the days of the professional development event only; and

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- For the cost of travel to and from the airport to the accommodation to be used for the professional development event.

Where a visit is extended, as discussed above, an elected member may stay for the period of the extension in different accommodation to that used for the attendance at the professional development event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the professional development event's accommodation and the airport. The elected member will be required to pay any greater amount.

Where an elected member attends two professional development events and there is a gap of no more than two days between the conclusion of the first event and the start of the second event, the elected member shall be entitled to reasonable accommodation expenses and other allowable expenses during that 'gap' period. If the gap is greater than two days, only two days reimbursement can be claimed.

**9 PAYMENT OF EXPENSES TO BE REIMBURSED**

The extent to which an elected member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the *Local Government (Administration) Regulations 1996* is set by the *Salaries and Allowances Tribunal* through a determination published in the Government Gazette from time to time.

Nothing prevents an elected member from being reimbursed for any reasonable expense incurred whilst attending professional development events where an elected member produces receipts or other sufficient information for the total cost to support their claim.

Reasonable expenses may include but are not limited to:

- Meals and non-alcoholic beverages for the elected member only;
- Transport travel – taxi, Uber or public transport; and
- Entry fees.

**10 CASH ADVANCES**

The Shire will not pay cash advances to Council Members.

**11 ELECTED MEMBER/DELEGATE ACCOMPANYING PERSON**

Where an elected member is accompanied at a professional development event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the elected member / accompanying person and not by the Shire.

An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The Shire will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the Shire in advance for the accompanying person.

Where the Shire meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the

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elected member /accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the professional development event.

**12 GUIDELINES FOR CONFEREES AND TRAINING ATTENDANCE**

Generally, no more than two Council Members may attend a particular Conference or Training event outside Western Australia at the same time. The Chief Executive Officer or Council may, however, approve attendance by more than two elected member if a particular purpose of need arises.

**13 ATTENDANCE AT OVERSEAS CONFERENCES**

An elected member may, with prior council approval, attend an overseas conference. The Council approval must include a specific council resolution indicating how the conference attendance will be of benefit to the Shire and the elected member and detailing any conditions applied.

**14 REPORTING**

Upon return from any professional development event as detailed within this policy, where registration and other associated costs are met by the Shire, the attending elected member is required to provide a written report on their attendance and the benefits to them and the Shire, to the Chief Executive Officer.

The Chief Executive Officer is to record these reports in a register to support required annual reporting required by legislation.

**AMENDMENTS TO THE POLICY**

Amendments to this policy require an absolute majority decision of Council. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under *Section 5.128 Local Government Act 1995*. A local government must review the policy after each ordinary election; and may review the policy at any other time.

**POLICY HISTORY**

Policy amended	18 February 2020
Policy amended	21 November 2023
Policy amended	18 November 2025

**PREVIOUS POLICY:**

Policy No. M.5.4 (to 21 November 2023)

**(T) TECHNICAL SERVICES****T.6.1 BUILDING CONTROL - RELOCATED DWELLINGS****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*, *Public Health Act 2016* 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.

**AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

**POLICY HISTORY**

Policy Adopted 15 July 1997  
Policy amended 21 November 2023  
Policy reviewed 18 November 2025

**PREVIOUS POLICY:**

Policy No. T.6.9 (to 21 November 2023)

## **T.6.2 CONDITIONS FOR SURFACE CLEARING AND DRILLING ACTIVITIES WITHIN THE LEONORA TOWNSITE**

### **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 Water and Environmental Regulations in regard to noise and dust are complied with.
4. Implementation of appropriate compliance audit to ensure compliance with *Department of Mines, Industry Regulation and Safety guidelines*, and other legislative 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 crossings 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 (i.e., 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.

### **AMENDMENTS TO THIS POLICY**

Amendments to this policy require a simple majority decision of council.

### **POLICY HISTORY**

Policy Adopted	21 July 1997
Policy amended	21 November 2023
Policy reviewed	18 November 2025

### **PREVIOUS POLICY:**

Policy No. T.6.11 (to 21 November 2023)

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## *Policy Manual*

## DOCUMENT CONTROL

Version	Meeting Approval	Title / Item No.	Date
1	Historical Version	Various	Pre July 2023
2	OCM	New Policy Manual 2023	21 November 2023
3	OCM	New Policy A.2.11 – Christmas Closure Policy	20 August 2024
3	OCM	New Policy A.2.13 - Community Grants	17 September 2024
4	OCM	Review Policy A.3.4 – Temporary Employment of Appointment of a CEO	13 December 2024
5	OCM	Biennial Policy Manual Review	12 December 2025

## AMENDMENTS

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**10.0 REPORTS****10.2 CHIEF EXECUTIVE OFFICER REPORTS****10.2.(B) DELEGATION REGISTER REVIEW**

**SUBMISSION TO:** Ordinary Council Meeting  
Meeting Date: 12th December 2025

**AGENDA REFERENCE:** 10.2.(B) DEC 25

**SUBJECT:** Delegation Register Review

**LOCATION/ADDRESS:** Leonora

**NAME OF APPLICANT:** Not applicable

**FILE REFERENCE:** 1.40 Delegations and Council Policies

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

**NAME:** Ty Matson

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 13th November 2025

**SUPPORTING DOCUMENTS:**

- 1. Delegations Summary Worksheet 2025 - Attachment 1 [Download](#)
- 2. DRAFT Register of Delegated Authority [Download](#)

**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 for direction in the decision-making process and alignment to the strategic objectives of Council.

A review of the Register of Delegations has been undertaken. Attached for information is a summary of the proposed changes (Attachment 1) to delegations, and the Register of Delegations as amended (Attachment 2) for consideration.

It is recommended that 6 new delegations are created. Five delegations are common and allow the CEO to give effect to functions in the Local Government Act. These are all enforcement type delegations considering matters such as seizure of goods and powers of entry.

A sixth new delegation proposes to allow the CEO to enter into minor leases, such as leasing office space at the CRC or a unit at the Bob Mastrovich Villas (Aging in Place).

Updates to the approval dates, version control and numbering will be carried out by the Shire administration following Council's endorsement, as required. Included in the Register of Delegations are sub delegations from the Chief Executive Officer to other officers. As these sub delegations are the responsibility of the delegated officer (i.e. the CEO) these will be further reviewed as required by the Chief Executive Officer to align with operational requirements.

**STAKEHOLDER ENGAGEMENT**

Not required

**STATUTORY ENVIRONMENT**

*Local Government Act 1995* In considering delegations the following sections of the *Local Government Act 1995* are applicable:

Section 5.16 Delegation of some powers to certain committees ·

Section 5.17 Limits on delegation of powers and duties to certain committees · Section 5.18 Register of delegations to committees ·

Section 5.42 Limits on delegations to the CEO ·

Section 5.44 CEO may delegate powers and duties to other employees ·

Section 5.45 Other matters relevant to delegations under this division ·

Section 5.46 Register of, and records relevant to, delegations to the CEO and employees. There are also other pieces of legislation which allow for delegation in Western Australia in addition to the *Local Government Act 1995* including the *Public Health Act 2016*, *Health Act 1911*, *Planning and Development Act 2005* and *Building Act 2011* etc

**POLICY IMPLICATIONS**

There are no policy implications resulting from the recommendations of this report. The linkage between delegation and policy is documented where relevant.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Council Plan 2025 – 2035

Strategic Objective 4: Leadership – Provide strategic leadership and governance.

**RISK MANAGEMENT**

This item has been evaluated against the Shire of Leonora's Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment, the progression of risk management activities aligned with the Risk Management Strategy will reduce the risk to low.

**RECOMMENDATIONS**

That Council adopt the delegations from Council to the CEO and other officers as included under 'Delegated to:' within the attached Register of Delegations (Attachment 2);

**VOTING REQUIREMENT**

Absolute Majority

**SIGNATURE**

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Chief Executive Officer

Shire of Leonora - Delegations Review - Summary of Changes November 2025			New Dele No.
Delegation No - Name of Delegation	Suggested Action	Comment	
<b>ADMINISTRATION</b>			
A02 Contract Variations	amend	Simple update to numbering & Record Keeping	A01
A03 Legal Advice - Representation	amend	Simple update to numbering	A02
A04 Enforcements and Legal Proceedings	amend	Simple update to numbering	A03
A05 Tenders	amend	Simple update to numbering	A04
A06 Trade/Vendor Licences	amend	Simple update to numbering	A05
A07 Appointment of Complaints Officer(S)	amend	Simple update to numbering	A06
A08 Appointment of Caretaker - Ageing in Place Village	amend	Simple update to numbering	A07
A08 Powers of entry	New	A new delegation to the CEO to allow execution of powers of entry under the Local Government Act.	
A09 Declaring a vehicle to be an abandoned vehicle wreck	New	A new delegation to the CEO to allow abandoned vehicles that have limited vehicles to be disposed of as abandoned vehicle wrecks.	
A10 Confiscated or uncollected goods	New	A new delegation to the CEO to exercise powers relating to the confiscation, collection and disposal of goods.	
A11 Disposal of sick or injured impounded animals	New	A new delegation to the CEO to allow for the disposal of sick and injured animals through veterinary care or destruction.	
A12 Authorised persons to perform specified functions under the local Government Act	New	A new delegation to the CEO to appoint and revoke employees as Authorised Officers	
<b>BUILDING</b>			
B01 Dwellings Unfit for Habitation	No action	No action as a result of the policy review	
B02 Dwellings to be Repaired	No action	No action as a result of the policy review	
B03 Park Homes	No action	No action as a result of the policy review	
B04 Building / Demolition Permits	amend	Section 127(6) of the Building Act allows the CEO to delegate functions delegated by Council. Delegation should be to CEO with other officers subdelegated as required. Recommend removing Manager Business Services as a delegate and make that position a sub- delegate.	
B05 Building / Demolition, Extension of Time to Complete	amend	Section 127(6) of the Building Act allows the CEO to delegate functions delegated by Council. Delegation should be to CEO with other officers subdelegated as required. Recommend removing Manager Business Services as a delegate and make that position a sub- delegate.	
B06 Building Orders	amend	Section 127(6) of the Building Act allows the CEO to delegate functions delegated by Council. Delegation should be to CEO with other officers subdelegated as required. Recommend removing Manager Business Services as a delegate and make that position a sub- delegate.	
B07 Grant of Occupancy Permit, Building Approval Certificate	amend	Section 127(6) of the Building Act allows the CEO to delegate functions delegated by Council. Delegation should be to CEO with other officers subdelegated as required. Recommend removing Manager Business Services as a delegate and make that position a sub- delegate.	
B08 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	amend	Section 127(6) of the Building Act allows the CEO to delegate functions delegated by Council. Delegation should be to CEO with other officers subdelegated as required. Recommend removing Manager Business Services as a delegate and make that position a sub- delegate.	
B09 Authorised Persons – Building Act 2011	amend	Section 127(6) of the Building Act allows the CEO to delegate functions delegated by Council. Delegation should be to CEO with other officers subdelegated as required. Add Manager Business Services as a sub- delegate.	
B10 Certificate of Design Compliance	amend	Section 127(6) of the Building Act allows the CEO to delegate functions delegated by Council. Delegation should be to CEO with other officers subdelegated as required. Recommend removing Manager Business Services as a delegate and make that position a sub- delegate.	
B11 Disposin gof property (Land) by lease or licence	New	A new delegation to the CEO to allow to enter into leasing, licencing and tenancy agreements.	
<b>ENGINEERING</b>			
E01 Temporary Rural Road Closures	amend	The existing delegation does not provide for events such as the Golden Gift wheer side roads may need to be closed. Recommend removing the word " Rural" from the title and adding the words "community events" in the function section.	
E02 Road Trains and Extra Mass Permits	No change	No action as a result of the policy review	
E03 Traffic Control Signals and Road Regulatory Devices	No change	No action as a result of the policy review	
<b>FINANCE</b>			
F01 Payments of Accounts	No change	No action as a result of the policy review	
F02 Investments	No change	No action as a result of the policy review	
F03 Hire Fees & Charges – Recreation Centre	amend	Remove words "recreation centre" in title to reflect that delegation is for recreation centre, halls and oval hire fees.	
F04 Rate Records and Recovery of Rates and Service Charges	No change	No action as a result of the policy review	
F05 Rating Exemptions	No change	No action as a result of the policy review	
F06 Surplus Equipment, Materials and Tools	No change	No action as a result of the policy review	
F07 Purchase Order Authorisation	No change	No action as a result of the policy review	
<b>HEALTH</b>			
H01 Environmental Health	No change	No action as a result of the policy review	
H02 Local Government Septic Tank Approvals	No change	No action as a result of the policy review	
H03 Dealing with Nuisances	No action	No action as a result of the policy review	
H04 Camping other than at a Park or a Camping Ground	No action	No action as a result of the policy review	
H05 Food Act 2008 – Enforcement Action (Section 122)	No action	No action as a result of the policy review	
H06 Appointment of Authorised Officers – Public Health Act 2016	No action	No action as a result of the policy review	
H07 Authorised Officers for Certificates of Authority	No action	No action as a result of the policy review	
P01 Development Applications	No action	No action as a result of the policy review	
P02 Subdivision Applications	No action	No action as a result of the policy review	

Shire of Leonora  
Register of Delegated Authority

REVIEW

There are no reviews to display

DRAFT

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# DRAFT

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## INTRODUCTION

### Introduction

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act (other than those under s5.43). The local government may also delegate the exercise of any of its powers to Committees pursuant to section 5.16, other than those under Section 5.17(1).

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act also allows for the Chief Executive Officer to place conditions on any delegations that he or she has delegated. These powers or duties cannot, however, be further sub-delegated. These powers or duties are delegated to assist with improving the time taken to make decisions and are made within the constraints allowed by the relevant legislation. This is consistent with our commitment to a strong customer service focus.

The Department of Local Government & Communities *Guideline No.17 – Delegations*, establishes the principal issue in determining whether a statutory function or duty is suitable for 'acting through' that being - where the statute provides no discretion in carrying out a function or duty, then the function or duty may be undertaken through the 'acting through' concept.

Conversely, where the statute allows for discretion on the part of the decision maker, then the function must either be delegated or a person authorised, or a policy implemented, that provides sufficient control for another person to have that authority and fulfil the function or duty.

The *Local Government Act 1995* does not specifically define the meaning of the term "acting through", however section 5.45(2) states;

"Nothing in this Division is to read as preventing –

- (a) A local government from performing any of its functions by acting through a person other than the CEO"; or
- (b) A CEO from performing any of his or her functions by acting through another person."

The purpose of this register is to ensure a record is kept of those powers or duties that have been delegated to ensure accountability and to meet the requirements of Section 5.46 of the Act. This register is a public document that contains 'Instruments of Delegation' that detail the function being delegated and the relevant statutory reference which is the source of power for the exercise of that function. Without limiting the effect of sections 58 and 59 of the *Interpretation Act 1984*, these delegations, made under the Act have effect for the period of time specified in the delegation or where no period has been specified, indefinitely. Any decision to amend or revoke these delegations by a local government is to be by an absolute majority.

This register of delegated authority will be reviewed in accordance with the Act on an annual basis.

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#### Delegations and authorisations under other Legislation

Where legislation provides for the direct delegation to authorise a person or a member of a class of persons by other agencies or decision makers. For example: the *Environmental Protection Act* allows for the CEO of the Department of Environment Regulation to grant delegated authority direct to a local government.

The authorisation is dealt with in the relevant legislation and, where required, the Instrument of Delegation or Notice of the Appointment is advertised in the Government Gazette.

Those Delegations or authorisations that may occur under legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws include:

*Planning and Development Act 2005 and associated regulations*  
*Dog Act 1976 and regulations;*  
*Cat Act 2011 and regulations*  
*Bush Fires Act 1954, regulations and local law created under that Act;*  
*Litter Act 1979 and regulations*  
*Local Government (Miscellaneous Provisions) 1960 as amended;*  
*Caravan Parks and Camping Grounds Act 1995;*  
*Control of Vehicles (Off-Road Areas) Act 1978 and regulations;*  
*Environmental Protection Act 1986*  
*Environmental Protection (Noise) Regulations 1997*  
*Building Act 2011*

N.B. – This is not an exhaustive list.

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## DELEGATIONS

<b>Delegation</b>	<b>A02</b> <b>A01 Contract Variations [DRAFT]</b>
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	To approve minor variations to contracts which have been entered into by the Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council.
<b>Delegates</b>	CEO
<b>Conditions</b>	N/A
<b>Statutory framework</b>	<i>Local Government Act, 1995 and Local Government (Functions and General) Regulations 1996</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	<p><b>Contract Register</b></p> <p><a href="#">Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.</a></p> <p><a href="#">Update Contract Register</a></p>

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed & Amended	---
12 Dec 2025	Amended delegation	Reviewed - numbering amended and update to record keeping	---

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<b>Delegation</b>	<b>A03</b> <b>A02 Legal Advice – Representation [DRAFT]</b>
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	To determine applications for funding assistance for legal representation for Council Members and employees.
<b>Delegates</b>	CEO
<b>Conditions</b>	The authority to approve applications for legal advice and representation for Council Members and employees for costs associated with legal proceedings because of their official duties. This is subject to existing budgetary provisions for that purpose, and up to a value of \$10,000.
<b>Statutory framework</b>	<i>Local Government Act, 1995</i>
<b>Policy</b>	A.1.2. Legal Representation
<b>Record keeping</b>	Information on File and advice provided to Council. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed & Amended	---
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

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<b>Delegation</b>	<b>A04</b> <b>A03 Enforcements and Legal Proceedings [DRAFT]</b>
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. To appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Subject to compliance with the following: <ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i></li> <li>• <i>Dog Act 1976</i></li> <li>• <i>Bush Fire Act 1954</i></li> <li>• <i>Health Act (Miscellaneous Provisions) 1911</i></li> <li>• <i>Local Government (Miscellaneous Provisions) Act 1960</i></li> <li>• Local Laws, Parking and Dogs</li> <li>• Council Policy</li> </ul>
<b>Subdelegates</b>	Manager Business Services
<b>Statutory framework</b>	S5.42/S5.44, S9.10, S9.19, S9.20 and S9.23 <i>Local Government Act, 1995</i> (As Amended) Section 44.9 <i>Local Government (Miscellaneous Provisions) Act 1960</i> .
<b>Policy</b>	N/A
<b>Record keeping</b>	Retention of File copy of relevant correspondence

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2023	Amended delegation	Reviewed	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services.	
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

Shire of Leonora

<b>Delegation</b>	<b>A05</b> <b>A04 Tenders [DRAFT]</b>
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	<p>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:</p> <ul style="list-style-type: none"> <li>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;</li> <li>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;</li> <li>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);</li> <li>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;</li> <li>e. to assess tenders by written evaluation against the assessment criteria as provided for by clause 18 (4) of the regulations;</li> <li>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;</li> <li>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);</li> <li>h. where the circumstances contemplated by clause 20 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;</li> <li>i. to make determination about seeking expressions of interest in lieu of public tenders as contemplated by clause 21 (1) of the regulations; and</li> <li>j. evaluating expressions of interest as to determining which would be capable of satisfactorily supplying the goods or services.</li> </ul> <p>2. Unless otherwise specified by the Council for a particular case, where the consideration involved does not exceed \$249,999.00 and is acceptable or advantageous to the local government.</p> <ul style="list-style-type: none"> <li>a. to accept a tender provided that the appropriate provision has been made in Council's Budget; and</li> <li>b. to decline to accept a tender where none is deemed acceptable or advantageous to the Local Government.</li> </ul>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>1. Provision must be included in budget for CEO to call tenders without referring to Council.</p> <p>2. On receipt of the tenders, the CEO shall report on tenders received to the next Council meeting.</p>
<b>Statutory framework</b>	<i>Local Government (Functions and General) Regulations 1996, and Local Government Act 1995</i>

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Shire of Leonora

<b>Policy</b>	N/A
<b>Record keeping</b>	Report to Council and file of correspondence and actions. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
15 Oct 2024	Amended delegation	2) Amend amount to \$249,999 from \$30,000	---
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

DRAFT

Shire of Leonora

<b>Delegation</b>	<b>A06</b> <b>A05 Trade/Vendor Licences [DRAFT]</b>
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	To negotiate with traders/vendors to operate within the townsite, and if trader/vendor is unable to obtain suitable premises from which to operate within the central business area, the Chief Executive Officer is delegated authority to approve a suitable location within the townsite boundary provided no nuisance is created by the nature of that business.
<b>Delegates</b>	CEO Manager Business Services
<b>Conditions</b>	1. The nature of the business and the type of goods sold 2. The effect the business has on local traders. 3. The duration of the stay 4. The CEO must consider any nuisance created by the nature of the business.
<b>Statutory framework</b>	<i>Local Government Miscellaneous Provisions Act 1996</i> <i>Public Places and Local Government Property Local Law 2022</i>
<b>Policy</b>	T.6.5. Vendor / Trading Licence
<b>Record keeping</b>	Record to be kept on appropriate file.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services.	
15 Oct 2024	Amended delegation	Amend 4) "The CEO must consider any nuisance created by the nature of the business".	---
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

Shire of Leonora

<b>Delegation</b>	<b>A07</b> <b>A06 Appointment of Complaints Officer(s) [DRAFT]</b>
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	To authorise one or more persons to the role of Complaints Officer for the purposes of Division 3, Section 11(3) of the Code of Conduct for Council Members, Committee Members, and Candidates.
<b>Delegates</b>	CEO
<b>Conditions</b>	Subject to the express provisions contained in the <i>Local Government Act 1995</i> and <i>Local Government (Model Code of Conduct) Regulations 2021</i> .
<b>Statutory framework</b>	<i>Local Government Act 1995</i> – S5.42 & S5.104
<b>Policy</b>	A.1.5. External Complaints Management
<b>Record keeping</b>	Retention of file copy of relevant correspondence. Records to be kept under the provision of General Disposal Authority for Local Government Records Legislation.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

Shire of Leonora

<b>Delegation</b>	<b>A08</b> <b>A07 Appointment of Caretaker – Ageing in Place Village [DRAFT]</b>
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	To approve for the appointment on a caretaker for the Ageing in Place Village, as required.
<b>Delegates</b>	CEO
<b>Conditions</b>	Subject to the express provisions contained in the <i>Local Government Act 1995</i> , and other applicable legislation.
<b>Statutory framework</b>	<i>Local Government Act, 1995</i>
<b>Policy</b>	C.4.2 Ageing in Place Village
<b>Record keeping</b>	Retention of file copy of relevant correspondence. Records to be kept under the provision of General Disposal Authority for Local Government Records Legislation.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
12 Dec 2025	Amended delegation	Reviewed and numbering amended	---

Shire of Leonora

<b>Delegation</b>	A08 Powers of Entry [DRAFT]
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers of entry to enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Authority to give notice of entry [s.3.32].</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Authority to give notice and effect of entry by opening a fence</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>Where resistance is encountered, entry shall not proceed without a warrant obtained from a magistrate or JP (per s. 3.33).</p> <p>This delegation does not authorise entry to dwellings without consent or warrant, except in genuine emergencies threatening public safety or health.</p> <p>No delegation limits the Council's ability to exercise the power directly.</p>
<b>Express power to subdelegate</b>	<p>Local Government Act 1995</p> <p>s.5.44 CEO may delegate powers and duties to other employees</p>
<b>Subdelegates</b>	<p>Authorised Officer EHO/Building Surveyor Manager Business Services Manager Community Services Manager Works and Services Ranger</p>
<b>Subdelegate conditions</b>	NIL
<b>Statutory framework</b>	<p>Local Government Act 1995</p> <p>s.5.42 Delegation of some powers or duties to the CEO</p> <p>s.5.43 Limitations on delegations to the CEO</p>
<b>Record keeping</b>	Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

Amendments			
Date	Type	Amendment	References
12 Dec 2025	New delegation	New	---

Shire of Leonora

<b>Delegation</b>	<b>A09 Declaring a Vehicle to be an Abandoned Vehicle Wreck [DRAFT]</b>
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	<p>To declare that a vehicle (including a trailer, caravan, boat trailer, or part thereof) located on a road, public place, Shire-managed land, or private land (with owner consent) is an abandoned vehicle wreck and to exercise all associated powers, including:</p> <p>Issuing a notice under s. 3.40 requiring removal within the prescribed period Removing, impounding, storing, and disposing of the vehicle (including by sale, destruction, or retention) if the notice is not complied with Recovering costs of removal, storage, and disposal Determining that a vehicle is of negligible value and disposing of it without prior notice (where permitted under s. 3.40A)</p>
<b>Delegates</b>	CEO
<b>Express power to subdelegate</b>	<p>Local Government Act 1995</p> <p>s.5.44 CEO may delegate powers and duties to other employees</p>
<b>Subdelegates</b>	<p>Manager Business Services</p> <p>Manager Works and Services</p>
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>▪ A vehicle may only be declared an "abandoned vehicle wreck" if it meets the criteria in s. 3.39(3) of the Local Government Act 1995 (e.g., apparently deserted, in a severely damaged or dismantled condition, and not validly registered or licensed).</li> <li>▪ Photographic evidence and a written inspection report must be completed and retained on file before any declaration is made.</li> <li>▪ All notices must be in the approved form and served in accordance with the Act.</li> <li>▪ Where ownership is known, reasonable attempts must be made to contact the last registered owner before disposal.</li> <li>▪ Disposal by destruction must only occur when the vehicle has no marketable value or is unsafe to sell.</li> <li>▪ All actions must be recorded in the Shire's Abandoned Vehicle Register and reported quarterly to the CEO.</li> <li>▪ Delegates must be appointed in writing as "authorised persons" under s. 3.39 and s. 9.10 of the Local Government Act 1995.</li> </ul>
<b>Statutory framework</b>	Local Government Act 1995 (WA) – Section 3.39, 3.40, 3.40A, 3.42, and Schedule 3.2
<b>Record keeping</b>	The declaration is to be recorded in the appropriate record to meet legislative requirements.

Shire of Leonora

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
12 Dec 2025	New delegation	New	---

# DRAFT

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Shire of Leonora

<b>Delegation</b>	<b>A10 Confiscated or uncollected goods [DRAFT]</b>
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	<p>To exercise all powers relating to the disposal of confiscated, seized, impounded, surrendered, or uncollected goods (including vehicles, trailers, bicycles, animals, shopping trolleys, and any other property) that have not been collected within the statutory periods, including:</p> <ul style="list-style-type: none"> <li>▪ Determining that goods are uncollected or abandoned</li> <li>▪ Selling, destroying, donating, or otherwise disposing of the goods</li> <li>▪ Recovering costs of impounding, storage, care, transport, and disposal</li> </ul>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>1. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with the Local Government (Functions and General) Regulations 1996 (Reg. 30), be disposed of by any means considered to provide best value, provided the process is transparent and accountable.</p> <p>NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.1.35 Authorised persons to perform specified functions under the Local Government Act 1995.</p>
<b>Subdelegates</b>	Manager Business Services Manager Community Services Manager Works and Services
<b>Subdelegate conditions</b>	Conditions Applying to All Delegates
<b>Statutory framework</b>	Local Government (Functions and General) Regulations 1996 r.30 Dispositions of property excluded from s.3.58 of the Local Government Act 1995 s3.58
<b>Record keeping</b>	The sale or disposal of goods or vehicles is to be recorded in the appropriate record.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
12 Dec 2025	New delegation	New	---

Shire of Leonora

<b>Delegation</b>	<b>A11 Disposal of sick or injured impounded animals [DRAFT]</b>
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	<p>To decide, without delay, that a sick, injured, or suffering impounded animal (dog, cat, livestock, or any other animal) is to be:</p> <ul style="list-style-type: none"> <li>▪ Humanely destroyed (euthanased) immediately, or</li> <li>▪ Provided with urgent veterinary treatment at Shire expense where there is a reasonable prospect of recovery and subsequent rehoming/adoption, or</li> <li>▪ Transferred to a veterinary clinic, RSPCA, or registered welfare organisation for treatment or euthanasia.</li> </ul>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. The primary consideration is the immediate welfare of the animal and the prevention of unnecessary suffering (Animal Welfare Act 2002).</li> <li>2. Wherever possible, a registered veterinarian must assess the animal before euthanasia.</li> <li>3. If the animal is microchipped and the owner is contactable, reasonable attempts (minimum one phone call + SMS) must be made to contact the owner before euthanasia unless the animal is suffering severely.</li> <li>4. Euthanasia must be performed humanely using methods approved under the Animal Welfare Act (generally intravenous barbiturate by veterinarian or .22 firearm by trained officer for large livestock in remote situations).</li> <li>5. Full records (photographs, veterinary report or delegate's written justification, microchip scan results, carcass disposal method) must be retained.</li> </ol>
<b>Express power to subdelegate</b>	<p>Local Government Act 1995</p> <p>s.5.44 CEO may delegate powers and duties to other employees</p>
<b>Subdelegates</b>	<p>Manager Business Services</p> <p>Manager Community Services</p> <p>Manager Works and Services</p>
<b>Subdelegate conditions</b>	Subject to the conditions on delegation to the CEO
<b>Statutory framework</b>	<p>Local Government Act 1995 (WA) – s. 3.47(2a), (2b), (4)</p> <p>Cat Act 2011 (WA) – s. 67, 68</p> <p>Dog Act 1976 (WA) – s. 29(11), 33E</p> <p>Animal Welfare Act 2002 (WA) – s. 19, 30</p>
<b>Record keeping</b>	The details of sick or injured animals disposed of are to be recorded in the appropriate record.

Shire of Leonora

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
12 Dec 2025	New delegation	New	---

# DRAFT

Shire of Leonora

<b>Delegation</b>	<b>A12 Authorised persons to perform specified functions under the local Government Act 1995 [DRAFT]</b>
<b>Head of power</b>	2. Administration
<b>Delegator</b>	Local Government
<b>Function</b>	<p>To appoint (and revoke) employees or other suitably qualified persons as Authorised Persons for the purposes of performing any or all of the statutory functions listed in s. 9.10(2) and (8) of the Local Government Act 1995 and any additional functions under the Acts and local laws administered by the Shire, any of the following;</p> <ul style="list-style-type: none"> <li>(a) this Act;</li> <li>(b) the Caravan Parks and Camping Grounds Act 1995 ;</li> <li>(c) the Cat Act 2011 ;</li> <li>(d) the Cemeteries Act 1986 ;</li> <li>(e) the Control of Vehicles (Off-road Areas) Act 1978 ;</li> <li>(f) the Dog Act 1976 ;</li> <li>(g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);</li> <li>(h) a written law prescribed for the purposes of this section;</li> </ul> <p>The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>All appointments must be made by written instrument (signed by the CEO or delegate) clearly stating:</p> <p>Full name and position of the appointee Specific Acts, regulations, and local laws under which the person is authorised Specific sections/powers conferred Any limitations or conditions Duration of appointment (if not ongoing)</p> <p>Identity card number issued Every authorised person must be issued with an official identity card containing photograph, signature, and the powers conferred (s. 9.11).</p> <p>A central Authorised Persons Register must be maintained by the Governance Officer and updated within 7 days of any appointment, variation, or revocation.</p> <p>Appointments automatically cease upon the person leaving employment or contract with the Shire unless otherwise specified.</p> <p>All authorised persons must complete mandatory training relevant to their powers (minimum every 3 years).</p> <p>The CEO must report all new appointments and revocations to Council annually (or sooner if significant changes occur).</p>

Shire of Leonora

<b>Express power to subdelegate</b>	Local Government Act 1995 s.5.44 CEO may delegate powers or duties to other employees
<b>Subdelegate conditions</b>	Subject to the conditions on delegation to the CEO
<b>Statutory framework</b>	Local Government Act 1995 (WA) – s. 3.24, 3.28, 3.31, 3.32, 3.34, 3.39, 9.10, 9.11 Local Government Act Regulations All Shire of Leonora local laws Other Acts administered by the Shire (e.g., Dog Act 1976, Cat Act 2011, Bush Fires Act 1954, Litter Act 1979, Caravan Parks and Camping Grounds Act 1995, etc.)
<b>Record keeping</b>	Records of appointment of persons authorised under this delegation are to be retained on the appropriate file or record.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
12 Dec 2025	New delegation	New	---

Shire of Leonora

<b>Delegation</b>	<b>B01 Dwellings Unfit for Habitation [DRAFT]</b>
<b>Head of power</b>	5. Building
<b>Delegator</b>	Local Government
<b>Function</b>	To declare that a house, or any part thereof is unfit for human habitation in accordance with the provisions of Section 135 of the <i>Health (Miscellaneous Provisions) Act 1911</i>
<b>Delegates</b>	CEO
<b>Conditions</b>	Subject to the provisions of Section 135 of the <i>Health (Miscellaneous Provisions) Act 1911</i>
<b>Subdelegates</b>	EHO/Building Surveyor
<b>Statutory framework</b>	Section 135 of the <i>Health (Miscellaneous Provisions) Act 1911</i> (as amended).
<b>Policy</b>	N/A
<b>Record keeping</b>	Certificates issued and correspondence issued. Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records</b> Legislation.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed & Amended	---
18 Feb 2014	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

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<b>Delegation</b>	<b>B02 Dwellings to be Repaired [DRAFT]</b>
<b>Head of power</b>	5. Building
<b>Delegator</b>	Local Government
<b>Function</b>	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.
<b>Delegates</b>	CEO
<b>Conditions</b>	The order is in accordance with the provisions of Section 139 of the <i>Health (Miscellaneous Provisions) Act 1911</i>
<b>Subdelegates</b>	EHO/Building Surveyor
<b>Statutory framework</b>	Section 139 of the <i>Health (Miscellaneous Provisions) Act 1911</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	Notices and correspondence issued. Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records</b> Legislation.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed & Amended	---
18 Feb 2014	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>B03 Park Homes [DRAFT]</b>
<b>Head of power</b>	5. Building
<b>Delegator</b>	Local Government
<b>Function</b>	To grant approval to any person wishing to bring a Park Home on to a Caravan Park.
<b>Delegates</b>	CEO
<b>Conditions</b>	N/A
<b>Subdelegates</b>	EHO/Building Surveyor
<b>Statutory framework</b>	<i>Caravan Parks and Camping Grounds Regulations 1997 (11(2)(a))</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	Building licenses issued and correspondence issued. Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records</b> Legislation.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>B04 Building / Demolition Permits [DRAFT]</b>
<b>Head of power</b>	5. Building
<b>Delegator</b>	Local Government
<b>Function</b>	To approve/refuse applications submitted under section 20 and 21 of the <i>Building Act 2011</i> .
<b>Delegates</b>	<b>Manager Business Services</b> CEO
<b>Conditions</b>	Subject to provisions of section 20 and 21 of the <i>Building Act 2011</i> .
<b>Subdelegates</b>	<b>Manager Business Services</b>
<b>Statutory framework</b>	<i>Building Act 2011</i> .
<b>Policy</b>	T.6.10. Building Licences
<b>Record keeping</b>	Records to be kept under the provisions of <i>General Disposal Authority for Local Government Records Legislation</i> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Shire of Leonora

<b>Delegation</b>	<b>B05 Building / Demolition, Extension of Time to Complete [DRAFT]</b>
<b>Head of power</b>	5. Building
<b>Delegator</b>	Local Government
<b>Function</b>	To approve/refuse applications submitted under section 32 of the <i>Building Act 2011</i> .
<b>Delegates</b>	<b>Manager Business Services</b> CEO
<b>Conditions</b>	Subject to provisions of section 32 of the <i>Building Act 2011</i> .
<b>Subdelegates</b>	<b>Manager Business Services</b>
<b>Statutory framework</b>	<i>Building Act 2011</i> .
<b>Policy</b>	N/A
<b>Record keeping</b>	Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records</b> Legislation.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Shire of Leonora

<b>Delegation</b>	<b>B06 Building Orders [DRAFT]</b>
<b>Head of power</b>	5. Building
<b>Delegator</b>	Local Government
<b>Function</b>	<ol style="list-style-type: none"> <li>1. To make building orders pursuant to Division 5, Section 110 and 117 of the <i>Building Act 2011</i> in relation to:           <ol style="list-style-type: none"> <li>a. Building Work</li> <li>b. Demolition Work</li> <li>c. An existing building or incidental structure</li> </ol> </li> <li>2. To revoke building orders pursuant to Section 17 of the <i>Building Act 2011</i></li> </ol>
<b>Delegates</b>	<b>Manager Business Services</b> CEO
<b>Conditions</b>	Subject to provisions of Division 5, Section 110 and 117 of the <i>Building Act 2011</i> .
<b>Subdelegates</b>	<a href="#">Manager Business Services</a>
<b>Statutory framework</b>	<i>Building Act 2011</i> .
<b>Policy</b>	N/A
<b>Record keeping</b>	Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records</b> Legislation.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Shire of Leonora

<b>Delegation</b>	<b>B07 Grant of Occupancy Permit, Building Approval Certificate [DRAFT]</b>
<b>Head of power</b>	5. Building
<b>Delegator</b>	Local Government
<b>Function</b>	To approve, modify or refuse to approve applications submitted under Section 58 of the <i>Building Act 2011</i> .
<b>Delegates</b>	<b>Manager Business Services</b> CEO
<b>Conditions</b>	Subject to provisions of Section 58 of the <i>Building Act 2011</i>
<b>Subdelegates</b>	<a href="#">Manager Business Services</a>
<b>Statutory framework</b>	<i>Building Act 2011</i> .
<b>Policy</b>	N/A
<b>Record keeping</b>	Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records</b> Legislation.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Shire of Leonora

<b>Delegation</b>	<b>B08 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate</b> <b>[DRAFT]</b>
<b>Head of power</b>	5. Building
<b>Delegator</b>	Local Government
<b>Function</b>	To approve or refuse applications submitted under Section 65 of the <i>Building Act 2011</i> .
<b>Delegates</b>	<a href="#">Manager Business Services</a> CEO
<b>Conditions</b>	Subject to provisions of Section 65 of the <i>Building Act 2011</i> .
<b>Subdelegates</b>	<a href="#">Manager Business Services</a>
<b>Statutory framework</b>	<i>Building Act 2011</i> .
<b>Policy</b>	N/A
<b>Record keeping</b>	Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records Legislation</u></b> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Shire of Leonora

<b>Delegation</b>	<b>B09 Authorised Persons – Building Act 2011 [DRAFT]</b>
<b>Head of power</b>	5. Building
<b>Delegator</b>	Local Government
<b>Function</b>	The CEO is Delegated Authority as "Authorised Persons" under the provisions of Sections 96, 100, 102, 103, 106 and 109 of the <i>Building Act 2011</i> .
<b>Delegates</b>	CEO
<b>Conditions</b>	Subject to provisions of Sections 96, 100, 102, 103, 106 and 109 of the <i>Building Act 2011</i> .
<b>Subdelegates</b>	<a href="#">Manager Business Services</a>
<b>Statutory framework</b>	<i>Building Act 2011</i> .
<b>Policy</b>	N/A
<b>Record keeping</b>	Records to be kept under the provisions of <a href="#"><b>General Disposal Authority for Local Government Records Legislation</b></a> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

Shire of Leonora

<b>Delegation</b>	<b>B10 Certificate of Design Compliance [DRAFT]</b>
<b>Head of power</b>	5. Building
<b>Delegator</b>	Local Government
<b>Express power or duty delegated</b>	To issue Certificates of Design Compliance pursuant to Section 127 of the <i>Building Act 2011</i> .
<b>Delegates</b>	<b>Manager Business Services</b> CEO
<b>Conditions</b>	Subject to provisions of Section 127 of the <i>Building Act 2011</i> .
<b>Subdelegates</b>	<a href="#">Manager Business Services</a>
<b>Statutory framework</b>	<i>Building Act 2011</i> .
<b>Policy</b>	N/A
<b>Record keeping</b>	Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records Legislation</u></b> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
18 Feb 2020	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	---

<b>Delegation</b>	<b>B11 Disposing of property (Land) by lease or licence [DRAFT]</b>
<b>Head of power</b>	5. Building
<b>Delegator</b>	Local Government
<b>Function</b>	<p>To dispose of property (land and/or buildings) by entering into leases, licences, tenancy agreements, or other occupancy arrangements (other than by sale or freehold transfer) where the term (including any options to renew) does not exceed 20 years and the transaction complies with s. 3.58 and reg. 30, including:</p> <ul style="list-style-type: none"> <li>▪ Determining that the disposal is in the best interests of the Shire</li> <li>▪ Approving the terms and conditions of the lease/licence</li> <li>▪ Executing lease/licence documents under common seal or otherwise</li> <li>▪ Varying or renewing existing leases/licences</li> <li>▪ Terminating leases/licences for breach or mutual agreement</li> </ul>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. All disposals must be at not less than market rent/value unless Council has approved a concession for community, sporting, charitable, or economic development purposes (with reasons recorded).</li> <li>2. Independent market valuation (registered valuer) required for: any lease/licence &gt; 5 years, or annual rent &gt; \$25,000, or where rent is less than 80% of market value.</li> <li>3. Tender or expression of interest process required unless an exemption under reg. 30(3) applies (e.g., renewal to existing tenant, specialised use, etc.) and is documented.</li> <li>4. Public notice under s. 3.58(3) must be given unless exempt.</li> <li>5. All leases &gt; 5 years (including options) must be approved by Council resolution if they do not strictly comply with the Shire's Property Management Policy.</li> <li>6. Leases affecting Crown land or reserves require Minister for Lands consent (via Department of Planning, Lands and Heritage) before execution.</li> <li>7. All agreements must be executed in accordance with s. 9.49 (common seal) or s. 9.49A (CEO signature) of the Local Government Act 1995.</li> <li>8. A register of all leases and licences must be maintained and reported annually to Council.</li> </ol>
<b>Express power to subdelegate</b>	<p>Local Government Act 1995</p> <p>s.5.44 CEO may delegate powers and duties to other employees</p>
<b>Subdelegates</b>	<p>Manager Business Services</p> <p>Manager Community Services</p>
<b>Subdelegate conditions</b>	Subject to the conditions on delegation to the CEO
<b>Statutory framework</b>	<p>Local Government Act 1995 (WA) – s. 3.58(2), (3), (4) and s. 3.59</p> <p>Local Government (Functions and General) Regulations 1996 – reg. 30</p> <p>Land Administration Act 1997 (WA) – s. 18 (where applicable)</p> <p>Commercial Tenancy (Retail Shops) Agreements Act 1985 (if applicable)</p>
<b>Record keeping</b>	The full details of the transaction including copies of the advertisements to be recorded on the appropriate record and or register.

Shire of Leonora

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
12 Dec 2025	New delegation	New	---

# DRAFT

Shire of Leonora

<b>Delegation</b>	<b>E01 Temporary <del>Rural</del> Road Closures [DRAFT]</b>
<b>Head of power</b>	3. Engineering
<b>Delegator</b>	Local Government
<b>Function</b>	To temporarily close a street or a portion of a street for a period not exceeding 30 days to vehicles in cases of emergency, in connection with <u>community events</u> . Council works, by reason of heavy rain, a street likely to be damaged by the passage of traffic of any particular class.
<b>Delegates</b>	CEO
<b>Conditions</b>	Compliance with the <i>Local Government Act 1995</i> , <i>Local Government (Functions and General) Regulations 1996</i> , and other applicable legislation.
<b>Subdelegates</b>	Manager Works and Services
<b>Statutory framework</b>	<i>Local Government Act 1995</i> – S3.50, S3.50A, S3.51, S3.52, S5.42, S3.50, S3.51, Executive Function S3.18. <i>Local Government (Functions and General) Regulations 1996</i> .
<b>Policy</b>	N/A
<b>Record keeping</b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed and Amended	---
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed and Amended	---
12 Dec 2025	Amended delegation	Reviewed - changes to title and addition to Function - community events to be included	---

Shire of Leonora

<b>Delegation</b>	<b>E02 Road Trains and Extra Mass Permits [DRAFT]</b>
<b>Head of power</b>	3. Engineering
<b>Delegator</b>	Local Government
<b>Function</b>	To determine any application for the use of such roads granting approval with or without conditions and, subject to assessment and approval of the use of the road/s by Main Roads WA.
<b>Delegates</b>	CEO
<b>Conditions</b>	Have regard for any policy of the Council in relation to the use of local roads by restricted access vehicles
<b>Subdelegates</b>	Manager Works and Services
<b>Statutory framework</b>	Road Traffic Vehicle Standard Regulations
<b>Policy</b>	N/A
<b>Record keeping</b>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records Legislation</u>

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed and Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Works and Services.	
15 Oct 2024	Amended delegation	Amend N/A to Manager of Works and Services	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>E03 Traffic Control Signals and Road Regulatory Devices [DRAFT]</b>
<b>Head of power</b>	3. Engineering
<b>Delegator</b>	Local Government
<b>Function</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Proceed with the provision and erection of new street name plates and the replacement of damaged name plates.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Due regard to limit of funds within budget
<b>Subdelegates</b>	Manager Works and Services
<b>Statutory framework</b>	<i>Road Traffic Code 2000</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	Correspondence on File. Records to be kept under the provisions of <u><a href="#">General Disposal Authority for Local Government Records Legislation</a></u> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed and Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Works and Services.	
15 Oct 2024	Amended delegation	Amend N/A to Manager of Works and Services	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>F01 Payment of Accounts [DRAFT]</b>
<b>Head of power</b>	1. Finance
<b>Delegator</b>	Local Government
<b>Function</b>	To make payments from the Municipal Fund Bank Accounts for payment of creditors and payroll.
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>Compliance with Regulations 12, 13 and 13A of the <i>Local Government (Financial Management) Regulations 1996</i>.</p> <p>The authority extends to payments for items previously authorised by the council by inclusion in the budget.</p> <p>The Chief Executive Officer is to ensure the relevant debt was incurred by a person who is properly authorised to do so and that the goods and services to which each account relates were provided in a satisfactory standard as the case requires.</p> <p>Each payment from the Municipal Fund Bank Accounts and is to be noted on a list compiled each month showing:</p> <ol style="list-style-type: none"> <li>1. The payee's name; and</li> <li>2. The amount of the payment; and</li> <li>3. The date of the payment; and</li> <li>4. Sufficient information to identify the transaction.</li> </ol> <p>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.</p> <p>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.</p>
<b>Subdelegates</b>	Manager Business Services Manager Community Services Manager Works and Services
<b>Statutory framework</b>	S5.42/5.44, S6.10 – <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
<b>Policy</b>	Not Applicable
<b>Record keeping</b>	Records to be kept under the provision of <b>General Disposal Authority for Local Government Records</b> Legislation.

Shire of Leonora

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed and Amended	---
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed and Amended	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services and Manager Works and Services.	
15 Oct 2024	Amended delegation	Amend Deputy Chief Executive Officer to Manager of Business Services	---
12 Dec 2025	Amended delegation	Reviewed	---

DRAFT

Shire of Leonora

<b>Delegation</b>	<b>F02 Investments [DRAFT]</b>
<b>Head of power</b>	1. Finance
<b>Delegator</b>	Local Government
<b>Function</b>	<ol style="list-style-type: none"> <li>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 <i>Trustees Act 1962</i> or in an investment approved by the Minister.</li> <li>2. To establish and document internal control procedures to be followed to ensure control over the investments.</li> </ol>
<b>Delegates</b>	CEO Manager Business Services
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. The establishing of documental internal control procedures to be followed to ensure control over the investments.</li> <li>2. Compliance with Regulation 19(2) <i>Local Government (Financial Management) Regulations 1996</i></li> <li>3. Council Policy (where applicable)</li> <li>4. Investments in Managed Funds require the approval of Council.</li> </ol>
<b>Statutory framework</b>	S5.42/S5.44, S6.14 <i>Local Government Act 1995</i> (As Amended)
<b>Policy</b>	A.2.1 – Investments
<b>Record keeping</b>	Records to be kept under the provisions of <u><a href="#">General Disposal Authority for Local Government Records Legislation</a></u> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed and Amended	---
15 Oct 2024	Amended delegation	Remove reference to Deputy Chief Officer	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	F03 Hire Fees & Charges— <b>Recreation Centre [DRAFT]</b>
<b>Head of power</b>	1. Finance
<b>Delegator</b>	Local Government
<b>Function</b>	To adjust/vary recreation centre, halls, and oval hire fees and charges as determined in the budget.
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>Subject to Regulations 5, 8 and 10 of the <i>Local Government (Financial Management) Regulations 1996</i> and;</p> <ul style="list-style-type: none"> <li>where it is considered that there is the need due to extenuating circumstances, unusual kind of use;</li> <li>the cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s;</li> <li>one-off usage discounts being supported in favour of regular use discounts;</li> <li>the participation of children/juniors in the program;</li> <li>the benefits to the Shire, its staff and the community in general;</li> <li>the costs to the Shire, including any forfeited opportunity costs; and</li> <li>any other circumstances that warrant consideration to a discount or waiving of fees.</li> </ul>
<b>Subdelegates</b>	Manager Community Services
<b>Statutory framework</b>	S5.42, S6.2, S6.10, S6.12 <i>Local Government Act 1995</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records Legislation.</u></b>

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed & Amended	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Community Services.	
12 Dec 2025	Amended delegation	Reviewed - changes to title	---

Shire of Leonora

<b>Delegation</b>	F04 Rate Records and Recovery of Rates and Service Charges [DRAFT]
<b>Head of power</b>	1. Finance
<b>Delegator</b>	Local Government
<b>Function</b>	<ol style="list-style-type: none"> <li>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).</li> <li>2. To enter into agreements in accordance with Section 6.49 of the <i>Local Government Act 1995</i> for the payment of rates and service charges.</li> <li>3. To determine the dates that a rate or service charge becomes due and payable in accordance with Section 6.50 of the <i>Local Government Act 1995</i>, such that the due payment of a rate or service charge, or the first instalment 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;</li> <li>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; 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.</li> <li>5. 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 <i>Local Government Act 1995</i>;</li> <li>6. 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 on accordance with Section 6.76(6)</li> <li>7. To discharge the obligations specified in section 6.39(1) of the <i>Local Government Act 1995</i> (as amended).</li> <li>8. The service of notices of valuation and rates referred to in section 6.41(1) of the <i>Local Government Act 1995</i>.</li> <li>9. The powers conferred on Section 6.40 of the Local Government Act 1995.</li> <li>10. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the <i>Local Government Act 1995</i>.</li> <li>11. 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 <i>Local Government Act 1995</i>.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Statutory framework</b>	<i>Local Government Act 1995</i>
<b>Policy</b>	A.2.4. Rates Recovery
<b>Record keeping</b>	List of rate arrears submitted to Council when requested.

Shire of Leonora

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed and Amended	---
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed and Amended	---
15 Oct 2024	Amended delegation	Change to numbering - 5)	---
12 Dec 2025	Amended delegation	Reviewed	---

# DRAFT

Shire of Leonora

<b>Delegation</b>	F05 Rating Exemptions [DRAFT]
<b>Head of power</b>	1. Finance
<b>Delegator</b>	Local Government
<b>Function</b>	To consider and determine applications for rates exemption in accordance with Section 6.26 of the <i>Local Government Act 1995</i> .
<b>Delegates</b>	CEO
<b>Conditions</b>	To consider and determine applications for rating exemption status for a property. Written evidence and documentation to be provided by the applicant for proof of eligibility for exemption in accordance with legislation and policy.
<b>Statutory framework</b>	<i>Local Government Act 1995</i> Section 6.26
<b>Policy</b>	A.2.4
<b>Record keeping</b>	Information on File and advice provided to Council. Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records Legislation</b> .

Amendments			
Date	Type	Amendment	References
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>F06 Surplus Equipment, Materials and Tools [DRAFT]</b>
<b>Head of power</b>	1. Finance
<b>Delegator</b>	Local Government
<b>Function</b>	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.
<b>Delegates</b>	CEO
<b>Conditions</b>	By calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means. Where it has not been possible to dispose of surplus equipment, materials, tools, and such like as outlined above, dispose of such things by other nominated means, including scrapping, after a listing of such items and the proposed disposal method has been provided to Council.
<b>Subdelegates</b>	Manager Business Services Manager Community Services Manager Works and Services
<b>Statutory framework</b>	<i>Local Government Act 1995 Sect 3.58 &amp; 5.42 and Local Government (Financial Management) Regulations 1996 , Regulation 5(2)(a)</i> <i>Local Government (Functions and General) Regulations 1996 -Regulation 30</i>
<b>Policy</b>	Nil
<b>Record keeping</b>	Information on File and advice provided to Council. Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records Legislation</b> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed and Amended	---
16 May 2023	Amended delegation	Reviewed	---
21 Nov 2023	Amended delegation	Reviewed and Amended	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services and Manager Works and Services.	
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>F07 Purchase Order Authorisation [DRAFT]</b>
<b>Head of power</b>	1. Finance
<b>Delegator</b>	Local Government
<b>Function</b>	<p>1. To sign Purchase Orders for items contained within the current budget.</p> <p>2. This delegation includes authorisation to accept a tender for purchase up to an amount of \$250,000 (<i>Local Government Act 1995</i> section 5.43 (b)).</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>Officers must adhere to requirements of purchasing policy</p> <p>Purchases up to:</p> <ul style="list-style-type: none"> <li>• \$4,999 can be arranged by delegated officers;</li> <li>• \$5,000-\$49,999 must receive two written quotes. Delegated officers to approve;</li> <li>• \$50,000-\$249,999 must receive three written quotes with CEO delegated to approve; and</li> <li>• \$250,000 and above tenders are to be called in line with tender regulations with full Council to approve.</li> </ul> <p>Any delegated officer can sign purchase orders once approved by Council.</p>
<b>Subdelegates</b>	Manager Business Services Manager Community Services Manager Works and Services
<b>Statutory framework</b>	S5.42 & 3.57 <i>Local Government Act 1995</i>
<b>Policy</b>	A.2.7. Purchasing Policy
<b>Record keeping</b>	Register to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records Legislation.</u></b>

Shire of Leonora

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed and Amended: 15th February 2011, 17th February 2015, 16th February 2016, 21st February 2017, 18th February, 2020 & 21st December, 2021, 21 November 2023	---
16 May 2023	Amended delegation	Reviewed	---
28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services. Removal of DCEO (position no longer).	
15 Oct 2024	Amended delegation	Amend Deputy Chief Officer to Manager Business Services and Manager Community Services. Amend/remove text; "Where a regulatory tender exemption is utilised by the Shire for purchases above \$250,000, full Council to approve" "Duplicate of purchase order to be handed to Accounts Officer" "Triplicate stored in original purchase order book" "Complete order books to be returned to Administration Officer for archiving"	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>H01 Environmental Health [DRAFT]</b>
<b>Head of power</b>	4. Health
<b>Delegator</b>	Local Government
<b>Function</b>	In accordance with the provisions of Section 26 of the <i>Health Services Act 2016</i> the Chief Executive Officer is appointed and authorised to exercise and discharge the following powers and functions: 1) Issue such Health Services Act notices and orders as appropriate; 2) Determine applications for license under the Health Services Act.
<b>Delegates</b>	CEO
<b>Conditions</b>	<p><b>On delegated to:</b> To any person appointed by the local authority to the position of Authorised Officer.</p> <p>Subject to the provisions of the Health Services Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights. A detailed report to the monthly Council meeting</p>
<b>Subdelegates</b>	Authorised Officer
<b>Statutory framework</b>	<i>Health Services Act 2016</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records Legislation</b> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Feb 2017	Amended delegation	Reviewed and Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>H02 Local Government Septic Tank Approvals [DRAFT]</b>
<b>Head of power</b>	4. Health
<b>Delegator</b>	Local Government
<b>Function</b>	<p>Pursuant to the provisions of Section 26 of the <i>Health Services Act 2016</i>, the Authorised 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 <i>Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974</i>:</p> <ol style="list-style-type: none"> <li>1. For the purpose of section 107(2)(a) of the Act, an apparatus is to be approved a local government if it is intended to serve:             <ol style="list-style-type: none"> <li>a. A single dwelling</li> <li>b. Any other building that produces not more than 540 litres of sewerage per day;</li> </ol> </li> <li>2. A person may apply for approval by:             <ol style="list-style-type: none"> <li>a. Completing an application in a form approved by the Executive Director, Public Health</li> <li>b. Forwarding application to the Shire of Leonora together with any documents required under Regulation 5 and the fee specified in Item 1, of Schedule 1;</li> </ol> </li> <li>3. The Shire of Leonora upon application will as soon as practicable after receiving the application:             <ol style="list-style-type: none"> <li>a. Grant approval, or</li> <li>b. Refuse to grant approval;</li> </ol> </li> <li>4. Where the Shire refuses to grant approval it shall provide to the applicant written notice:             <ol style="list-style-type: none"> <li>a. Advising the person of the refusal; and</li> <li>b. Setting out the reasons for the refusal</li> </ol> </li> </ol>
<b>Delegates</b>	Authorised Officer CEO
<b>Conditions</b>	Subject to the provisions of the Health Services Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
<b>Statutory framework</b>	<i>Health Services Act 2016, Health (Treatment of Sewage and Disposal Effluent and Liquid Waste) Regulations 1974</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records Legislation</u></b> .

Shire of Leonora

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Feb 2017	Amended delegation	Reviewed and Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Apr 2024	Amended delegation	Delegation missed - needed to be assign to CEO as of 01/07/2023.	
12 Dec 2025	Amended delegation	Reviewed	---

# DRAFT

Shire of Leonora

<b>Delegation</b>	<b>H03 Dealing with Nuisances [DRAFT]</b>
<b>Head of power</b>	4. Health
<b>Delegator</b>	Local Government
<b>Function</b>	In accordance with the provisions of Section 184 of the <i>Health (Miscellaneous Provisions) Act 1911</i> the Chief Executive Officer is authorised to deal with nuisances.
<b>Delegates</b>	CEO
<b>Conditions</b>	Subject to the provisions of the <i>Health (Miscellaneous Provisions) Act</i> , Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
<b>Subdelegates</b>	Authorised Officer
<b>Statutory framework</b>	<i>Health (Miscellaneous Provisions) Act 1911</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records Legislation</u></b> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed & Amended	---
21 Feb 2017	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>H04 Camping other than at a Park or a Camping Ground [DRAFT]</b>
<b>Head of power</b>	4. Health
<b>Delegator</b>	Local Government
<b>Function</b>	To grant approval to an applicant wishing to camp on land or a period of up to three (3) months in any twelve month period.
<b>Delegates</b>	CEO Manager Business Services
<b>Conditions</b>	Subject to the approval being in accordance with the provisions of Regulation 11(2)(a) of the <i>Caravan Parks and Camping Grounds Regulations 1997</i> .
<b>Statutory framework</b>	<i>Caravan Parks and Camping Grounds Regulations 1997</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records Legislation</b> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
15 Feb 2011	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>H05 Food Act 2008 – Enforcement Action (Section 122) [DRAFT]</b>
<b>Head of power</b>	4. Health
<b>Delegator</b>	Local Government
<b>Function</b>	In accordance with the provisions of Section 122 of the <i>Food Act 2008</i> , the Chief Executive Officer is appointed and authorized to exercise and carry out enforcement action for the purposes of this act.
<b>Delegates</b>	CEO
<b>Conditions</b>	Subject to the provisions of the <i>Food Act 2008</i> and Council Policies, the businesses being advised of appeal rights and a detailed report to the monthly Council Meeting.
<b>Subdelegates</b>	Authorised Officer
<b>Statutory framework</b>	<i>Food Act 2008</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records Legislation</u></b> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Feb 2017	Amended delegation	Reviewed & Amended	---
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>H06 Appointment of Authorised Officers – Public Health Act 2016 [DRAFT]</b>
<b>Head of power</b>	4. Health
<b>Delegator</b>	Local Government
<b>Function</b>	In accordance with section 17 of the <i>Public Health Act 2016</i> , the Chief Executive Officer is authorised to appoint Authorised Officers to carry out functions under the <i>Public Health Act 2016</i> .
<b>Delegates</b>	CEO
<b>Conditions</b>	Subject to Section 18 of the <i>Public Health Act 2016</i> .
<b>Statutory framework</b>	<i>Public Health Act 2016</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records Legislation</b> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>H07 Authorised Officers for Certificates of Authority [DRAFT]</b>
<b>Head of power</b>	4. Health
<b>Delegator</b>	Local Government
<b>Function</b>	In accordance with the provisions of Section 24 and Section 30 of the <i>Public Health Act 2016</i> , the Chief Executive Officer is authorised to designate a person or class of persons as an Authorised Officer and issue Certificates of Authority.
<b>Delegates</b>	CEO
<b>Conditions</b>	Subject to provisions of Section 24, 30 and 312 of the <i>Public Health Act 2016</i> .
<b>Statutory framework</b>	<i>Public Health Act 2016</i>
<b>Policy</b>	N/A
<b>Record keeping</b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b>General Disposal Authority for Local Government Records Legislation</b> .

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>P01 Development Applications [DRAFT]</b>
<b>Head of power</b>	6. Planning
<b>Delegator</b>	Local Government
<b>Function</b>	Pursuant to Section 5.42 of the <i>Local Government Act 1995</i> (as amended), delegation of authority to approve or refuse applications for planning consent, with or without conditions, is extended to the Chief Executive Officer, subject to compliance with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, Local Planning Policies and the additional conditions set out below.
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Applications for types of land use or development as defined by the following symbols A and X against relevant zones in Table 3-Zoning Table cannot be determined under delegated authority and all such applications shall be referred to Council for consideration.</li> <li>2. Applications for planning approval that must be assessed under the provisions of Clause 18.4.a.bc of the Scheme shall be referred to Council for consideration.</li> <li>3. The provisions of 1, and 2 above shall not apply to renewals of planning approval, minor works, extensions and/or expansions associated with existing lawful land-uses, wherein the application may be approved, with or without conditions under delegated authority.</li> <li>4. All uses listed as 'P', 'I', &amp; 'D' in the Zoning Table may be approved under delegated authority, with or without conditions, unless, in the opinion of the delegated officer, approval of the application would detrimentally impact upon the amenity and proper planning of the locality, wherein the application shall be referred to Council for consideration.</li> <li>5. Where an application has been advertised pursuant to Clause 64 of the Scheme and: <ul style="list-style-type: none"> <li>a. No written, author-identified submissions were received, then the delegated officer may assess the application on its merits and approve the application with or without conditions, under delegated authority.</li> <li>b. Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, but, in the opinion of the delegated officer, the points raised in the submission are of a non-substantive nature and/or can be satisfactorily addressed via condition/s, then the delegated officer shall liaise with the applicant and the person/s who lodged the submission prior to determining the application. If either party requires, the application shall be referred to Council for consideration.</li> <li>c. Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, and, in the opinion of the delegated officer, the points raised in the submission are of a substantive nature and/or cannot be satisfactorily addressed via condition/s, then the application shall be referred to Council for consideration.</li> </ul> </li> <li>6. Where an application has been refused or a conditional approval issued under delegated authority, and the applicant feels aggrieved by the decision, the applicant may require that the application be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for consideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the application to be reconsidered.</li> <li>7. Notwithstanding the above, any application may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.</li> </ol>
<b>Statutory framework</b>	<i>Local Government Act 1995</i> (Section 5.42) & <i>Planning and Development Act 2005</i>

Shire of Leonora

<b>Policy</b>	Nil
<b>Record keeping</b>	<p>A summary of planning approvals for the preceding calendar month shall be provided in the Information Bulletin presented to Council each month. For each application determined during the preceding calendar month/s, the summary shall identify;</p> <ul style="list-style-type: none"><li>• The application number;</li><li>• The name/s of the applicant/s and owners;</li><li>• The particulars of the affected property;</li><li>• The dates of application and determination;</li><li>• Whether the application was approved or refused; and</li><li>• Whether the decision was made under a sub delegation.</li></ul>

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

<b>Delegation</b>	<b>P02 Subdivision Applications [DRAFT]</b>
<b>Head of power</b>	6. Planning
<b>Delegator</b>	Local Government
<b>Function</b>	<p>1. Pursuant to Section 5.42 of the <i>Local Government Act 1995</i> (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to applications referred to the Shire, is extended to the Chief Executive Officer subject to consistency with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below. All other applications referred by the Western Australian Planning Commission shall be referred to Council for consideration</p> <p>2. Pursuant to Section 5.42 of the <i>Local Government Act 1995</i> (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to the clearance of conditions determined by the Commission and for which the Local Government is nominated as a clearance agency, is extended to the Chief Executive Officer subject to consistency with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, the Shire of Leonora Local Planning Strategy, and any other strategies or policies adopted by Council in respect of the affected land and the additional conditions set out below.</p> <p>3. Notwithstanding the conditions below, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.</p>
<b>Delegates</b>	CEO

<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. Applications proposing the amalgamation of existing lots without any other changes to the boundaries of any of the lots affected by the application.</li> <li>2. Applications affecting 'Residential' zoned land</li> <li>3. Applications for boundary adjustments other than 'Residential' zoned land where the total number of lots within the area affected by the application will not increase, the size of the smallest lot within the application area will not decrease by greater than 10%, there will be no increase in the number of lots below 100 hectares in size and the proposal represents a rationalisation of boundaries to ensure greater consistency with physical and/or cadastral boundaries.</li> <li>4. Applications consistent with an endorsed Subdivision Guide Plan or Structure Plan.</li> <li>5. Applications involving the creation of lots for the purposes of public or servicing authorities, where the application does not involve the creation of any new roads.</li> <li>6. Amended plans for applications that have been considered by Council within the last two years and the amendments are of a minor nature.</li> <li>7. Applications previously determined by Council where the Western Australian Planning Commission period of approval has expired (or will imminently expire) and a new application has been required to be lodged.</li> <li>8. Where the Australian Planning Commission has not been advised in respect of any particular application pursuant to the delegations outlined in Function 1 above, Council may, when giving consideration to the application identify any of the recommended conditions as being conditions that need to be referred to Council for consideration prior to clearing.</li> <li>9. Where clearance of conditions is to be determined pursuant to this clause and the applicant feels aggrieved by any decision of the delegated officer, the applicant may require that the matter be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for reconsideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the matter to be reconsidered</li> </ol>
<b>Statutory framework</b>	<i>Local Government Act 1995 (Section 5.42) &amp; Planning and Development Act 2005</i>
<b>Policy</b>	Nil
<b>Record keeping</b>	<p>A summary of decisions made pursuant to Functions 1 and 2 shall be provided in the Information Bulletin presented to Council. For each decision made during the preceding calendar month/s, the summary shall identify;</p> <ul style="list-style-type: none"> <li>• The WAPC reference number;</li> <li>• The names of the proponents and owners;</li> <li>• The particulars of the affected property;</li> <li>• A short description of the proposal;</li> <li>• The date of determination;</li> <li>• Whether the decision was made pursuant to Function 1 or 2; and</li> <li>• If the decision was made under a sub-delegation.</li> </ul>

<b>Amendments</b>			
<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
21 Nov 2023	Amended delegation	Reviewed	---
12 Dec 2025	Amended delegation	Reviewed	---

Shire of Leonora

## AMENDMENTS

Delegation	Date	Type	Amendment	References
A01 Contract Variations	16 May 2023	Amended delegation	Reviewed	Nil
A01 Contract Variations	21 Nov 2023	Amended delegation	Reviewed & Amended	Nil
A01 Contract Variations	12 Dec 2025	Amended delegation	Reviewed - numbering amended and update to record keeping	Nil
A02 Legal Advice – Representation	16 May 2023	Amended delegation	Reviewed	Nil
A02 Legal Advice – Representation	21 Nov 2023	Amended delegation	Reviewed & Amended	Nil
A02 Legal Advice – Representation	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A03 Enforcements and Legal Proceedings	21 Nov 2023	Amended delegation	Reviewed	Nil
A03 Enforcements and Legal Proceedings	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services.	
A03 Enforcements and Legal Proceedings	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A04 Tenders	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
A04 Tenders	21 Nov 2023	Amended delegation	Reviewed	Nil
A04 Tenders	15 Oct 2024	Amended delegation	2) Amend amount to \$249,999 from \$30,000	Nil
A04 Tenders	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A05 Trade/Vendor Licences	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
A05 Trade/Vendor Licences	21 Nov 2023	Amended delegation	Reviewed	Nil
A05 Trade/Vendor Licences	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services.	

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<b>Delegation</b>	<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
A05 Trade/Vendor Licences	15 Oct 2024	Amended delegation	Amend 4) "The CEO must consider any nuisance created by the nature of the business".	Nil
A05 Trade/Vendor Licences	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A06 Appointment of Complaints Officer(s)	21 Nov 2023	Amended delegation	Reviewed	Nil
A06 Appointment of Complaints Officer(s)	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A07 Appointment of Caretaker – Ageing in Place Village	12 Dec 2025	Amended delegation	Reviewed and numbering amended	Nil
A08 Powers of Entry	12 Dec 2025	New delegation	New	Nil
A09 Declaring a Vehicle to be an Abandoned Vehicle Wreck	12 Dec 2025	New delegation	New	Nil
A10 Confiscated or uncollected goods	12 Dec 2025	New delegation	New	Nil
A11 Disposal of sick or injured impounded animals	12 Dec 2025	New delegation	New	Nil
A12 Authorised persons to perform specified functions under the local Government Act 1995	12 Dec 2025	New delegation	New	Nil
B01 Dwellings Unfit for Habitation	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
B01 Dwellings Unfit for Habitation	18 Feb 2014	Amended delegation	Reviewed & Amended	Nil
B01 Dwellings Unfit for Habitation	21 Nov 2023	Amended delegation	Reviewed	Nil
B01 Dwellings Unfit for Habitation	12 Dec 2025	Amended delegation	Reviewed	Nil
B02 Dwellings to be Repaired	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil

Shire of Leonora

<b>Delegation</b>	<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
B02 Dwellings to be Repaired	18 Feb 2014	Amended delegation	Reviewed & Amended	Nil
B02 Dwellings to be Repaired	21 Nov 2023	Amended delegation	Reviewed	Nil
B02 Dwellings to be Repaired	12 Dec 2025	Amended delegation	Reviewed	Nil
B03 Park Homes	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
B03 Park Homes	21 Nov 2023	Amended delegation	Reviewed	Nil
B03 Park Homes	12 Dec 2025	Amended delegation	Reviewed	Nil
B04 Building / Demolition Permits	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B04 Building / Demolition Permits	21 Nov 2023	Amended delegation	Reviewed	Nil
B04 Building / Demolition Permits	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B05 Building / Demolition, Extension of Time to Complete	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B05 Building / Demolition, Extension of Time to Complete	21 Nov 2023	Amended delegation	Reviewed	Nil
B05 Building / Demolition, Extension of Time to Complete	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B06 Building Orders	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B06 Building Orders	21 Nov 2023	Amended delegation	Reviewed	Nil
B06 Building Orders	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B07 Grant of Occupancy Permit, Building Approval Certificate	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil

Shire of Leonora

<b>Delegation</b>	<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
B07 Grant of Occupancy Permit, Building Approval Certificate	21 Nov 2023	Amended delegation	Reviewed	Nil
B07 Grant of Occupancy Permit, Building Approval Certificate	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B08 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B08 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	21 Nov 2023	Amended delegation	Reviewed	Nil
B08 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B09 Authorised Persons – Building Act 2011	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B09 Authorised Persons – Building Act 2011	21 Nov 2023	Amended delegation	Reviewed	Nil
B09 Authorised Persons – Building Act 2011	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B10 Certificate of Design Compliance	18 Feb 2020	Amended delegation	Reviewed & Amended	Nil
B10 Certificate of Design Compliance	21 Nov 2023	Amended delegation	Reviewed	Nil
B10 Certificate of Design Compliance	12 Dec 2025	Amended delegation	Reviewed - changes to Delegates-Subdelegate	Nil
B11 Disposing of property (Land) by lease or licence	12 Dec 2025	New delegation	New	Nil
E01 Temporary Road Closures	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
E01 Temporary Road Closures	16 May 2023	Amended delegation	Reviewed	Nil

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<b>Delegation</b>	<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
E01 Temporary Road Closures	21 Nov 2023	Amended delegation	Reviewed and Amended	Nil
E01 Temporary Road Closures	12 Dec 2025	Amended delegation	Reviewed - changes to title and addition to Function - community events to be included	Nil
E02 Road Trains and Extra Mass Permits	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
E02 Road Trains and Extra Mass Permits	21 Nov 2023	Amended delegation	Reviewed	Nil
E02 Road Trains and Extra Mass Permits	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Works and Services.	
E02 Road Trains and Extra Mass Permits	15 Oct 2024	Amended delegation	Amend N/A to Manager of Works and Services	Nil
E02 Road Trains and Extra Mass Permits	12 Dec 2025	Amended delegation	Reviewed	Nil
E03 Traffic Control Signals and Road Regulatory Devices	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
E03 Traffic Control Signals and Road Regulatory Devices	21 Nov 2023	Amended delegation	Reviewed	Nil
E03 Traffic Control Signals and Road Regulatory Devices	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Works and Services.	
E03 Traffic Control Signals and Road Regulatory Devices	15 Oct 2024	Amended delegation	Amend N/A to Manager of Works and Services	Nil
E03 Traffic Control Signals and Road Regulatory Devices	12 Dec 2025	Amended delegation	Reviewed	Nil
F01 Payment of Accounts	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
F01 Payment of Accounts	16 May 2023	Amended delegation	Reviewed	Nil
F01 Payment of Accounts	21 Nov 2023	Amended delegation	Reviewed and Amended	Nil

Shire of Leonora

<b>Delegation</b>	<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
F01 Payment of Accounts	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services and Manager Works and Services.	
F01 Payment of Accounts	15 Oct 2024	Amended delegation	Amend Deputy Chief Executive Officer to Manager of Business Services	Nil
F01 Payment of Accounts	12 Dec 2025	Amended delegation	Reviewed	Nil
F02 Investments	16 May 2023	Amended delegation	Reviewed	Nil
F02 Investments	21 Nov 2023	Amended delegation	Reviewed and Amended	Nil
F02 Investments	15 Oct 2024	Amended delegation	Remove reference to Deputy Chief Officer	Nil
F02 Investments	12 Dec 2025	Amended delegation	Reviewed	Nil
F03 Hire Fees & Charges	16 May 2023	Amended delegation	Reviewed	Nil
F03 Hire Fees & Charges	21 Nov 2023	Amended delegation	Reviewed & Amended	Nil
F03 Hire Fees & Charges	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Community Services.	
F03 Hire Fees & Charges	12 Dec 2025	Amended delegation	Reviewed - changes to title	Nil
F04 Rate Records and Recovery of Rates and Service Charges	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
F04 Rate Records and Recovery of Rates and Service Charges	16 May 2023	Amended delegation	Reviewed	Nil
F04 Rate Records and Recovery of Rates and Service Charges	21 Nov 2023	Amended delegation	Reviewed and Amended	Nil
F04 Rate Records and Recovery of Rates and Service Charges	15 Oct 2024	Amended delegation	Change to numbering - 5)	Nil

Shire of Leonora

<b>Delegation</b>	<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
F04 Rate Records and Recovery of Rates and Service Charges	12 Dec 2025	Amended delegation	Reviewed	Nil
F05 Rating Exemptions	12 Dec 2025	Amended delegation	Reviewed	Nil
F06 Surplus Equipment, Materials and Tools	15 Feb 2011	Amended delegation	Reviewed and Amended	Nil
F06 Surplus Equipment, Materials and Tools	16 May 2023	Amended delegation	Reviewed	Nil
F06 Surplus Equipment, Materials and Tools	21 Nov 2023	Amended delegation	Reviewed and Amended	Nil
F06 Surplus Equipment, Materials and Tools	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services and Manager Works and Services.	
F06 Surplus Equipment, Materials and Tools	12 Dec 2025	Amended delegation	Reviewed	Nil
F07 Purchase Order Authorisation	15 Feb 2011	Amended delegation	Reviewed and Amended: 15th February 2011, 17th February 2015, 16th February 2016, 21st February 2017, 18th February, 2020 & 21st December, 2021, 21 November 2023	Nil
F07 Purchase Order Authorisation	16 May 2023	Amended delegation	Reviewed	Nil
F07 Purchase Order Authorisation	28 Dec 2023	Amended delegation	Additional sub-delegation to Manager Business Services, Manager Community Services. Removal of DCEO (position no longer).	
F07 Purchase Order Authorisation	15 Oct 2024	Amended delegation	Amend Deputy Chief Officer to Manager Business Services and Manager Community Services. Amend/remove text: "Where a regulatory tender exemption is utilised by the Shire for purchases above \$250,000, full Council to approve" "Duplicate of purchase order to be handed to Accounts Officer" "Triplicate stored in original purchase order book" "Complete order books to be returned to Administration Officer for archiving"	Nil

Shire of Leonora

<b>Delegation</b>	<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
F07 Purchase Order Authorisation	12 Dec 2025	Amended delegation	Reviewed	Nil
H01 Environmental Health	21 Feb 2017	Amended delegation	Reviewed and Amended	Nil
H01 Environmental Health	21 Nov 2023	Amended delegation	Reviewed	Nil
H01 Environmental Health	12 Dec 2025	Amended delegation	Reviewed	Nil
H02 Local Government Septic Tank Approvals	21 Feb 2017	Amended delegation	Reviewed and Amended	Nil
H02 Local Government Septic Tank Approvals	21 Nov 2023	Amended delegation	Reviewed	Nil
H02 Local Government Septic Tank Approvals	12 Apr 2024	Amended delegation	Delegation missed - needed to be assign to CEO as of 01/07/2023.	
H02 Local Government Septic Tank Approvals	12 Dec 2025	Amended delegation	Reviewed	Nil
H03 Dealing with Nuisances	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
H03 Dealing with Nuisances	21 Feb 2017	Amended delegation	Reviewed & Amended	Nil
H03 Dealing with Nuisances	21 Nov 2023	Amended delegation	Reviewed	Nil
H03 Dealing with Nuisances	12 Dec 2025	Amended delegation	Reviewed	Nil
H04 Camping other than at a Park or a Camping Ground	15 Feb 2011	Amended delegation	Reviewed & Amended	Nil
H04 Camping other than at a Park or a Camping Ground	21 Nov 2023	Amended delegation	Reviewed	Nil
H04 Camping other than at a Park or a Camping Ground	12 Dec 2025	Amended delegation	Reviewed	Nil
H05 Food Act 2008 – Enforcement Action (Section 122)	21 Feb 2017	Amended delegation	Reviewed & Amended	Nil

Shire of Leonora

<b>Delegation</b>	<b>Date</b>	<b>Type</b>	<b>Amendment</b>	<b>References</b>
H05 Food Act 2008 – Enforcement Action (Section 122)	21 Nov 2023	Amended delegation	Reviewed	Nil
H05 Food Act 2008 – Enforcement Action (Section 122)	12 Dec 2025	Amended delegation	Reviewed	Nil
H06 Appointment of Authorised Officers – Public Health Act 2016	21 Nov 2023	Amended delegation	Reviewed	Nil
H06 Appointment of Authorised Officers – Public Health Act 2016	12 Dec 2025	Amended delegation	Reviewed	Nil
H07 Authorised Officers for Certificates of Authority	21 Nov 2023	Amended delegation	Reviewed	Nil
H07 Authorised Officers for Certificates of Authority	12 Dec 2025	Amended delegation	Reviewed	Nil
P01 Development Applications	21 Nov 2023	Amended delegation	Reviewed	Nil
P01 Development Applications	12 Dec 2025	Amended delegation	Reviewed	Nil
P02 Subdivision Applications	21 Nov 2023	Amended delegation	Reviewed	Nil
P02 Subdivision Applications	12 Dec 2025	Amended delegation	Reviewed	Nil

**10.0 REPORTS****10.2 CHIEF EXECUTIVE OFFICER REPORTS****10.2.(C) APPOINTMENT OF THE INDEPENDENT PRESIDING MEMBER TO THE AUDIT RISK AND IMPROVEMENT COMMITTEE**

**SUBMISSION TO:** Ordinary Council Meeting  
Meeting Date: 12th December 2025

**AGENDA REFERENCE:** 10.2.(C) DEC 25

**SUBJECT:** Appointment of the Independent Presiding Member to the Audit Risk and Improvement Committee

**LOCATION/ADDRESS:** Leonora

**NAME OF APPLICANT:** Ty Matson

**FILE REFERENCE:** Committees

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

**NAME:** Ty Matson

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 1st December 2025

**SUPPORTING DOCUMENTS:** 1. Michelle Bennet Response (confidential)

**BACKGROUND**

Audit and Risk and Imp[rovement Committee members are appointed to the Committee by Council, in accordance with section 7.1A of the Local Government Act 1995 (the Act).

As a result of Local Government Act Reform, amendments of the Local Government Act 1995 will require that the Shire of Leonora appoint an independent presiding member and an independent deputy presiding member to the Shire of Leonora's Audit, Risk and Improvement Committee.

At the Ordinary Council Meeting held on 15 July 2025 at the Shire of Leonora, Council adopted the following resolution;

*that Council by an absolute majority in accordance with sections 5.12 and 5.13 of the LG Act; Support the proposal for the Appointment of a Shared Regional Independent Chair for the Audit, Risk and Improvement Committee across GVROC member Councils.*

The GVROC initiative aimed to source a suitably qualified and experienced person willing to act as the presiding member for individual shires. The selection criteria for the shared independent chair were:

- Professional Qualifications: Membership of a recognised professional body (e.g., CPA Australia or Chartered Accountants Australia and New Zealand)
- Experience: Demonstrated experience in audit, risk management, or governance roles, preferably within the public sector
- Independence: No current or recent (within the past two years) employment or elected positions within any GVROC member council

- Skills: Strong analytical, communication, and leadership skills

A number of candidates were provided to the CEO's and a preferred person was agreed upon for recommendation to individual councils for appointment as Independent Presiding Member. Ms Bennetts meets all of the selection criteria and is recommended for appointment.

A key benefit of the shared approach is that it reduces the burden on individual councils in sourcing a presiding member. In addition, pooling several councils in the same region makes the role financially viable for the appointee. Training and development costs can also be shared among participating councils.

It is likely that Ms Bennet may attend meetings remotely. This would be an obvious preference for any person considering taking on the role. The sitting fees are mandated and reasonably low should the person be required to attend in person at all meetings.

## **STAKEHOLDER ENGAGEMENT**

Stakeholder engagement was not required.

## **STATUTORY ENVIRONMENT**

The Local Government Act has been amended to require that an independent person be appointed as presiding member of Council's Audit, Risk and Improvement Committee.

## **POLICY IMPLICATIONS**

The policy is consistent with and promotes Council's A 1.8 *Internal Controls* policy.

## **FINANCIAL IMPLICATIONS**

The Local Government Act 1995, section 5.100 provides for independent committee members to receive meeting fees. The Salaries and Allowances Tribunal has issued a Determination to allow for the payment of meeting fees to independent committee members. Local governments have the ability to set appropriate fees, within a specified range set by the Tribunal. The current sitting fee is \$450, however other considerations such as travel; accommodation and incidentals will need to be included in overall costs.

## **STRATEGIC IMPLICATIONS**

Improved governance and accountability.

## **RISK MANAGEMENT**

The State Government has mandated that Local Government Council are to appoint an independent chair to the ARIC. There is a risk that Council will not be able to source an independent chair should it not proceed with the recommended candidate.

**RECOMMENDATIONS**

That Council appoints to the Shire of Leonora's Audit, Risk and Improvement Committee as independent members Michele Bennetts, as Independent Presiding Member.

**VOTING REQUIREMENT**

Absolute Majority

**SIGNATURE**

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Chief Executive Officer

**10.0 REPORTS****10.2 CHIEF EXECUTIVE OFFICER REPORTS****10.2.(D) PROPOSED CONTRACT TO MANAGE JET A-1 FUEL SUPPLIES AT LEONORA AERODROME**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting
	Meeting Date: 12th December 2025
<b>AGENDA REFERENCE:</b>	10.2.(D) DEC 25
<b>SUBJECT:</b>	Proposed Contract to Manage Jet A-1 Fuel Supplies at Leonora Aerodrome
<b>LOCATION/ADDRESS:</b>	Leonora Aerodrome
<b>NAME OF APPLICANT:</b>	BP Australia Pty Ltd
<b>FILE REFERENCE:</b>	Airport
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	Ty Matson
<b>OFFICER:</b>	Chief Executive Officer
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	8th December 2025
<b>SUPPORTING DOCUMENTS:</b>	1. Airfield Representative Contract (confidential)

**BACKGROUND**

BP Australia Pty Ltd (Air BP) have leased an area of the Leonora Aerodrome for a Jet A1 Fuel Farm for a number of years. Customers are able to obtain Jet A1 through a self-service bowser. As part of the Contract shire staff undertake a number of checks of the facility. This includes daily fuel sampling, fuel level recording and serviceability checks.

The contract agreement has lapsed and in order to continue to provide the service a new contract is required. Air BP have a standard contract, and this is attached for Council's consideration.

The term of the Contract is 5 years with proposed commencement date of 1 January 2026.

**STAKEHOLDER ENGAGEMENT**

No third-party engagement was required or undertaken in the preparation of this report.

**STATUTORY ENVIRONMENT**

This is a Common Law Contract.

**POLICY IMPLICATIONS**

There are no identified policy implications as a result of the report's recommendations.

**FINANCIAL IMPLICATIONS**

Should the contract be entered into the Shire will realise a financial gain of \$2000 per month, an increase of \$1500 per month.

**STRATEGIC IMPLICATIONS**

Provision of JET A1 at the Leonora Aerodrome fulfills a number of strategies in Councils Plan 2025-2035 Economic Objectives. In particular *Strategy 2.1.3 Improve essential infrastructure and services to promote growth.*

**RISK MANAGEMENT**

Shire staff currently manage the fuel farm under an expired contract. A new contract will ensure that rights and obligations of each parties are set out. There are no identified changes to the Shire's risk profile as a result of this activity.

**RECOMMENDATIONS**

1. That Council approve the proposed contract between Bp Australia Pty Ltd and the Shire of Leonora for the provision of Airfield Representative Services at the Leonora Aerodrome.
2. Request Shire President and Chief Executive Officer to endorse the Contract and affix the Common Seal.

**VOTING REQUIREMENT**

Simple Majority

**SIGNATURE**

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Chief Executive Officer

**10.0 REPORTS****10.3 MANAGER OF BUSINESS SERVICES****10.3.(A) MONTHLY FINANCIAL STATEMENTS - OCTOBER 2025**

**SUBMISSION TO:** Ordinary Council Meeting  
Meeting Date: 12th December 2025

**AGENDA REFERENCE:** 10.3.(A) DEC 25

**SUBJECT:** Monthly Financial Statements - October 2025

**LOCATION/ADDRESS:** Nil

**NAME OF APPLICANT:** Nil

**FILE REFERENCE:** 1.6 Current Budget

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

**NAME:** Kiara Lord

**OFFICER:** Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 8th December 2025

**SUPPORTING DOCUMENTS:** 1. Monthly Financial Statements - October 2025 [Download](#)

**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 for the month ended 31<sup>st</sup> October 2025 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 31<sup>st</sup> October 2025
- (c) Material Variances – 31<sup>st</sup> October 2025

**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 Council accept the Monthly Financial Statements for the month ended 31<sup>st</sup> October 2025 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 31<sup>st</sup> October 2025
- (c) Material Variances – 31<sup>st</sup> October 2025

**VOTING REQUIREMENT**

Simple Majority

**SIGNATURE**

---

Manager of Business Services



9 December 2025

Mr Ty Matson  
Chief Executive Officer  
Shire of Leonora  
PO Box 56  
**LEONORA WA 6438**

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Dear Ty

#### COMPILATION REPORT TO SHIRE OF LEONORA

We have compiled the accompanying special purpose financial report of Shire of Leonora which comprise the statement of financial position as at 31 October 2025, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Leonora as at 31 October 2025 and for the period then ended based on the records of the Shire of Leonora.

#### THE RESPONSIBILITY OF SHIRE OF LEONORA

The CEO of Shire of Leonora is solely responsible for information contained in the special purpose financial report and supplementary information, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial report was prepared.

#### OUR RESPONSIBILITY

On the basis of information provided by Shire of Leonora we have compiled the accompanying special purpose financial report in accordance with the requirements of *APES 315 Compilation of Financial Information* and the *Local Government Act 1995*, associated regulations and to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial report except for the matters of non-compliance with the basis of preparation identified with Note 1 of the financial report. We have complied with the relevant ethical requirements of *APES 110 Code of Ethics for Professional Accountants*.

Supplementary information attached to the financial report has been extracted from the records of Shire of Leonora and information presented in the special purpose financial report.

#### ASSURANCE DISCLAIMER

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial report was compiled exclusively for the benefit of Shire of Leonora who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, the special purpose financial report may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial report.

#### NOTE REGARDING BASIS OF PREPARATION

We draw attention to Note 1 to the financial report where matters of non-compliance with the basis of preparation have been detailed. Supplementary information is provided for management information purposes and does not comply with the disclosure requirements of the Australian Accounting Standards.

  
Russell Barnes  
Director  
[Moore Australia \(WA\) Pty Ltd](http://Moore Australia (WA) Pty Ltd)

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**SHIRE OF LEONORA****MONTHLY FINANCIAL REPORT**

(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 31 October 2025**

*LOCAL GOVERNMENT ACT 1995*

*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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Please refer to the compilation report

| 1

**SHIRE OF LEONORA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

Note	Amended Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var. %	
	\$	\$	\$	\$	%		
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10,711,726	10,711,726	<b>10,671,728</b>	(39,998)	(0.37%)	▼	
Rates excluding general rates	203,390	203,390	<b>203,390</b>	0	0.00%		
Grants, subsidies and contributions	3,308,160	951,253	<b>549,517</b>	(401,736)	(42.23%)	▼	
Fees and charges	3,208,108	1,069,369	<b>1,092,945</b>	23,576	2.20%	▼	
Interest revenue	160,000	53,333	<b>20,276</b>	(33,057)	(61.98%)	▼	
Other revenue	130,000	43,333	<b>76,508</b>	33,175	76.56%	▲	
Profit on asset disposals	101,961	0	<b>0</b>	0	0.00%		
	<b>17,823,345</b>	<b>13,032,404</b>	<b>12,614,364</b>	(418,040)	(3.21%)		
<b>Expenditure from operating activities</b>							
Employee costs	(5,108,109)	(1,702,703)	<b>(1,699,824)</b>	2,879	0.17%		
Materials and contracts	(7,662,245)	(2,554,082)	<b>(2,398,568)</b>	155,514	6.09%	▲	
Utility charges	(334,900)	(111,633)	<b>(114,349)</b>	(2,716)	(2.43%)		
Depreciation	(4,468,779)	(1,489,593)	<b>0</b>	1,489,593	100.00%	▲	
Insurance	(367,920)	(367,920)	<b>(373,689)</b>	(5,769)	(1.57%)		
Other expenditure	(302,735)	(100,912)	<b>(106)</b>	100,806	99.89%	▲	
Loss on asset disposals	(94,101)	0	<b>0</b>	0	0.00%		
	<b>(18,338,789)</b>	<b>(6,326,843)</b>	<b>(4,586,536)</b>	<b>1,740,307</b>	27.51%		
Non cash amounts excluded from operating activities	2(c)	4,460,919	1,489,593	(88,963)	(1,578,556)	(105.97%)	
<b>Amount attributable to operating activities</b>		<b>3,945,475</b>	<b>8,195,154</b>	<b>7,938,865</b>	<b>(256,289)</b>	<b>(3.13%)</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	2,340,737	846,912	<b>934,421</b>	87,509	10.33%	▲	
Proceeds from disposal of assets	614,000	0	<b>0</b>	0	0.00%		
	<b>2,954,737</b>	<b>846,912</b>	<b>934,421</b>	<b>87,509</b>	10.33%		
<b>Outflows from investing activities</b>							
Acquisition of property, plant and equipment	(2,509,047)	(174,783)	<b>(233,988)</b>	(59,205)	(33.87%)	▼	
Acquisition of infrastructure	(4,222,464)	(1,843,487)	<b>(1,516,808)</b>	326,679	17.72%	▲	
	<b>(6,731,511)</b>	<b>(2,018,270)</b>	<b>(1,750,796)</b>	<b>267,474</b>	13.25%		
<b>Amount attributable to investing activities</b>		<b>(3,776,774)</b>	<b>(1,171,358)</b>	<b>(816,375)</b>	<b>354,983</b>	30.31%	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	0	0	<b>11</b>	11	0.00%		
	<b>0</b>	<b>0</b>	<b>11</b>	<b>11</b>	0.00%		
<b>Outflows from financing activities</b>							
Transfer to reserves	(5,682,660)	0	<b>(9,267)</b>	(9,267)	0.00%		
	<b>(5,682,660)</b>	<b>0</b>	<b>(9,267)</b>	<b>(9,267)</b>	0.00%		
<b>Amount attributable to financing activities</b>		<b>(5,682,660)</b>	<b>0</b>	<b>(9,256)</b>	<b>(9,256)</b>	0.00%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>							
Amount attributable to operating activities	2(a)	5,513,959	5,513,959	<b>5,186,871</b>	(327,088)	(5.93%)	
Amount attributable to investing activities		3,945,475	8,195,154	<b>7,938,865</b>	(256,289)	(3.13%)	
Amount attributable to financing activities		(3,776,774)	(1,171,358)	<b>(816,375)</b>	354,983	30.31%	
Amount attributable to financing activities		(5,682,660)	0	<b>(9,256)</b>	(9,256)	0.00%	
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>12,537,755</b>	<b>12,300,105</b>	<b>(237,650)</b>	<b>(1.90%)</b>	

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.  
 ▲ Indicates a variance with a positive impact on the financial position.  
 ▼ Indicates a variance with a negative impact on the financial position.  
 Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF LEONORA**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

	<b>Actual 30 June 2025</b>	<b>Actual as at 31 October 2025</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	12,597,480	19,210,918
Trade and other receivables	1,239,159	4,613,926
Inventories	173,216	142,158
<b>TOTAL CURRENT ASSETS</b>	<b>14,009,855</b>	<b>23,967,002</b>
<b>NON-CURRENT ASSETS</b>		
Other financial assets	59,715	59,715
Inventories	45,052	45,052
Property, plant and equipment	38,151,801	38,385,789
Infrastructure	101,380,291	102,897,099
<b>TOTAL NON-CURRENT ASSETS</b>	<b>139,636,859</b>	<b>141,387,655</b>
<b>TOTAL ASSETS</b>	<b>153,646,714</b>	<b>165,354,657</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	790,101	3,518,466
Contract liabilities	1,061,388	2,002,101
Capital grant/contributions liabilities	943,651	109,230
Employee related provisions	266,978	178,015
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,062,118</b>	<b>5,807,812</b>
<b>NON-CURRENT LIABILITIES</b>		
Employee related provisions	142,881	142,881
Other provisions	2,040,102	2,040,102
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,182,983</b>	<b>2,182,983</b>
<b>TOTAL LIABILITIES</b>	<b>5,245,101</b>	<b>7,990,795</b>
<b>NET ASSETS</b>	<b>148,401,613</b>	<b>157,363,862</b>
<b>EQUITY</b>		
Retained surplus	53,588,456	62,541,449
Reserve accounts	6,027,844	6,037,100
Revaluation surplus	88,785,313	88,785,313
<b>TOTAL EQUITY</b>	<b>148,401,613</b>	<b>157,363,862</b>

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

**SHIRE OF LEONORA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

**1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

***Local Government Act 1995 requirements***

*Section 6.4(2) of the Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 25 November 2025

**Matters of non-compliance with Basis of Preparation**

1. Balances as at 30 June 2025 have not been audited and may be subject to change.
2. Depreciation has not been raised during the current financial year.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

**MATERIAL ACCOUNTING POLICIES**

Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

**Critical accounting estimates and judgements**

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 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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Measurement of provisions

**SHIRE OF LEONORA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

**2 NET CURRENT ASSETS INFORMATION**

		<b>Amended Budget Opening 1 July 2025</b>	<b>Actual as at 30 June 2025</b>	<b>Actual as at 31 October 2025</b>
<b>(a) Net current assets used in the Statement of Financial Activity</b>	<b>Note</b>			
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents		12,597,480	12,597,480	19,210,918
Trade and other receivables		967,513	1,239,159	4,613,926
Inventories		173,216	173,216	142,158
		13,738,209	14,009,855	23,967,002
<b>Less: current liabilities</b>				
Trade and other payables		(191,367)	(790,101)	(3,518,466)
Other liabilities		(2,005,039)	(2,005,039)	(2,111,331)
Employee related provisions		(223,961)	(266,978)	(178,015)
		(2,420,367)	(3,062,118)	(5,807,812)
Net current assets		11,317,842	10,947,737	18,159,190
Less: Total adjustments to net current assets	2(b)	(5,803,883)	(5,760,866)	(5,859,085)
<b>Closing funding surplus / (deficit)</b>		<b>5,513,959</b>	<b>5,186,871</b>	<b>12,300,105</b>
<b>(b) Current assets and liabilities excluded from budgeted deficiency</b>				
<b>Adjustments to net current assets</b>				
Less: Reserve accounts		(6,027,844)	(6,027,844)	(6,037,100)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of employee benefit provisions held in reserve		223,961	266,978	178,015
<b>Total adjustments to net current assets</b>	2(a)	<b>(5,803,883)</b>	<b>(5,760,866)</b>	<b>(5,859,085)</b>
		<b>Amended Budget Estimates 30 June 2026</b>	<b>YTD Budget Estimates 31 October 2025</b>	<b>YTD Actual 31 October 2025</b>
		\$	\$	\$
<b>(c) Non-cash amounts excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals		(101,961)	0	0
Less: Movement in liabilities associated with restricted cash		0	0	(88,963)
Add: Loss on asset disposals		94,101	0	0
Add: Depreciation		4,468,779	1,489,593	0
<b>Total non-cash amounts excluded from operating activities</b>		<b>4,460,919</b>	<b>1,489,593</b>	<b>(88,963)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

**SHIRE OF LEONORA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2025**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$30,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %
	\$	%
<b>Revenue from operating activities</b>		
<b>General rates</b>	(39,998)	(0.37%) ▼
Timing of interim rates to be raised		
<b>Grants, subsidies and contributions</b>	(401,736)	(42.23%) ▼
Most of the grants for the annual budget profiled at 4/12th.		
YTD budget includes amounts from grants not received such as Community led job support Local partners CRC and Sponsorship - Golden Gift, and Gensis Community Development fund. There has been \$5,692 more received from the MRWA grant than budgeted, and \$38,502 from The Financial Assistance grants.		
<b>Interest revenue</b>	(33,057)	(61.98%) ▼
Annual budget profiled at 4/12th.		
Timing of actual interest received does not align.		
<b>Other revenue</b>	33,175	76.56% ▲
Annual budget profiled at 4/12th.		
Disposal of asset has not been processed on the asset register, proceeds has been included in other revenue until Annual Financial Statements for the year ended 30 June 2025 have been completed.		
<b>Expenditure from operating activities</b>		
<b>Materials and contracts</b>	155,514	6.09% ▲
Budget profiled at 4/12th. Maintenance costs for roads and facilities have has not occurred on this basis.		
<b>Depreciation</b>	1,489,593	100.00% ▲
Annual budget profiled at 4/12th. Depreciation has not been processed .Once the annuals financial statements for the year ended 30 June 2025 have completed this will be updated.		
<b>Other expenditure</b>	100,806	99.89% ▲
Annual budget profiled at 4/12th.		
YTD budget includes amounts expensed for elected members and golden gift donations which have not occurred.		
<b>Non cash amounts excluded from operating activities</b>	(1,578,556)	(105.97%) ▼
Annual budget profiled at 4/12th.		
Depreciation and asset disposals yet to be processed.		
<b>Inflows from investing activities</b>		
<b>Proceeds from capital grants, subsidies and contributions</b>	87,509	10.33% ▲
Timing of the budgeted grant income to be received does not match the actual amounts received.		
YTD budget includes amounts from capital grants not received such as Regional Road Group , RRG and EV Fast charges		
<b>Outflows from investing activities</b>		
<b>Acquisition of property, plant and equipment</b>	(59,205)	(33.87%) ▼
Capital works has not been allocated to months.		
<b>Acquisition of infrastructure</b>	326,679	17.72% ▲
Capital works has not been allocated to months.		
<b>Surplus or deficit at the start of the financial year</b>	(327,088)	(5.93%) ▼
The 2024-25 annual financial report is not yet finalised.		
<b>Surplus or deficit after imposition of general rates</b>	(237,650)	(1.90%) ▼
Due to variances described above.		

**10.0 REPORTS****10.3 MANAGER OF BUSINESS SERVICES****10.3.(B) ACCOUNTS FOR PAYMENT SEPTEMBER - NOVEMBER 2025**

**SUBMISSION TO:** Ordinary Council Meeting  
Meeting Date: 12th December 2025

**AGENDA REFERENCE:** 10.3.(B) DEC 25

**SUBJECT:** Accounts for Payment September - November 2025

**LOCATION/ADDRESS:** Nil

**NAME OF APPLICANT:** Nil

**FILE REFERENCE:** 1.8 Financial Statements

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

**NAME:** Kiara Lord

**OFFICER:** Manager Business Services

**INTEREST DISCLOSURE:** Nil

**DATE:** 9th December 2025

**SUPPORTING DOCUMENTS:**

1. Credit Card Transactions November 2025 [Download](#)
2. December 2025 Accounts for Payment [Download](#)

**BACKGROUND**

Attached statements consist of accounts paid by Delegated Authority totalling **\$1,769,049.87** since the previous council meeting consisting of:

- (1) Credit Card Transactions November 2025 totalling **\$10,566.12**
- (2) Direct Bank Transactions totalling **\$135,719.58**;
- (3) Batch Payments totalling **\$1,320,079.21**; and
- (4) Payroll Payments from Pay Periods Ending **24/11/2025 and 08/12/2025 and Special Pay 13/11/2025** totalling **\$313,251.08**

**STATUTORY ENVIRONMENT**

*Local Government Act 1995 S6.10 & Financial Management (1996) Regulation 12 & 13* apply to how the information is to be presented within this report for authorisation by Council.

**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 Council accepts the accounts for payment, as detailed:

- (1) Credit Card Transactions November 2025 totalling **\$10,566.12**
- (2) Direct Bank Transactions totalling **\$135,719.58**;
- (3) Batch Payments totalling **\$1,320,079.21**; and
- (4) Payroll Payments from **Pay Periods Ending 24/11/2025 and 08/12/2025 and Special Pay 13/11/2025** totalling **\$313,251.08**

## VOTING REQUIREMENT

Simple Majority

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Manager of Business Services

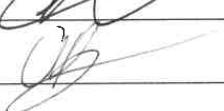
## 5/12/2025 Credit Card Charges Card 5772 - 11 2025 - MCS

Date	Supplier	Description	GL	Job No	Task	DEP	PRO	ACT	LOC	Total	GST
3/11/2025	Kmart	Kids Halloween	22502			3900	0820	0144	B1028	193.00	Yes
3/11/2025	Everett Butchers	Catering Hoover House	22511			3300	1380	0144	B1013	1,344.40	No
4/11/2025	Crown Towers Perth	Staff Training A Baxter	22501			2100	1450	0143	B1003	1,662.30	Yes
5/11/2025	Fishpond	Book Club Books	22501			3600	1150	0144	B1016	195.83	Yes
7/11/2025	Crown Towers Perth	Staff Training A Baxter	22501			2100	1450	0144	B1003	526.49	Yes
10/11/2025	Eagle Petroleum Menzies	Fuel P2	23301			4200	1440	0203	P1019	40.00	Yes
10/11/2025	Crown Towers Perth	Staff Training A Baxter	22501			2100	1450	0144	B1003	144.14	Yes
19/11/2025	Registry	Registration of Info centre 3 years	22536			3600	1150	0144	B1016	199.00	Yes
24/11/2025	Thinktastic	LELC Chrsitmas Books	22501			3500	830	0144	B1010	89.95	Yes
26/11/2025	BnB Supplies	Hoover House consumables	22511			3300	1380	0144	B1013	2,124.00	Yes
28/11/2025	NAB	Card fee	22519			2100	1450	0144	B1003	9.00	No
28/11/2025	Coles Kalgoorlie	Catering Hoover House	22511			3300	1320	0144	B1008	45.00	Yes
28/11/2025	Kmart	Hoover House consumables	22511			3300	1320	0144	B1008	198.00	Yes
28/11/2025	Coles Online	Catering Hoover House	22511			3300	1320	0144	B1008	643.32	Yes
					Total					7,414.43	

## Employee Declaration

I Declare that the above changes are a true and correct record in accordance with company policy

CEO Signature: 

MCS Signature: 

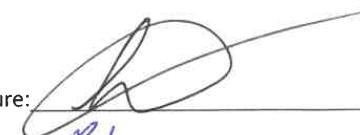
## 5/12/2025 Credit Card Charges Card 5772 - 11 2025 - CEO

Date	Supplier	Description	GL	Job No	Task	DEP	PRO	ACT	LOC	Total	GST
3/11/2025	Super Soakers OConnor	CEO Car wash and Clean - No invoice provided by machine	23305			4200	1420	0144	P1009	5.35	Yes
3/11/2025	Super Soakers OConnor	CEO Car wash and Clean - No invoice provided by machine	23305			4200	1420	0144	P1009	15.35	Yes
7/11/2025	Plaza Hotel Kalgoorlie	CDO Accommodation	21303			2100	1450	0143	B1003	345.09	Yes
7/11/2025	Plaza Hotel Kalgoorlie	CDO meals	21303			2100	1450	0143	B1003	41.99	Yes
10/11/2025	Bustons Group (Central Hotel)	Pizza for Vet Program staff	22507			2200	0520	0144	B1003	76.00	Yes
17/11/2025	Office Works	Councilor ipad covers x5	22305			1600	0410	0144	B1003	563.95	Yes
18/11/2025	Starlink	Youth Centre internet	23505			3900	0820	0109	B1028	139.00	Yes
19/11/2025	Off Track	Starlink mount for St Johns	22532			1400	1170	0144	B1003	305.73	Yes
24/11/2025	Australian Communication Belconnent	TV & Radio broadcasting fees	22536			4100	1140	0144	B1036	423.00	Yes
27/11/2025	Starlink	CEO internet	23505			2100	0910	0109	H1011	219.00	Yes
28/11/2025	NAB	Card fee	22519			2100	1450	0144	B1003	9.00	No
					Total					2,143.46	

**Employee Declaration**

I Declare that the above changes are a true and correct record in accordance with company policy

CEO Signature:



MBS Signature:



## 5/12/2025 Credit Card Charges Card 5772 - 11 2025 - CRC

Date	Supplier	Description	GL	Job No	Task	DEP	PRO	ACT	LOC	Total	GST
28/11/2025	NAB	Card fee	22519			2100	1450	144	B1003	9.00	No
			<b>Total</b>							<b>9.00</b>	

**Employee Declaration**

I Declare that the above changes are a true and correct record in accordance with company policy

CEO Signature: MCS Signature: 

5/12/2025 Credit Card Charges Card 5772 - 11 2025 - MBS

### Employee Declaration

I Declare that the above changes are a true and correct record in accordance with company policy.

CEO Signature: 

MBS Signature: EDL



**Accounts for Payment  
Presented to Council  
12th December 2025**

## Accounts for Payment - December 2025

Shire of Leonora						
Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority						
Submitted to Council on the 12th December 2025						
The following list of accounts relate to Direct Bank Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions are dated from 15th October, 2025 to 28th November, 2025 and total <b>\$135,719.58</b>						
<b>CHIEF EXECUTIVE OFFICER</b>						
Date	Transaction	Name	Item	Payment by Delegated Authority	Balance	
15/10/2025	DD16	Click Super	Superannuation PPE 13/10/2025	31,467.68	31,467.68	
28/10/2025	DD17	Click Super	Superannuation PPE 27/10/2025	28,517.44	59,985.12	
03/11/2025	DD18	National Australia Bank	Credit card Payments October 2025	7,224.03	67,209.15	
03/11/2025	BR00140	Alex Taylor	23 Queen Victoria Rent - November 2025	2,166.67	69,375.82	
03/11/2025	BR00139	Avdam	FDMSA Fee - November 2025	16.50	69,392.32	
05/11/2025	BR00141	Quest	Quest Merchant Fees - October 2025	11.00	69,403.32	
12/11/2025	DD22	National Australia Bank	Superannuation PPE101125	27,642.70	97,046.02	
14/11/2025	BR00154	3E Advantage	Monthly Photocopier Fees - October 2025	4,015.95	101,061.97	
17/11/2025	DD23	National Australia Bank	Superannuation PAY131125	6,680.55	107,742.52	
19/11/2025	BR00158	Click Super	Click Super monthly fee - November 2025	31.35	107,773.87	
25/11/2025	DD24	National Australia Bank	Superannuation PPE251125	26,952.96	134,726.83	
28/11/2025	BR00175	3E Advantage	Monthly Merchant Fees - Admin - November 2025	829.09	135,555.92	
28/11/2025	BR00173	National Australia Bank	Monthly Merchant Fees - Depot/Events - November 2025	31.34	135,587.26	
28/11/2025	BR00172	National Australia Bank	Monthly Merchant Fees - CRC - November 2025	29.29	135,616.55	
28/11/2025	BR00171	National Australia Bank	Monthly Merchant Fees - Info - November 2025	28.10	135,644.65	
28/11/2025	BR00170	National Australia Bank	Monthly Merchant Fees - Airport - November 2025	27.93	135,672.58	
28/11/2025	BR00169	National Australia Bank	Monthly Merchant Fees - Rec Centre - November 2025	25.00	135,697.58	
28/11/2025	BR00168	National Australia Bank	NAB Account Fees - November 2025	22.00	135,719.58	

## Accounts for Payment - December 2025

Shire of Leonora						
Monthly Report – List of Accounts Paid by Delegated Authority						
Submitted to Council on the 12th December 2025						
<b>Batch Payments</b> totalling <b>\$1,320,079.21</b> have been paid by delegated authority by the Chief Executive Officer and has been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.						
<b>CHIEF EXECUTIVE OFFICER</b>						
Batch Ref	ID	Date	Name	Item	Payment by delegated Authority	Balance
EFT00027	1	18/11/2025	AFGRI Equipment Australia Pty Ltd	John Deere Parts	5,024.94	5,024.94
EFT00027	2	18/11/2025	Alcolizer Technology	Alcolizer calibration	621.50	5,646.44
EFT00027	3	18/11/2025	Bidfood Kalgoorlie	Catering and consumables for Hoover House	132.57	5,779.01
EFT00027	4	18/11/2025	Building and Energy	BSL October 2025	17,176.65	22,955.66
EFT00027	5	18/11/2025	Canine Control	Ranger Services 2025/26	4,670.20	27,625.86
EFT00027	6	18/11/2025	Central Regional TAFE.	LELC Staff training - C3 in Early Childhood Education	228.00	27,853.86
EFT00027	7	18/11/2025	Documentary Services Pty Ltd	Purchase of 84 Tower Street	23,857.59	51,711.45
EFT00027	8	18/11/2025	Hames Sharley	Town Planning Scheme Statutory Review	3,740.00	55,451.45
EFT00027	9	18/11/2025	Harvey Norman AV/IT Kalgoorlie	Shark Stratos Pet Pro Plus Stick Vacuum	498.00	55,949.45
EFT00027	10	18/11/2025	Helen Smith	Annual Murdoch University Sterilisation Program	7,111.72	63,061.17
EFT00027	11	18/11/2025	Leonora Motor Inn	Consultant Accommodation	1,786.00	64,847.17
EFT00027	12	18/11/2025	Leonora Village.	Accommodation for vet program	4,112.00	68,959.17
EFT00027	13	18/11/2025	Modern Teaching Aids Pty Ltd	Activity supplies for Childcare Centre	390.28	69,349.45
EFT00027	14	18/11/2025	Moore Australia	Financial Services October/November 2025	27,637.50	96,986.95
EFT00027	15	18/11/2025	Motor Pass	Motor Pass transactions October 2025	1,795.51	98,782.46
EFT00027	16	18/11/2025	Nisbets Australia Pty Ltd	Hoover House Kitchen supplies	543.62	99,326.08
EFT00027	17	18/11/2025	Northern Goldfields Earthmoving Pty Ltd	RFT03.25 Shire Maintenance Grading - @ \$598,600.00 (ex GST) per year	40,332.32	139,658.40
EFT00027	18	18/11/2025	Pink Sugar Crafts	3 Art classes November 2025 - January 2026	9,000.00	148,658.40
EFT00027	19	18/11/2025	Remote Construction and Maintenance	Safe House works as per quote 1547	23,760.00	172,418.40
EFT00027	20	18/11/2025	Stratco (WA) Pty Ltd	Pool pump shelter	412.32	172,830.72
EFT00027	21	18/11/2025	SurePact	Annual Surepact subscription	28,875.00	201,705.72
EFT00027	22	18/11/2025	Talis	Talis Consultants Roads Valuation Data 2024/25	2,772.20	204,477.92
EFT00027	23	18/11/2025	Telstra	Grader phone	100.00	204,577.92
EFT00027	24	18/11/2025	West Australian Newspapers Ltd	Public notice - Meeting date changes	235.17	204,813.09
EFT00027	25	18/11/2025	Western Australian Local Government Ass.	2025 WALGA Conference & Gala	1,793.00	206,606.09
EFT00027	26	18/11/2025	Fiona Sturges	Supplies for maintenance at depot	84.48	206,690.57
EFT00027	27	18/11/2025	Desert Inn Hotel	Catering for Job Support Hub Courses in Laverton	2,430.00	209,120.57
EFT00027	28	18/11/2025	All Seasons Synthetic Turf	LELC playground upgrade	53,570.00	262,690.57

## Accounts for Payment - December 2025

Batch Ref	ID	Date	Name	Item	Payment by delegated Authority	Balance
EFT00027	29	18/11/2025	Remote Concrete and Construction Pty Ltd	Installation of concrete pad at airport for AVGAS tank	15,449.50	278,140.07
EFT00027	30	18/11/2025	Genset Hire & Sales Australia Pty Ltd	Avgas Smart Fill technical repairs	3,149.30	281,289.37
EFT00027	31	18/11/2025	Kennedys (Australasia) Partnership	Legal expenses -HRC	3,166.66	284,456.03
EFT00027	32	18/11/2025	Alita Ritchie	Reimbursement for meal expenses - Leonora visit	42.34	284,498.37
EFT00029	33	28/11/2025	AYA Group Pty Ltd	Catering and consumables for Shire Facilities	9,972.78	294,471.15
EFT00029	34	28/11/2025	Bidfood Kalgoorlie	Catering and consumables for Hoover House	1,380.52	295,851.67
EFT00029	35	28/11/2025	Bluepen Collective Pty Ltd	Project Management Services November & December 2025	51,280.04	347,131.71
EFT00029	36	28/11/2025	Bullivants Pty Ltd.	Specialised Lifting Chains and Inspection of all chains & Lifting gear	6,082.54	353,214.25
EFT00029	37	28/11/2025	Bunnings Building Supplies Pty Ltd	Hoses, Event BBQs and PVC Pipe as required	705.23	353,919.48
EFT00029	38	28/11/2025	Canine Control	Ranger Services 2025/26	4,670.20	358,589.68
EFT00029	39	28/11/2025	Caterlink	Ice Machine for Hoover House	2,162.60	360,752.28
EFT00029	40	28/11/2025	Civil Safety Pty Ltd	Earth Moving Course Job Support Hub Laverton	38,150.00	398,902.28
EFT00029	41	28/11/2025	Cleverpatch	LELC activity supplies christmas	683.71	399,585.99
EFT00029	42	28/11/2025	Council First Pty Ltd	Council First Subscriptions & Assistance, November & December 2025	32,757.88	432,343.87
EFT00029	43	28/11/2025	Creative Spaces	Replacement of storm damaged interperative pannels	2,447.25	434,791.12
EFT00029	44	28/11/2025	Department of Fire and Emergency Services	2025/26 Emergency Services Levy Q2	54,496.42	489,287.54
EFT00029	45	28/11/2025	Dial a Stamp Pty Ltd	Self inking stamp for gwalia museum	199.00	489,486.54
EFT00029	46	28/11/2025	E. Fire and Safety	Replacement of existing fire indicator panel at Hoover House	8,063.00	497,549.54
EFT00029	47	28/11/2025	Eagle Petroleum (WA) Pty Ltd	Shell Fuel Card Transactions October 2025	391.67	497,941.21
EFT00029	48	28/11/2025	Earth Australia Contracting Pty Ltd	8.5kg gas bottles for Hoover House	110.00	498,051.21
EFT00029	49	28/11/2025	Elite Gym Hire	Monthly gym equipment hire	2,302.51	500,353.72
EFT00029	50	28/11/2025	Goldfields Controlled Waste.	Empty skip bins at Malcolm Dam - November 2025	762.30	501,116.02
EFT00029	51	28/11/2025	GTN Services	Service of P306 and tracker installation	736.75	501,852.77
EFT00029	52	28/11/2025	Harvey Norman AV/IT Kalgoorlie	Cases for Councillor iPads	807.00	502,659.77
EFT00029	53	28/11/2025	Heatley's Sales Pty Ltd	Batteries for Garden equipment	2,760.14	505,419.91
EFT00029	54	28/11/2025	Helen Smith	Additional ranger visit to address dog attack	4,543.00	509,962.91
EFT00029	55	28/11/2025	Horizon Power	Power Charges - Rec Centre & Admin Building	2,795.49	512,758.40
EFT00029	56	28/11/2025	Kalsigns Pty Ltd	Post clips for Signs	679.80	513,438.20
EFT00029	57	28/11/2025	Kerion Pty. Ltd.	Outback Way Conference - Flight LNO to PER	363.00	513,801.20
EFT00029	58	28/11/2025	Leonora Motor Inn	Accommodation for Council Guests & Consultants	1,355.00	515,156.20

## Accounts for Payment - December 2025

Batch Ref	ID	Date	Name	Item	Payment by delegated Authority	Balance
EFT00029	59	28/11/2025	Luck Thai Cleaning	Fortnightly cleaning of Shire building minus 15% ATO	9,784.78	524,940.98
EFT00029	60	28/11/2025	Major Motors Pty Ltd.	Service Consumables for little tipper 1HYF517	1,195.01	526,135.99
EFT00029	61	28/11/2025	Mcleods Barristers and Solicitors	Overdue rates recovery	1,531.20	527,667.19
EFT00029	62	28/11/2025	McMahon Burnett Transport	Freight for Hoover House and Depot	214.57	527,881.76
EFT00029	63	28/11/2025	Modern Teaching Aids Pty Ltd	Activity Supplies for LELC	239.36	528,121.12
EFT00029	64	28/11/2025	Moore Australia	Monthly Statement of Financial Activity Aug 25	2,052.52	530,173.64
EFT00029	65	28/11/2025	Multiple Trades and Maintenance	Plumbing work as required	596.65	530,770.29
EFT00029	66	28/11/2025	Netlogic Information Technology	Computer consulting November 2025	1,275.00	532,045.29
EFT00029	67	28/11/2025	Nomad Plumbing	Repair Oval leak, replace and repair solenoids around Shire, repair chlorinator, provide pressure pump for retic, service Shire Air cons and replace sewer run at 26 Queen Victoria Street	62,053.99	594,099.28
EFT00029	68	28/11/2025	Northern Goldfields Electrical Pty Ltd	replace two oyster lights	418.00	594,517.28
EFT00029	69	28/11/2025	Office National Kalgoorlie	AA batteries	314.67	594,831.95
EFT00029	70	28/11/2025	PFD Food Services Pty Ltd	Catering and consumables for Hoover House	3,258.60	598,090.55
EFT00029	71	28/11/2025	Puzzle Consulting	Eastern Presinct consulting and project	33,693.00	631,783.55
EFT00029	72	28/11/2025	PWT Electrical Pty Ltd	Installation of Avgas tank at Airport and powerpoint repair at Hoover House	6,572.34	638,355.89
EFT00029	73	28/11/2025	Range Ford	Vans as per Capital Works Budget	101,819.90	740,175.79
EFT00029	74	28/11/2025	Robert Glenn Bone	For the GRV process relative to the Liotontown project. Plus meals and travel expenses	6,927.52	747,103.31
EFT00029	75	28/11/2025	Steven Tweedie	Governance Training Council and Staff	6,813.95	753,917.26
EFT00029	76	28/11/2025	Stratco (WA) Pty Ltd	CEO Patio supplies	239.83	754,157.09
EFT00029	77	28/11/2025	Team Global Express Pty Ltd	Freight for November	252.77	754,409.86
EFT00029	78	28/11/2025	Teletrac Navman	Monthly vehicle tracking	2,225.30	756,635.16
EFT00029	79	28/11/2025	Telstra	Phone and internet CRC	3,685.00	760,320.16
EFT00029	80	28/11/2025	Transaction Network Services	Monthly Service Support fee	66.00	760,386.16
EFT00029	81	28/11/2025	Visage Productions	Final 50% Participation in OUR TOWN tv series	22,000.00	782,386.16
EFT00029	82	28/11/2025	West Australian Newspapers Ltd	Public Notice - Scheduled meeting date change	235.17	782,621.33
EFT00029	83	28/11/2025	Weusandi Contractors	Dust Supression Bypass Road QU; 1095-1102	3,036.00	785,657.33
EFT00029	84	28/11/2025	WML Consultants Pty Ltd-	Airport remediation Report	2,288.00	787,945.33
EFT00029	85	28/11/2025	Xstra Group Pty Ltd	Monthly CRC PAXX Hosting	497.06	788,442.39
EFT00029	86	28/11/2025	Marie Pointon	Supplies for Vet program	1,375.48	789,817.87
EFT00029	87	28/11/2025	ATO - Netlogic	15% Netlogic Payment	225.00	790,042.87
EFT00029	88	28/11/2025	ATO Luck Thai	15% Luck Thai payment	1,726.73	791,769.60
EFT00029	89	28/11/2025	Peter Craig	Ministerial meeting expenses	804.85	792,574.45
EFT00029	90	28/11/2025	Aprodem	Pricing for prep of SOW for Ballistic Design Component of Users Req and Firing Ranges Concept Design	10,348.73	802,923.18

## Accounts for Payment - December 2025

Batch Ref	ID	Date	Name	Item	Payment by delegated Authority	Balance
EFT00029	91	28/11/2025	White House Hotel	Safe House contractor accommodation	33,000.00	835,923.18
EFT00029	92	28/11/2025	B Waddell Consulting Engineers	Inspection fo retining wall at 26 Queen Vic	1,100.00	837,023.18
EFT00029	93	28/11/2025	Kalpumps Sales & Services	Pump for Littlewater Truck	6,111.60	843,134.78
EFT00029	94	28/11/2025	Griffiths Engineering Pty Ltd	Avgas Tank and high level alarm commissioning	20,993.50	864,128.28
EFT00029	95	28/11/2025	Lo-Go Appointments	Consultant expenses - Finance Officer	10,466.00	874,594.28
EFT00029	96	28/11/2025	Microsoft	Surface devices as per AUQ-000017147	20,203.20	894,797.48
EFT00029	97	28/11/2025	Laverton LPS Pty Ltd	Hired forklifts for Civil Safety Course	550.00	895,347.48
EFT00030	98	5/12/2025	Altus Planning	Remote Town Planning Services 2025/26	1,732.50	897,079.98
EFT00030	99	5/12/2025	Avdata Australia	Water Standpipe Usage	3,713.29	900,793.27
EFT00030	100	5/12/2025	BOC Limited	Monthly container services - Depot & medical centre	141.13	900,934.40
EFT00030	101	5/12/2025	Bookeasy Australia Pty Ltd	Monthly Room Manager Services	84.70	901,019.10
EFT00030	102	5/12/2025	Bullivants Pty Ltd.	4.5t Fork Boom w/swivel & hook safety chain QU: 700456890	4,125.00	905,144.10
EFT00030	103	5/12/2025	Bunnings Building Supplies Pty Ltd	Retic Parts, Outdoor seats for Hoover House and Laundry Consumables	2,740.22	907,884.32
EFT00030	104	5/12/2025	Central Regional TAFE.	Job Support Hub courses and HSR training	14,518.58	922,402.90
EFT00030	105	5/12/2025	Coates Hire	Hire of Lighting Tower LED 170-240k Lumens Mine Spec	87.63	922,490.53
EFT00030	106	5/12/2025	CyberSecure Pty Limited	Monthly Data Protection	1,153.13	923,643.66
EFT00030	107	5/12/2025	Dunning's	Avgas for Airport Avgas Tank	21,124.22	944,767.88
EFT00030	108	5/12/2025	E. Fire and Safety	Extinguishers for the airport	660.00	945,427.88
EFT00030	109	5/12/2025	Eagle Petroleum (WA) Pty Ltd	Shell card transactions November 2025	129.35	945,557.23
EFT00030	110	5/12/2025	Goldfields Controlled Waste.	Pump Out Waste at Info Bay QU: 1495	1,430.00	946,987.23
EFT00030	111	5/12/2025	GTN Services	New Windscreens for 1L &P2515, and Mechanic Ute Service	7,953.05	954,940.28
EFT00030	112	5/12/2025	Hames Sharley	Town Planning Scheme Statutory Review	1,773.20	956,713.48
EFT00030	113	5/12/2025	Harvey Norman AV/IT Kalgoorlie	AV/IT Items for Shire properties	7,705.00	964,418.48
EFT00030	114	5/12/2025	Hersey's Safety Pty Ltd	Supplies for Mechanic - Depot	2,574.53	966,993.01
EFT00030	115	5/12/2025	Kalgoorlie Retravision	Vacuum for JG Epis Centre & iPad Cases for Councillors	909.00	967,902.01
EFT00030	116	5/12/2025	Landgate	Valuations & Online requests	2,368.38	970,270.39
EFT00030	117	5/12/2025	Marketforce	Lease advertising	1,085.71	971,356.10
EFT00030	118	5/12/2025	Mcleods Barristers and Solicitors	Overdue rates recovery	1,878.00	973,234.10
EFT00030	119	5/12/2025	Modern Teaching Aids Pty Ltd	Activity Supplies for LELC	375.16	973,609.26
EFT00030	120	5/12/2025	Northern Goldfields Earthmoving Pty Ltd	RFT03.25 Shire Maintenance Grading - @ \$598,600.00 (ex GST) per year	84,039.80	1,057,649.06
EFT00030	121	5/12/2025	Northern Goldfields Electrical Pty Ltd	Provide power to Masonic Lodge	7,847.40	1,065,496.46
EFT00030	122	5/12/2025	Office National Kalgoorlie	Wall unit for works admin as per Quote 147576	566.41	1,066,062.87
EFT00030	123	5/12/2025	Outback Highway Development Council Inc	Friends of the Outback Way - Membership renewal	22,000.00	1,088,062.87
EFT00030	124	5/12/2025	PFD Food Services Pty Ltd	Catering and consumables for Hoover House	1,576.06	1,089,638.93
EFT00030	125	5/12/2025	PWT Electrical Pty Ltd	Inspect solar issue at Main Reef Road truck stop toilets	148.50	1,089,787.43
EFT00030	126	5/12/2025	Seven Network Operations Ltd	Gwalia advertising on 7 network	1,100.00	1,090,887.43

## Accounts for Payment - December 2025

Batch Ref	ID	Date	Name	Item	Payment by delegated Authority	Balance
EFT00030	127	5/12/2025	Skippers Aviation Pty Ltd	Flights to Perth for Staff - Van collection & Training	1,322.00	1,092,209.43
EFT00030	128	5/12/2025	Supagas Pty Ltd	Gas bottles as required	1,013.05	1,093,222.48
EFT00030	129	5/12/2025	Team Global Express Pty Ltd	Freight for staff uniforms	65.23	1,093,287.71
EFT00030	130	5/12/2025	Telstra	Phone & Internet - Facilities October & November	5,390.66	1,098,678.37
EFT00030	131	5/12/2025	Terry Sargent	EHO Consulting November 2025	10,924.10	1,109,602.47
EFT00030	132	5/12/2025	Tourism Council Western Australia	Annual Subscription to Tourism WA - Visitors Centre	1,958.00	1,111,560.47
EFT00030	133	5/12/2025	Transaction Network Services	Monthly Service Support fee	132.00	1,111,692.47
EFT00030	134	5/12/2025	VIP Entertainment	50% deposit Golden Gift Headliner	23,375.00	1,135,067.47
EFT00030	135	5/12/2025	VIP Entertainment	Golden Gift entertainment 2026 - Support	12,375.00	1,147,442.47
EFT00030	136	5/12/2025	Water Corporation	Water Usage - October/November 2025	70,338.48	1,217,780.95
EFT00030	137	5/12/2025	WML Consultants Pty Ltd-	Airport PCN Assessment as per PO 2410	20,741.60	1,238,522.55
EFT00030	138	5/12/2025	Fiona Sturges	Fuel for new cleaners van	114.02	1,238,636.57
EFT00030	139	5/12/2025	Peter Craig	Councillor Sitting Fees Correction & President Allowance	41,762.00	1,280,398.57
EFT00030	140	5/12/2025	Europcar WA	Vehicle Hire - Gary Gaffney, 20/11/25 to 27/11/25	924.23	1,281,322.80
EFT00030	141	5/12/2025	Cheryl Cotterill	Refund of nomination fee	100.00	1,281,422.80
EFT00030	142	5/12/2025	Coralie Caporn	5388 - RATES REFUND	735.55	1,282,158.35
EFT00030	143	5/12/2025	Dust-A-Side Australia Pty Ltd	DAS Product in IBC - Bypass Rd	4,598.00	1,286,756.35
EFT00030	144	5/12/2025	Lo-Go Appointments	Consultant - Finance Support Officer	3,874.86	1,290,631.21
EFT00030	145	5/12/2025	Alex Taylor	Correction to Councillor Sitting Fees - 2024-2025	357.00	1,290,988.21
EFT00030	146	5/12/2025	Ballinger Technology Pty Ltd	10x Stalker Traffic Radar Systems	23,760.00	1,314,748.21
EFT00030	147	5/12/2025	Richard Cotterill	Correction to Councillor Sitting Fees - 2024-2025	197.00	1,314,945.21
EFT00030	148	5/12/2025	Tanya Nardone	Correction to Councillor Sitting Fees - 2024-2025	240.00	1,315,185.21
EFT00030	149	5/12/2025	Ross Norrie	Correction to Councillor Sitting Fees - 2024-2025	257.00	1,315,442.21
EFT00030	150	5/12/2025	Felicity Harris	Correction to Councillor Sitting Fees - 2024-2025	206.00	1,315,648.21
EFT00030	151	5/12/2025	Larnie Petersen	Correction to Councillor Sitting Fees - 2024-2025	231.00	1,315,879.21
EFT00030	152	5/12/2025	Kalgoorlie Jolly Jumps	2025 Kids Christmas Party - Inflatables	3,500.00	1,319,379.21
EFT00030	153	5/12/2025	Victoria Facepainting	2025 Kids Christmas Party - Facepainting	700.00	1,320,079.21
<b>GRAND TOTAL</b>					<b>1,320,079.21</b>	

## Accounts for Payment - December 2025

<b>Shire of Leonora</b>						
<b>Monthly Report – List of Accounts Paid by Delegated Authority</b>						
<b>Submitted to Council on the 12th December 2025</b>						
The following list of accounts has been paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions contain Wages & Payroll Liability payments since the previous list of accounts paid by Delegated Authority totalling <b>\$313,251.08</b>						
<b>CHIEF EXECUTIVE OFFICER</b>						
Cheque	Date	Name	Item	Payment by Delegated Authority	Balance	
PJ000027	13/11/2025	Shire of Leonora - Wages	Salaries & Wages Special Pay - 13/11/2025	20,257.86	20,257.86	
PJ000028	17/11/2025	Shire of Leonora	Pay Liabilities - 13/11/2025	5,060.00	25,317.86	
PJ000029	25/11/2025	Shire of Leonora - Wages	Salaries & Wages PPE24/11/2025	120,901.84	146,219.70	
PJ000030	25/11/2025	Shire of Leonora	Pay Liabilities - 24/11/2025	43,915.36	190,135.06	
PJ000031	9/12/2025	Shire of Leonora - Wages	Salaries & Wages PPE08/12/2025	123,116.02	313,251.08	
<b>GRAND TOTAL</b>					<b>313,251.08</b>	

**10.0 REPORTS**

**10.4 MANAGER OF COMMUNITY SERVICES**

Nil

**10.0 REPORTS**

**10.5 ENVIRONMENTAL HEALTH OFFICER REPORTS**

Nil

**10.0 REPORTS**

**10.6 ELECTED MEMBERS REPORTS**

Nil

**11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12.0 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

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

**13.1 ELECTED MEMBERS**

Nil

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

**13.2 OFFICERS**

Nil

**14.0 MEETING CLOSED TO PUBLIC****14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED****RECOMMENDATIONS**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

**14.1.(A) LEASE OFFICE 1 JG EPIS CENTRE LEONORA BLAZERS**

This matter is considered to be confidential under Section 5.23(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**14.1.(B) LEASE TRAINING ROOM 2 JG EPIS CENTRE SHOOTING STARS**

This matter is considered to be confidential under Section 5.23(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**14.1.(C) LEASE SHIRE OF LEONORA DEPOT RETURN IT**

This matter is considered to be confidential under Section 5.23(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**14.0 MEETING CLOSED TO PUBLIC**

**14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

**15.0 STATE COUNCIL AGENDA**

Nil

**16.0 NEXT MEETING**

Tuesday 3rd February 2026

**17.0 CLOSURE OF MEETING**