

SHIRE OF LEONORA



MINUTES OF ORDINARY COUNCIL MEETING HELD IN COUNCIL CHAMBERS, LEONORA ON TUESDAY 15TH JULY, 2025 COMMENCING AT 10:02AM.

ORDINARY COUNCIL MEETING MINUTES

SHIRE OF LEONORA
ORDER OF BUSINESS FOR MEETING HELD
TUESDAY 15TH JULY, 2025.

COLOUR

CODING

	1	DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS	4
	2	DISCLAIMER NOTICE	4
	3	COUNCIL MEETING INFORMATION NOTES	4
	4	PUBLIC QUESTION TIME	4
	4.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
	4.2	PUBLIC QUESTION TIME	4
	5	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	4
	6	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE	4
	6.1	ATTENDANCE	4
	6.2	APOLOGIES	5
	6.3	APPLICATIONS FOR LEAVE OF ABSENCE	5
	6.4	APPROVED LEAVE OF ABSENCE	5
	7	DECLARATION OF INTEREST	5
	7.1	DECLARATIONS OF FINANCIAL INTEREST	5
	7.2	DECLARATIONS OF PROXIMITY INTEREST	5
	7.3	DECLARATIONS OF IMPARTIALITY INTEREST	5
White	8	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING	6
	9	PRESENTATIONS	6
	9.1	PETITIONS	6
	9.2	PRESENTATIONS	6
	9.3	DEPUTATIONS	6
	9.4	DELEGATES REPORTS	6
	10	REPORTS	7
Orange	10.1	REPORTS OF AUDIT AND RISK COMMITTEES	6
Pink	10.2	CHIEF EXECUTIVE OFFICER REPORTS	7
	(A)	Adoption of Council Plan 2025-2035	7

ORDINARY COUNCIL MEETING MINUTES

	(B) Proposal to appoint common Audit, Risk and Improvement Committee Independent Chairperson across the Goldfields	46
	(C) Communications Agreement Consultation	53
	(D) Leonora Safe House Fencing	86
Purple	10.3 MANAGER OF BUSINESS SERVICES	89
	(A) Monthly Financial Statements - June 2025	89
	(B) Accounts for Payment - June to July 2025	101
Blue	10.4 MANAGER OF COMMUNITY SERVICES	116
Green	10.5 ENVIRONMENTAL HEALTH OFFICER REPORTS	116
Yellow	10.6 ELECTED MEMBERS REPORTS	116
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	116
12	QUESTION FROM MEMBERS WITHOUT NOTICE	116
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	116
	13.1 ELECTED MEMBERS	116
	13.2 OFFICERS	116
14	MEETING CLOSED TO PUBLIC	117
	14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED	117
	(A) RFT 06/2025 Street Resealing Program	117
	14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC	118
15	STATE COUNCIL AGENDA	118
16	NEXT MEETING	118
17	CLOSURE OF MEETING	118

ORDINARY COUNCIL MEETING MINUTES

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1 The Shire President, Cr PJ Craig declared the meeting open at 10:02am.

1.2 Visitors or members of the public in attendance
Nil

2.0 DISCLAIMER NOTICE

3.0 COUNCIL MEETING INFORMATION NOTES

4.0 PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil

4.2 PUBLIC QUESTION TIME
Nil

5.0 ANNOUNCEMENT FROM THE PRESIDING MEMBER
Nil

6.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

6.1 Attendance

President (Chairperson)

Deputy President

Councillors

PJ Craig

RA Norrie

RM Cotterill

F Harris (Video Conf.)

AE Taylor

LR Petersen

TM Nardone

K Lord

L Morgan

A Baxter

A Matson

Manager Business Services

Manager Works Services

Manager Community Services

Governance Officer

Visitors

ORDINARY COUNCIL MEETING MINUTES

6.2 Apologies
Chief Executive Officer

Ty Matson

6.3 Applications for Leave of Absence

Councillor LR Petersen requested leave of absence from the Ordinary Council Meeting to be held on 19 August, 2025.

COUNCIL DECISION

Moved: Cr RA Norrie

Seconded: Cr RM Cotterill

That the application received from Cr LR Petersen be accepted and leave of absence for the 19 August 2025, be granted.

CARRIED (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr RM Cotterill,
Cr AE Taylor, Cr LR Petersen, Cr TM Nardone, Cr F Harris*

6.4 Approved Leave of Absence

7.0 DECLARATION OF INTEREST

7.1 Declaration of Financial Interest
Nil

7.2 Declaration of Proximity Interest
Nil

7.3 Declaration of Impartiality Interest
Nil

ORDINARY COUNCIL MEETING MINUTES

8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

COUNCIL DECISION

Moved: Cr RA Norrie

Seconded: Cr AE Taylor

That the minutes of the Ordinary Council Meeting held on 17 June, 2025 be confirmed.

CARRIED (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr RM Cotterill,
Cr AE Taylor, Cr LR Petersen, Cr TM Nardone, Cr F Harris*

9.0 PRESENTATIONS

9.1 Petitions

Nil

9.2 Presentations

Nil

9.3 Deputations

Nil

9.4 Delegates Reports

Nil

10.0 REPORTS

10.1 REPORTS OF AUDIT AND RISK COMMITTEES

Nil

15 JULY 2025

ORDINARY COUNCIL MEETING MINUTES

10.0 REPORTS

10.2 CHIEF EXECUTIVE OFFICER REPORTS

10.2.(A) ADOPTION OF COUNCIL PLAN 2025-2035

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 15th July 2025

AGENDA REFERENCE: 10.2.(A) JUL 25

SUBJECT: Adoption of Council Plan 2025-2035

LOCATION/ADDRESS: Leonora

NAME OF APPLICANT: Ty Matson

FILE REFERENCE: 9.13

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Ty Matson

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 30th June 2025

SUPPORTING DOCUMENTS: 1. Shire of Leonora Council Plan 2025-2035 Draft V2

BACKGROUND

On 26 August 2012 the Minister for Local Government introduced regulations (contained within the *Local Government (Administration) Regulations 1996* which established new requirements for the Plan for the Future under the *Local Government Act 1995*. This was known as the introduction of the Integrated Planning Framework.

Under these regulations, local governments were required to develop and adopt (by absolute majority) two key documents, a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP), which were to act as main drivers of the annual budget. A core component of Corporate Business Planning includes a 4-year service delivery program, aligned to the strategic direction identified during the Strategic Community Planning, and accompanied by financial projections.

In accordance with Regulations, a local government is to review its current Plan for the Future each year prior to adopting the Budget.

If Council adopts the Council Plan 2025-2035, being the combined Strategic Community Plan and Corporate Business Plan, the plan applies to the district for the period specified in the plan.

COMMENT:

The Strategic Community Plan is required to be for a minimum 10 year timeframe with its purpose being to state the community vision, aspirations and objectives. The plan must be developed through active engagement with the community, details of which are to be included within the plan. The Shire's most recent Strategic Community Plan was adopted in 2021. The regulations require that a local government review its Strategic Community Plan at least once every 4 years, and undertake community engagement as part of the review.

ORDINARY COUNCIL MEETING MINUTES

Community engagement commenced during 2025 and focused on obtaining feedback in relation to Shire services and facilities. The review campaign was circulated on local notice boards, email community distribution list, mail drop, website, community Facebook page (with link to electronic survey) and was available in hard copy from all Shire of Leonora facilities, as well as select locations in Leinster. A community workshop was also held, along with visioning sessions at Hoover House with school students and community members as well as at the Aging in Place community room.

The community responses were from a range of different age groups and demographics. Responses received across the community were collated and analysed with four key themes being noted, and as a result, those themes were listed as key objectives within the plan: social, economic, environment and leadership.

Each of the key themes has a number of desired outcomes that the Shire of Leonora will aim to achieve over the term of the Council Plan, as well as practical measures to keep the community informed on the Shire's progress towards achieving these outcomes. This measurement of performance is included in the Annual Report each year. The plan is required to be reviewed and adopted prior to adoption of the Annual Budget.]

The Council Plan is supported and informed by other key documents, including the Asset Management Plan, Long Term Financial Plan and Workforce Plan.

The Draft Shire of Leonora Council Plan 2025-2035 is attached for consideration.

STATUTORY ENVIRONMENT

Section 5.56 of the *Local Government Act 1995* requires local governments to Plan for the Future, ensuring that plans made are in accordance with any regulations made about planning for the future of the district. Regulation 19C of the *Local Government (Administration) Regulations 1996* requires the creation of a Strategic Community Plan in accordance with the following:

1. A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
2. A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
3. A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
4. A local government is to review the current strategic community plan for its district at least once every 4 years.
5. In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and

ORDINARY COUNCIL MEETING MINUTES

(c) demographic trends.

6. Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
7. A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

**Absolute majority required.*

8. If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
9. A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
10. A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

Regulation 19DA requires that a corporate business plan is made for the district covering at least 4 years and setting out, consistent with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district.

Section 5.96A (1)(e) of the *Local Government Act 1995* also requires the current plan for the future documents to be published on the official local government website.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Moore Australia were engaged in July 2022 to provide integrated planning and reporting services for a three-year service period, being the 2022/23, 2023/24 and 2024/25 financial years. This engagement includes facilitating the major review of the Plan for the Future. Provision is included in the relevant budget for Moore Australia to deliver these integrated planning and reporting services.

Future financial implications will exist in terms of the delivery of some of the strategies identified within the plan and these will continue to be considered and costed.

STRATEGIC IMPLICATIONS

The Council Plan, incorporating the Strategic Community Plan and Corporate Business Plan provides the overall strategic direction for the community, for Council and for others who deliver services and play a part in the community. The plan can be used as a guiding document, not only with respect to the Shire of Leonora's responsibilities, but with respect to the broader community's responsibilities; and those of other agencies, private investors, residents and so on. As such the plan is of significant strategic importance.

ORDINARY COUNCIL MEETING MINUTES

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, adoption of the Council Plan 2025-2035 as per the officer recommendation will reduce the perceived level risk to low.

RECOMMENDATIONS

1. That Council adopt by absolute majority, the Shire of Leonora Council Plan 2025-2035, as attached, as required by Section 5.56 of the *Local Government Act 1995*.

VOTING REQUIREMENT

Absolute Majority

SIGNATURE

Chief Executive Officer

COUNCIL DECISION

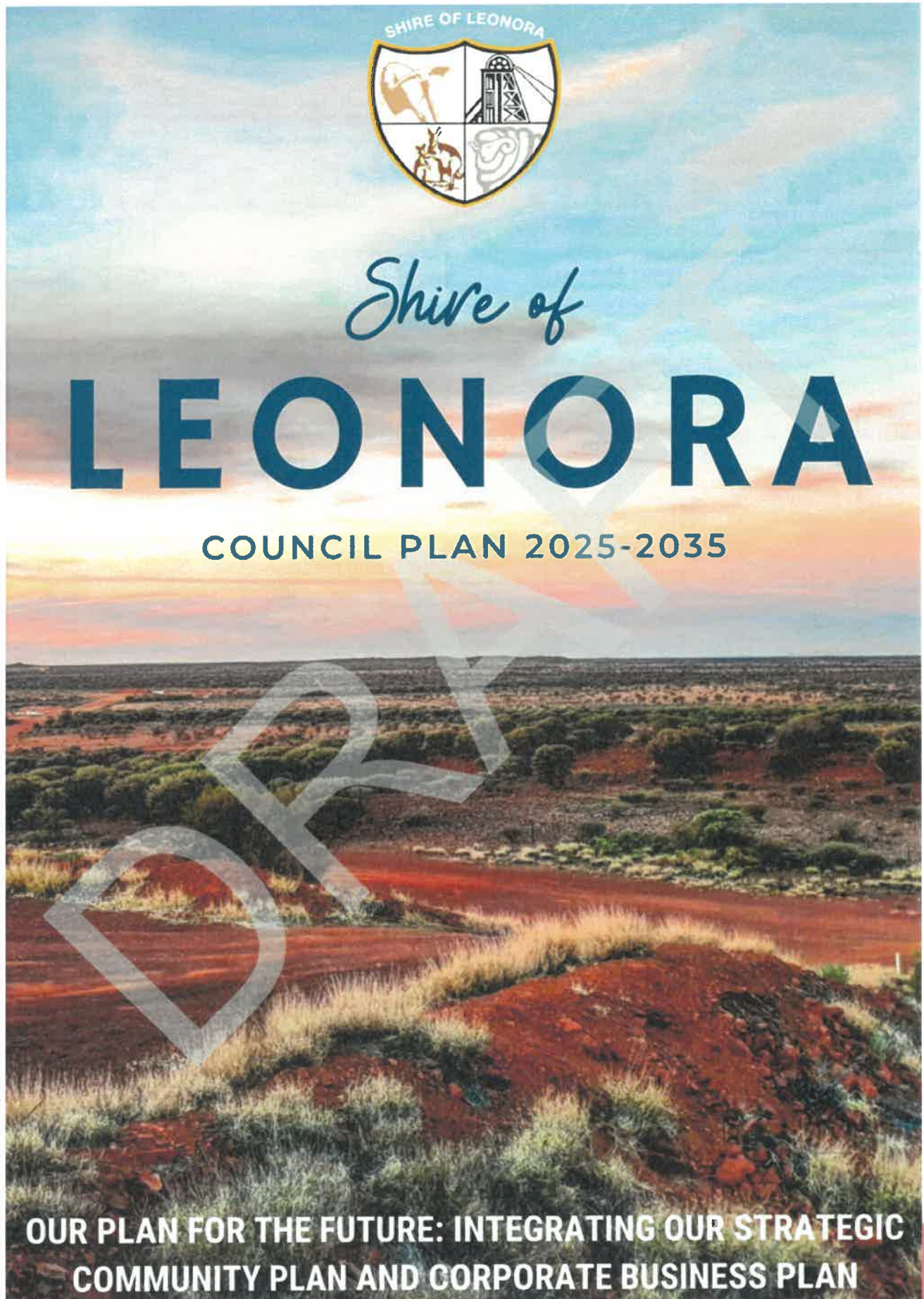
Moved: Cr LR Petersen

Seconded: Cr TM Nardone

1. That Council adopt by absolute majority, the Shire of Leonora Council Plan 2025-2035, as attached, as required by Section 5.56 of the *Local Government Act 1995*.

CARRIED BY ABSOLUTE MAJORITY (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr RM Cotterill,
Cr AE Taylor, Cr LR Petersen, Cr TM Nardone, Cr F Harris*



CONTENTS

01	Introduction
03	Council Plan
15	Council Plan Structure
17	Our Shire
19	Community Engagement
24	Wider Context
25	Legislative Requirements
26	Strategic Planning
28	Strategic Risk Management
30	References and Thank You





INTRODUCTION

We are pleased to present the Shire of Leonora Council Plan 2025-2035, incorporating the Strategic Community Plan and Corporate Business Plan.

This Plan is part of our continued commitment and focus on a positive and bright future for our Shire.

Sharing our vision and strategic objectives aligned to the feedback received from our community, this Plan outlines how we will continue to work towards achieving our vision over the long term.

This Plan has been developed after consideration of the valued input of the local community, and we want to express our appreciation for the response and input received.

Our community and Council recognise we care for an extensive road network and community infrastructure, essential to our community connectivity and economy along with the large number of visitors and transient workforce, and maintaining these assets remains a key focus for Council.

The community engagement feedback again highlights the strong sense of community, appreciation for our precious natural treasures and the investment of our local residents to support our broader region to strengthen our own community and economic stability.

With a small resident population and ratepayer base, Council is mindful of resource limitations and seeks whenever possible to advocate for and leverage external funding opportunities for the benefit of our district.

As a local government we will continue to work in partnership with the community, and other key stakeholders, to deliver these outcomes.

Through developing this plan, we reflected on the progress of our overall long term strategic planning. We recognise the need to continue planning with a long term focus to ensure the Shire has the required resources to maintain our infrastructure, as well as the capacity to provide appropriate levels of services to our community, well into the future.

As a Council we look forward to continue progressing our district and supporting our community.

Peter Craig
Shire President



ORDINARY COUNCIL MEETING MINUTES



Shire of Leonora Draft Council Plan 2025 - 2035



Page | 2

COUNCIL PLAN

2025-2035

OUR VISION

A thriving community with economic diversity, where people feel safe, and friendly connections support sustainable growth

Our Purpose is to be

The regional hub for economic prosperity, intermodal transport, health and medical services, and sport and recreation events

Our Strategic Objectives

1. Social

A resilient community with strong voices and enthusiasm to drive connection and positive change

2. Economic

The economic hub of the Northern Goldfields

3. Environment

Strategic planning anticipating future development needs while protecting natural resources

4. Leadership

An innovative and proactive local government



ORDINARY COUNCIL MEETING MINUTES



Shire of Leonora Draft Council Plan 2025 - 2035

Page | 4

COUNCIL PLAN

2025-2035

1. Social

A resilient community with strong voices and enthusiasm to drive connection and positive change

Outcome 1.1 A great sense of community

Strategy 1.1.1 Showcase our natural treasures, heritage and cultural attractions of the Shire			Strategy 1.1.3 Support community in sporting, recreational and volunteering initiatives		
Actions	Term	Role	Actions	Term	Role
1.1.1.1 Promote and support regional and local arts, cultural and festival events	Ongoing	Partner / Deliver	1.1.3.1 Identify and implement appropriate sport and recreation opportunities	2025 -2029	Deliver
1.1.1.2 Collaborate with regional tourism groups, promoting the Shire and region	Ongoing	Partner / Deliver	1.1.3.2 Encourage and support volunteerism	Ongoing	Partner / Deliver
1.1.1.3 Enhance, develop and promote the Golden Gift event	Ongoing	Partner / Deliver	1.1.3.3 Support community group access to external financial assistance grants	Ongoing	Partner
1.1.1.4 Investigate the formalisation of natural areas of interest for their protection	2025 -2027	Deliver	1.1.3.4 Maintain community grants allocation program	2025 -2029	Deliver
Strategy 1.1.2 Promote our sense of community and highlight our community spirit			Strategy 1.1.4 Celebrate our cultural and social diversity		
Actions	Term	Role	Actions	Term	Role
1.1.2.1 Advocate on behalf of the community for improved cooperation amongst State and Federal agencies, seek funding for local service provision	Ongoing	Advocate	1.1.4.1 Consider opportunities to recognise and celebrate our culture and people	Ongoing	Partner / Deliver
1.1.2.2 Participate in regional forums, seeking improved cooperation amongst State and Federal agencies and funding for local service provision	Ongoing	Partner / Deliver	1.1.4.2 Encourage and support initiatives promoting an inclusive community	Ongoing	Partner / Deliver
1.1.2.3 Communicate regularly with our community, encouraging inclusion and motivating involvement	Ongoing	Deliver	1.1.4.3 Investigate opportunity for development of cultural centre	2025 -2029	Partner / Deliver



People look out for each other, and you feel part of something bigger.

The sense of community is strong here. Whether at work or around town, people are genuinely friendly and supportive.

COUNCIL PLAN

2025-2035

1. Social

A resilient community with strong voices and enthusiasm to drive connection, and positive change

Outcome 1.2 Engaged and supported community

Strategy 1.2.1 Support youth engagement initiatives and programs

Actions	Term	Role
1.2.1.1 Support youth engagement initiatives and programs	Ongoing	Partner / Deliver
1.2.1.2 Seek to increase local youth services and activities	Ongoing	Advocate
1.2.1.3 Promote and support opportunities for local work experience	Ongoing	Advocate

Strategy 1.2.2 Ensure appropriate infrastructure and facilities, servicing the health and social needs of our community

Actions	Term	Role
1.2.2.1 Maintain engagement with our senior residents and relevant community agencies for continued responsiveness and support to service challenges and requirements	Ongoing	Partner / Deliver
1.2.2.2 Ensure appropriate management of independent living facility	Ongoing	Deliver
1.2.2.3 Identify opportunities for increased access and utilisation of facilities for all abilities	2025 -2029	Deliver
1.2.2.4 Support community engagement initiatives and programs	Ongoing	Partner / Deliver
1.2.2.5 Seek opportunities for support for families	Ongoing	Advocate

Outcome 1.3 Community health and well-being initiatives

Strategy 1.3.1 Support and advocate for health and well-being initiatives and provision of services to the community

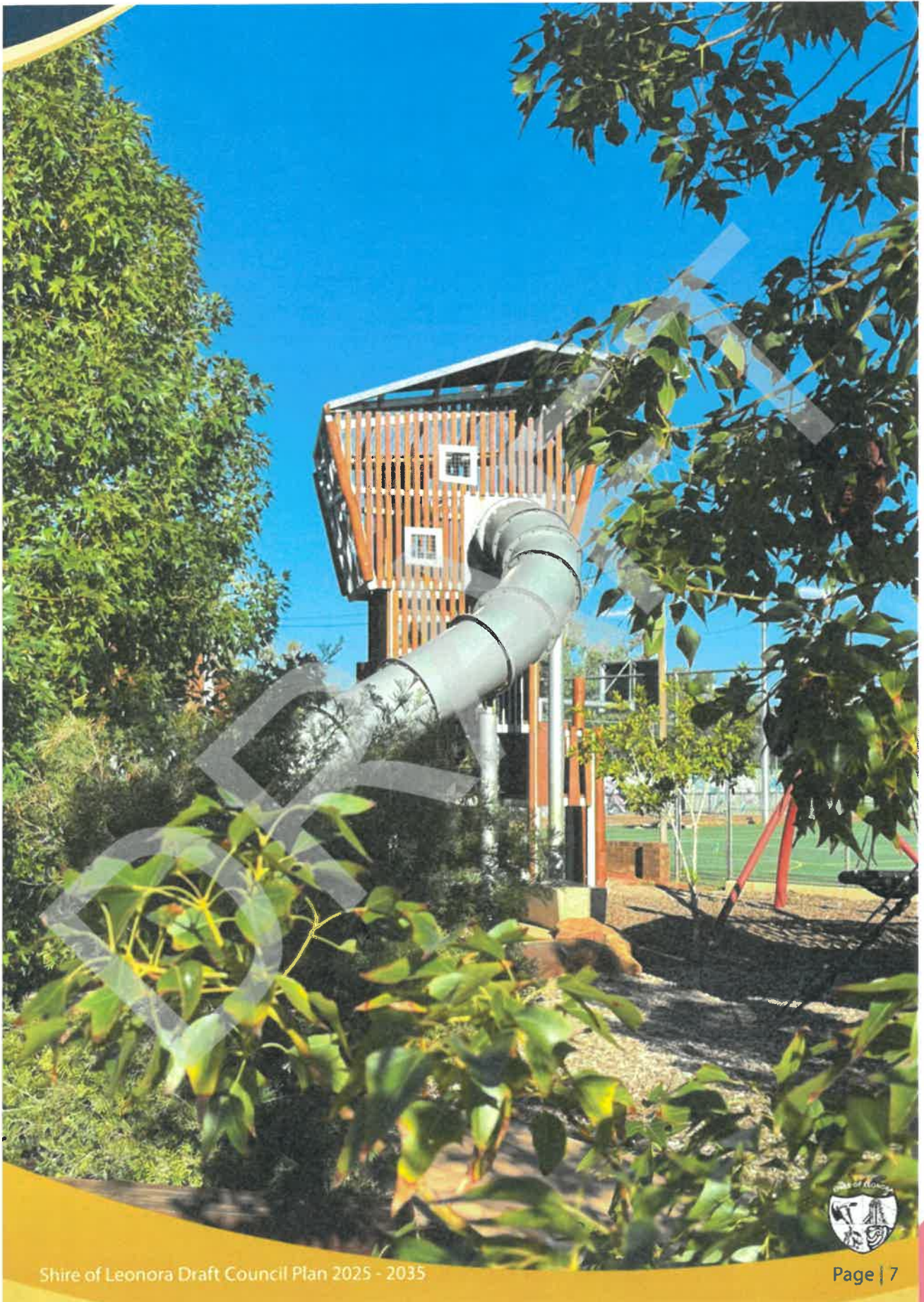
Actions	Term	Role
1.3.1.1 Review local public health and well being plan	2025 -2027	Partner / Deliver
1.3.1.2 Advocate and lobby for programs and initiatives to address drug, alcohol and gambling abuse	Ongoing	Advocate
1.3.1.3 Investigate opportunities to enhance gym facilities	2025 -2029	Partner / Deliver
1.3.1.4 Facilitate community transport programs and DOT licensing services	2025 -2027	Partner / Deliver

Strategy 1.3.2 Become the regional service hub for the Northern Goldfields

Actions	Term	Role
1.3.2.1 Advocate and lobby relevant government agencies, seeking to address healthcare and well-being issues within the Northern Goldfields region	Ongoing	Advocate
1.3.2.2 Investigate and articulate the government services delivered to Leonora, including coverage and frequency, to assist with access and advocacy efforts	2025 -2026	Advocate
1.3.2.3 Lobby for improved geographical recognition allowances for State Government employees	2025 -2029	Advocate
1.3.2.4 Promote and support the improvement of regional services in Leonora	Ongoing	Advocate
1.3.2.5 Advocate for improved health and associated services to the Leonora community and surrounds	Ongoing	Advocate
1.3.2.6 Advocate for provision of adequate social support services and facilities to protect at risk population	Ongoing	Advocate
1.3.2.7 Seek funding and advocate for facilitation of substance abuse rehabilitation services locally	2025 -2027	Advocate

like to see more collaboration between the Shire and other agencies, collaborate and sync our efforts for better outcomes for the whole community





COUNCIL PLAN

2025-2035

2. Economic

The economic hub of the Northern Goldfields

Outcome 2.1 Be the central economic hub for business and industry in the Northern Goldfields

Strategy 2.1.1 Attract new industry, business, investment and encourage economic diversity and growth of local business

Actions	Term	Role
2.1.1.1 Develop Eastern Precinct Plan	2025 -2029	Deliver
2.1.1.2 Seek localised and reliable access to further education choices	2025 -2029	Advocate
2.1.1.3 Develop and maintain stakeholder relationships	Ongoing	Partner
2.1.1.4 Engage with potential investors	Ongoing	Partner
2.1.1.5 Promote the continuation and establishment of business operations within the Shire, encouraging the local economy	2025 -2029	Advocate

Strategy 2.1.2 Develop Leonora as an intermodal transportation hub for the Northern Goldfields and alternate route to the Pilbara, Midwest and the great Australian outback

Actions	Term	Role
2.1.2.1 Assess opportunities to attract transportation businesses to the district	2025 -2027	Partner / Deliver
2.1.2.2 Continue to support the RRG, GEDC and other regional groups for the extension of the Goldfields Highway to the Great Northern Highway	Ongoing	Partner / Deliver
2.1.2.3 Investigate opportunities to improve road RAV access	2025 -2029	Partner / Deliver
2.1.2.4 Investigate opportunities to increase rail usage	2025 -2029	Advocate

Strategy 2.1.3 Improve essential infrastructure and services to promote growth

Actions	Term	Role
2.1.3.1 Liaise with Water Corporation to extend Leonora Townsite Sewerage Infill Program	2025 -2029	Partner / Deliver
2.1.3.2 Lobby for underground power installation	2025 -2029	Advocate
2.1.3.3 Plan for adequate supply of residential and commercial land to meet the requirements of the community	2025 -2029	Advocate / Deliver
2.1.3.4 Advocate for multi use emergency services facility	2025 -2029	Advocate

Outcome 2.2 Increased awareness of the district and regional attractions

Strategy 2.2.1 Promote the Northern Goldfields region and assist development of tourism initiatives

Actions	Term	Role
2.2.1.1 Collaborate with regional tourism groups, promoting tourism within the Northern Goldfields and the wider region	Ongoing	Partner / Deliver
2.2.1.2 Review and implement updated regional tourism strategy	2025 -2029	Partner / Deliver
2.2.1.3 Develop and implement local tourism strategy	2025 -2027	Deliver
2.2.1.4 Promote Leonora as a destination	Ongoing	Deliver

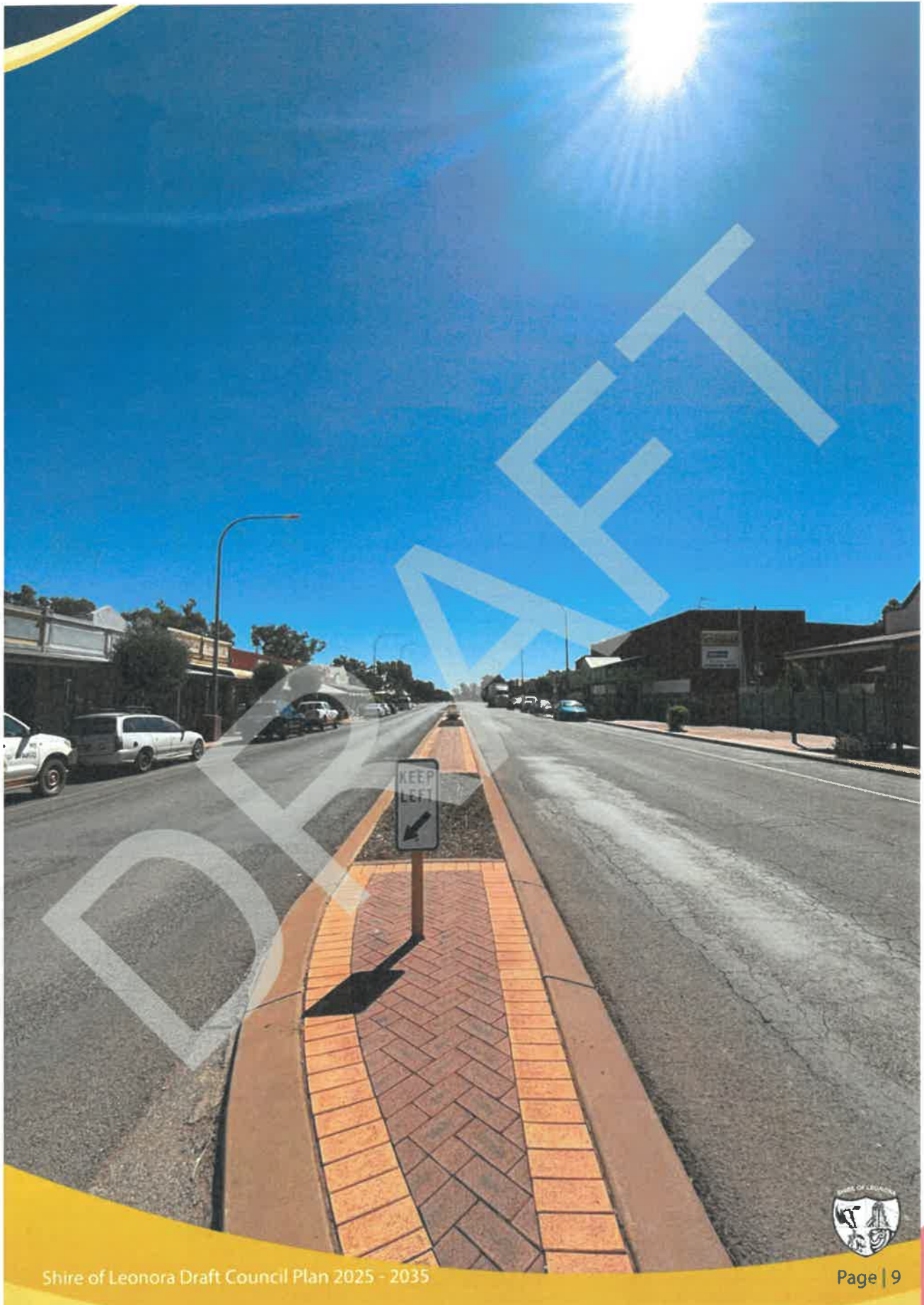
Strategy 2.2.2 Enhance and maintain local attractions and associated infrastructure

Actions	Term	Role
2.2.2.1 Continue to implement asset management plans	Ongoing	Deliver
2.2.2.2 Maintain and promote walking, driving and other trails	Ongoing	Deliver

Like to see Leonora become a transport hub and a road system that reduces trucks driving through town

like to see more land opened up





COUNCIL PLAN

2025-2035

3. Environment

Strategic planning anticipating future development needs while protecting natural resources

Outcome 3.1 Sustainable and effective environmental management

Strategy 3.1.1 Ensure appropriate resource recovery process and facilities, seek waste minimisation

Actions	Term	Role
3.1.1.1 Consider opportunities for resource recovery strategies	2025 -2029	Deliver
3.1.1.2 Provide appropriate waste management services and facilities	Ongoing	Deliver
3.1.1.3 Consider opportunities for community recycling and re-use initiatives	Ongoing	Partner / Deliver
3.1.1.4 Maintain and progress existing asbestos management plan and register	Ongoing	Deliver

Strategy 3.1.2 Collaborate with mining companies, seeking reduction in adverse effects of mining activity to the townsite

Actions	Term	Role
3.1.2.1 Continue dust mitigation on temporary northern bypass road to reduce the adverse impact of dust from the movement of heavy vehicles	2025 -2029	Partner / Deliver

Strategy 3.1.3 Support pest and weed control within the district

Actions	Term	Role
3.1.3.1 Consider initiatives and seek funding for control of invasive weeds and feral animals	2025 -2029	Advocate

Strategy 3.1.4 Consider climate change risks and mitigation

Actions	Term	Role
3.1.4.1 Advocate for regional ground water use strategy	2025 -2029	Advocate
3.1.4.2 Increase tree canopy and greening of Leonora	Ongoing	Partner / Deliver
3.1.4.3 Participate in GVROC climate alliance initiatives	2025 -2029	Partner / Deliver

Strategy 3.1.5 Protect local natural attractions

Actions	Term	Role
3.1.5.1 Review and enhance access, signage and support infrastructure at natural attraction sites	2025 -2029	Deliver

Plant and maintain more native trees and plants. Continue improvement on footpaths and roads.

Sporting facilities to be upgraded so groups like Blazers basketball can expand and help more children to live a healthy life



COUNCIL PLAN

2025-2035

3. Environment

Strategic planning anticipating future development needs while protecting natural resources

Outcome 3.2 Infrastructure and services meeting the needs of our community

Strategy 3.2.1 Provide appropriate community infrastructure

Actions	Term	Role
3.2.1.1 Maintain community and recreation infrastructure in line with asset management planning	Ongoing	Deliver
3.2.1.2 Investigate opportunity for dog friendly park	2025 -2029	Deliver

Strategy 3.2.2 Pursue appropriate road, rail and air transport infrastructure network

Actions	Term	Role
3.2.2.1 Maintain road infrastructure network and pursue funding opportunities to support appropriate road network service levels	Ongoing	Deliver
3.2.2.2 Investigate upgrade and development of airport terminal and infrastructure	2025 -2029	Partner / Deliver
3.2.2.3 Advocate for maintenance of rail services and increased utilisation	Ongoing	Advocate

Strategy 3.2.3 Preserve the Shire's historic heritage assets for future generations

Actions	Term	Role
3.2.3.1 Seek funding for restoration and conservation of historic assets	Ongoing	Advocate
3.2.3.2 Investigate opportunities for heritage tourism signage	2025 -2029	Partner / Deliver
3.2.3.3 Continue the Outback Grave Markers program, restoring and identifying our historic grave sites	2025 -2029	Partner / Deliver
3.2.3.4 Restore, protect and promote cobblestones on Agnew Road	Ongoing	Partner / Deliver
3.2.3.5 Plan for restoration of Barnes Theatre and investigate utilisation opportunities	2025 -2029	Partner / Deliver

Strategy 3.2.4 Ensure the Shire's historic Gwalia buildings remain for future generations through specific asset management planning

Actions	Term	Role
3.2.4.1 Continue to engage heritage specialists in support of planning for the conservation and restoration of Gwalia heritage assets	2025 -2029	Partner / Deliver
3.2.4.2 Seek funding for the maintenance and preservation of historic assets of historic assets	2025 -2029	Partner / Deliver

Strategy 3.2.5 Progress transfer of ownership of the Gwalia State Hotel to the Shire of Leonora

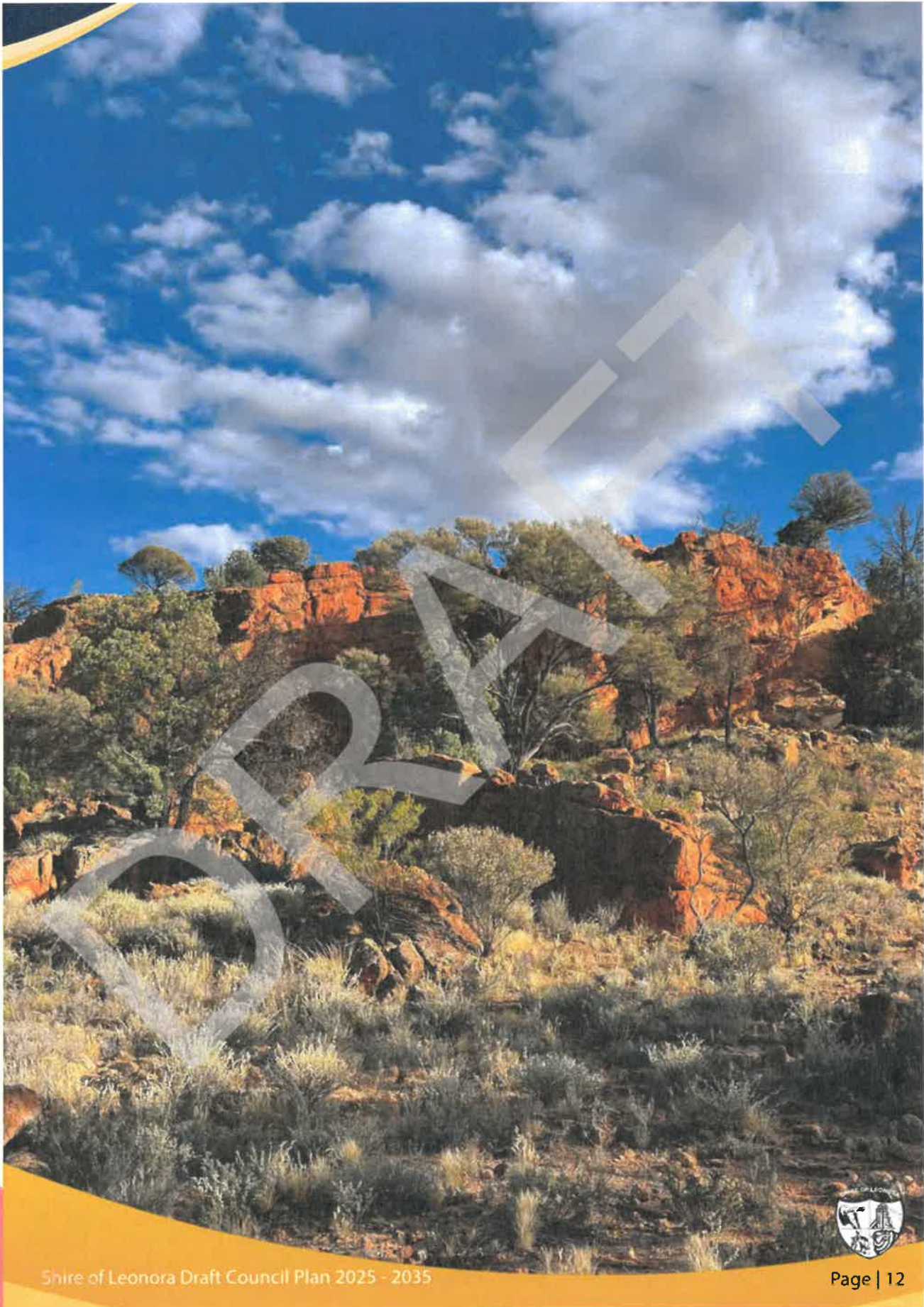
Actions	Term	Role
3.2.5.1 Continue the process of ownership transfer of the Gwalia State Hotel to the Shire of Leonora	2025 -2029	Partner / Deliver

love that we have these facilities available for community use.

like to see more places for families to spend the day out with BBQ facilities etc.



ORDINARY COUNCIL MEETING MINUTES



Shire of Leonora Draft Council Plan 2025 - 2035



Page | 12

COUNCIL PLAN

2025-2035

4 .Leadership

An innovative and proactive local government

Outcome 4.1 An innovative, strategically focused Council leading our community

Strategy 4.1.1 Effectively represent and promote the Shire of Leonora

Actions	Term	Role
4.1.1.1 Maintain active two way communication with the community, promoting awareness of Council initiatives	Ongoing	Deliver
4.1.1.2 Actively promoting our region and advocating on behalf of the community	Ongoing	Deliver / Advocate
4.1.1.3 Participate with key stakeholders and committees	2025 -2029	Partner / Deliver

Strategy 4.1.2 Provide strategic leadership and governance

Actions	Term	Role
4.1.2.1 Ongoing training and development for council members	Ongoing	Deliver
4.1.2.2 Maintain and support implementation of the IPR framework	2025 -2029	Deliver
4.1.2.3 Encourage and support leadership within the community	Ongoing	Partner / Deliver
4.1.2.4 Provide appropriate governance and leadership to the Shire	Ongoing	Deliver

Outcome 4.2 An effective organisation, providing strong leadership and services

Strategy 4.2.1 Provide appropriate services to the community, professionally and efficiently

Actions	Term	Role
4.2.1.1 Provide high quality customer service	Ongoing	Deliver
4.2.1.2 Maintain accountability and financial responsibility through effective planning	Ongoing	Deliver
4.2.1.3 Seek high level of compliance in organisational practices	Ongoing	Deliver
4.2.1.4 Continue to provide appropriate regulatory services	Ongoing	Deliver

Strategy 4.2.2 Provide a positive and safe workplace

Actions	Term	Role
4.2.2.1 Continue to provide a safe and positive workplace, ensuring WHS and mitigating risks	Ongoing	Deliver
4.2.2.2 Support training and development for employees	Ongoing	Deliver



The Shire consistently ensures that streets, parks, and public areas are clean and presentable. Regular maintenance, rubbish collection, and landscaping make the town more welcoming for both residents and visitors.

ORDINARY COUNCIL MEETING MINUTES



Shire of Leonora Draft Council Plan 2025 - 2035

Page | 14

PLAN STRUCTURE

Background

The following pages provide background and further detail on the community engagement and feedback received during this review.

The structure of this plan, additional context and legislative requirements are also provided for the readers information.

Council Plan Structure



Our Vision

Our Vision reflects the community feedback received during consultation undertaken in 2025.

Our vision the Shire's intent for the districts future.

Strategic Objectives and Outcomes

The community feedback received informed the development of strategic objectives and desired outcomes for the Shire to progress towards.

Strategies

Strategies to progress these objectives have been developed and the Shire will use these to guide decision making and planning into the future.

Service Delivery

The corporate business planning activities included in this Council Plan have been developed to progress our key objectives and vision.

Measuring our Progress

The following indicators have been identified in line with our strategic objectives. The Shire will monitor and report our progress using these measures:

- Community satisfaction with Council services, infrastructure and facilities
- Development status and implementation of Council's Plans and Strategies
- Level of legislative compliance

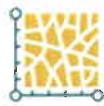
Our progress will be reported in the Annual Report each year.



ORDINARY COUNCIL MEETING MINUTES



OUR SHIRE



31,915 sq km
Area



1,588
Shire Population



363 km Sealed
1,213 km Unsealed
Road Length



7
Council Members



Leonora, Leinster, Gwalia
Towns



40
Employees



832
Distance to Perth



399
Electors



\$9.3m
2024/25 Rates Raised



815
Dwellings



\$38.2m
Property, Plant and
Equipment Asset Value
at 30 June 2024



\$103.1m
Infrastructure Asset
Value at 30 June 2024





OUR SHIRE

The Shire of Leonora is situated in the Northern Goldfields area of Western Australia, approximately 832 km from Perth and is home to the towns of Leonora, including the historic precinct of Gwalia, and Leinster.

Covering an area of 31,915 sq km, the town of Leonora is the administrative centre for the Shire and the economic and intermodal transport hub of the Northern Goldfields.

Leonora

The Leonora area has an extensive Indigenous history, with a number of native title determinations approved. The thriving town of Leonora grew from the resourcefulness of early gold prospectors and miners and the tenacity of pastoralists. Leonora was gazetted in 1898 and today continues to be the service centre for the mining, exploration and well establish pastoral industry in the district.

Gwalia

The historic precinct of Gwalia provides a unique experience of Western Australia's rich mining history. The little settlement grew up around the Sons of Gwalia Mine in the late 1890's to a population of 1,200. The mine closed in December 1963, and the population fell to 40 in less than three weeks. Hoover House, originally occupied by Herbert Hoover, was the mine manager's house in Gwalia and has now been converted to a beautiful bed and breakfast and cafe.

Leinster

Leinster, situated 368km north of Kalgoorlie, was first established in 1976 as a company town supporting the nickel mine of the Agnew Gold Mining Company, and is now run by BHP Nickel West.

Special consideration was given to the natural environment in the development of Leinster. Built on a sand dune, local and native plants flourish with big stands of shady gum trees giving the town an oasis impression.



COMMUNITY ENGAGEMENT

As part of the ongoing development and review of the Shire's high level strategic planning activities, community consultation and engagement was again sought in 2025.

This process included a focus on seeking the community's aspirations, vision and objectives for the future and feedback in relation to service and facilities provided by the Shire of Leonora.

The feedback received has been taken into consideration during the major review in early 2025 and subsequent development of the Shire of Leonora's Council Plan 2025-2035.

The following is a brief snapshot of some of the community input received.

What we love about the district

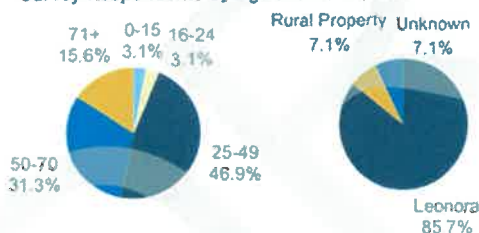
"Sense of community, belonging and togetherness"
"I love the people and the lifestyle"
"The bush and the people. The history."

Our Community Voices



28 Surveys
64 Workshops

Survey Respondents by Age and Residence



Survey Respondents by Connection



Workshops



HH - Students and Adults
 36.5%

Our greatest wish for the future of the district

"To grow and encourage more families to live here"
"Sustainable economic growth, enhanced community services, community cohesion and engagement events"
"Increased tourism and cultural opportunities"



ORDINARY COUNCIL MEETING MINUTES



COMMUNITY ENGAGEMENT

Community Feedback on Aspirations and Values

The community feedback received during this review, confirmed the following aspirations and values identified during previous iterations of our long term strategic planning.

Sense of community and home

The strong sense of community is valued, with many active volunteer, sporting and community groups.

Appropriate services and facilities are highly important to support our strong community. Services and facilities supporting our youth is highly important with a strong desire to see these further developed and supported.

Essential health and well-being services, along with crime prevention and safety services are not viewed as adequate, with a keen need for state and federal government service provision to be increased in these areas.

The rich heritage and natural beauties of the region are identified as highly important to protect and retain.

Economic Prosperity

Located in an intensely rich resource area, there is great potential, and desire, to both maintain and increase the strong and diverse local economy. Maximising opportunities for mining and support services is integral to the region's future stability.

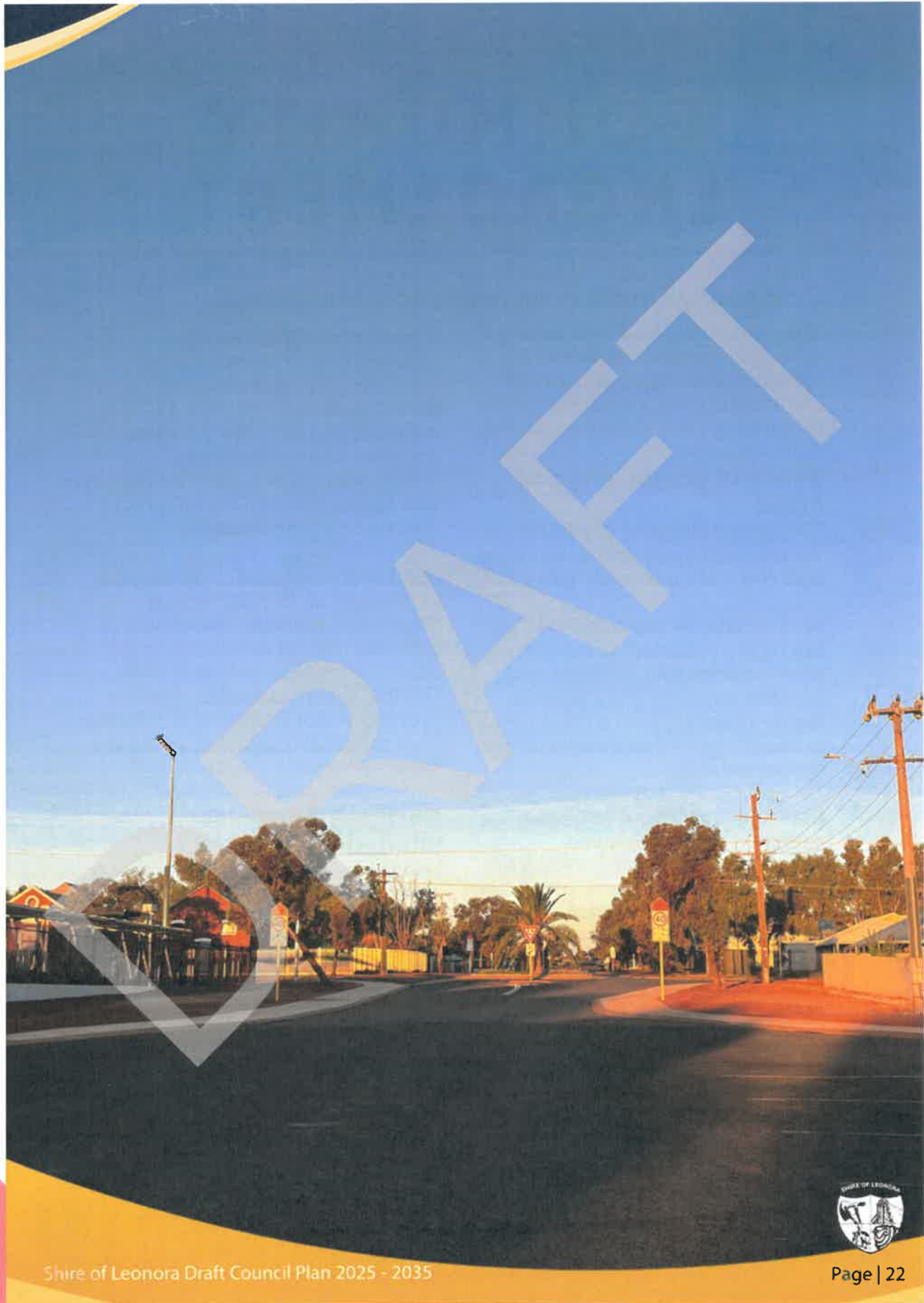
In a history rich area, including the ghost town of Gwalia, Hoover House and Museum, along with beautiful natural wonders and the much anticipated annual Golden Gift foot and horse races, there is growing visitor interest and a desire from the local community to attract more.

Northern Goldfields Intermodal Hub

Leonora is in an ideal location for a strategic intermodal hub for the Northern Goldfields, with high quality road and rail infrastructure already well established.

With well utilised air transport facilities servicing the local mining operations, business and community, there is opportunity to increase these facilities to support future growth and demand in the region.

ORDINARY COUNCIL MEETING MINUTES

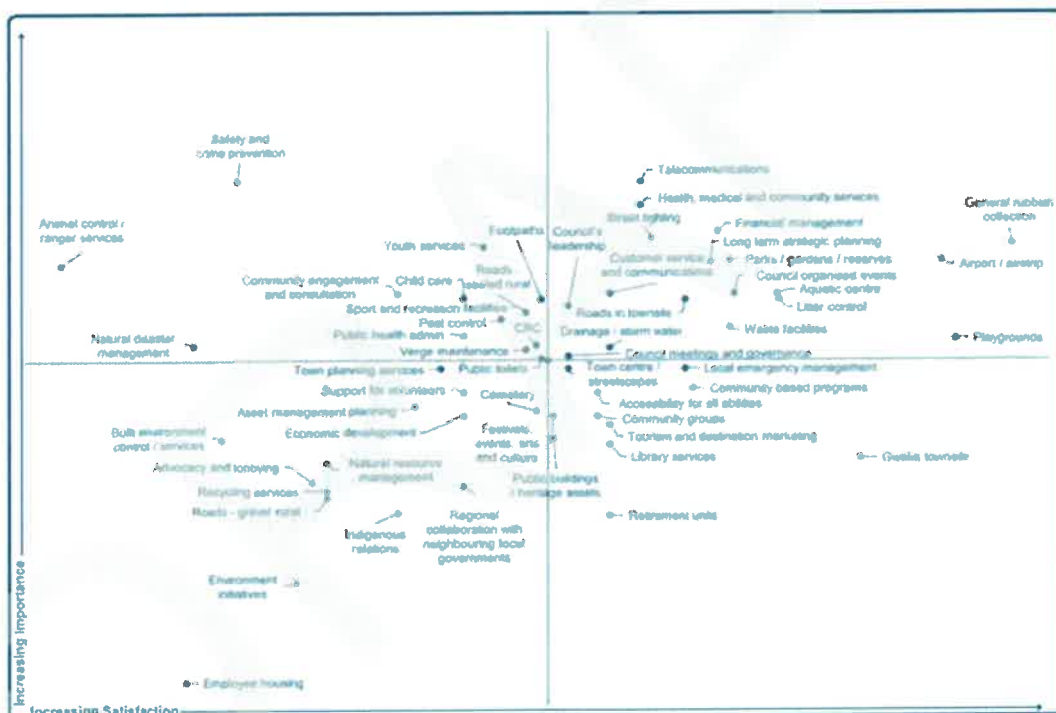


COMMUNITY ENGAGEMENT

Service Provision - Comparison Analysis

Based on the survey results, the relative importance and satisfaction of various services, community facilities and infrastructure were determined, relative to each other.

Note, some services are not services within the Shire's responsibility, however as they are important to our community, the Shire may play a vital advocacy role.



"Sense of community, belonging and togetherness"
"I love the people and the lifestyle"
"The bush and the people. The history."

WIDER CONTEXT

Other levels of government and their individual strategies, plans and projects have an impact on how local governments operate.

These independent strategies, plans and projects need to be considered when planning for the future of our Shire.

In addition to foreshadowed local government legislative reforms, the following are considered highly relevant due to their potential impact on the Shire's service delivery.

State Planning Strategy 2050

A guide from which public and local authorities can express or frame their legislative responsibilities in land-use planning, land development, transport planning and related matters.

In the context of the Shire, this is relevant to achieving growth, ensuring economic advancement, social equity and ecological protection and enhancement.

State Infrastructure Strategy

Identifies the whole-of-government consideration to deliver future infrastructure needs and priorities to support Western Australia's growing population.

Local Health Plans

The WA State Government introduced the *Public Health Act 2016* for Western Australia which requires local governments to develop local public health plans.

Development of the Shire's Local Health Plan itself is unlikely to have any significant impact on the Shire's resources, however the actions and projects contained within the plan could.

WA Housing Strategy

A call to action for all sectors to work together to improve housing choices and access to suitable and affordable homes - particularly for the most vulnerable.

Western Australian Climate Change Policy

Sets out the State Government's plan for a climate-resilient community and a prosperous low-carbon future. The policy highlights their commitment to adapting to climate change and working with all sectors of the economy to achieve net zero greenhouse gas emissions by 2050.

LEGISLATIVE REQUIREMENTS

All Western Australian local governments are required by current legislation to prepare a Plan for the Future for their district, under Section 5.56 of the *Local Government Act 1995*.

The Plan for the Future is defined in the *Local Government (Admin) Regulations 1996 (19BA)* as the combination of a Strategic Community Plan and a Corporate Business Plan.

With the *Local Government Act* reform process currently underway and the *Local Government Amendment Bill 2023* being passed in May 2023, consideration was given during the development of this plan to the pending change to Section 5.56 of the *Local Government Act 1995*.

When the amendments to the *Local Government Act 1995* come into effect, Section 5.56(2) will define a council plan as a plan for (a) the future services and facilities for the district that are to be provided by the local government; and (b) any prescribed matters. At this time, regulation amendments are being drafted regarding the Council Plan and will provide further detail for the requirements of the Council Plan when released.

Currently the *Local Government (Admin) Regulations 1996 (19C)* detail what should be included in a Strategic Community Plan and the *Local Government (Admin) Regulations 1996 (19DA)* detail what should be included in a Corporate Business Plan.

The Council Plan 2025 - 2035 is an integrated approach for meeting the requirements for strategic community planning and corporate business planning, reflecting strategic alignment and integration.

The Council Plan provides the overall strategic direction for the community, Council and others who deliver services and play a part in the community.

**Shire of Leonora
Council Plan
2025-2035
Plan for the Future
Local Government Act 1995
Section 5.56**

**Combined
Strategic Community Plan &
Corporate Business Plan
Local Government (Admin) Regulations
1996 Regulation 19BA**

**Strategic
Community Plan
Local Government (Admin)
Regulations 1996
Regulation 19C**

**Corporate
Business
Plan
Local Government
(Admin)
Regulations 1996
Regulation 19DA**



STRATEGIC PLANNING

Strategic community planning is underpinned by community engagement to provide the community's vision and aspirations.

An essential element of the development process is to enable community members and stakeholders to participate in shaping the Shire of Leonora's future, identifying issues and solutions.

The Shire of Leonora intends to use the Council Plan in several ways, including:

- Guide Council's priority setting and decision making;
- Be a mechanism for the ongoing integration of local planning initiatives;
- Inform the decision making of other agencies and organisations, including community and State Government;
- Provide a rationale to pursue grants and other resources by demonstrating how specific projects align with the aspirations of our community, within the strategic direction of the Shire;
- Inform potential investors of our community's key priorities, and the way we intend to grow and develop;

- Engage local businesses, community groups and residents in various ways to contribute to the Shire's future; and
- Provide a framework for monitoring progress against our vision.

Importantly, plans are only effective if adequate resources are dedicated to ensuring objectives can be delivered. The informing plans detailed on the following page provide this more detailed level of service and resource planning.

The Shire recognise the need to work collaboratively with other levels of government, neighbouring local governments and stakeholders to provide our region with a positive future.





STRATEGIC PLANNING

Corporate Business Planning

Detailing service delivery activities, aligned to the strategic direction identified during the strategic community planning and accompanied by financial projections is a core component of this planning. Financial projections are undertaken through the long term financial planning process.

These activities vary over the:

- short term | 1 - 4 years
- medium term | 5 - 8 years
- long term | 8+ years
- ongoing

These activities will be reviewed and developed annually, aimed towards ensuring alignment of the annual budget process and high level strategic direction of the Shire.

The strategic activities may refer to other adopted plans and strategies of Council and will be implemented in accordance with further detailed planning, and will be subject to the annual budget process and resource availability.

As a Shire, we will undertake a variety of roles in progressing these strategies, including:

- Deliver / Facilitate
- Advocate / Lobby
- Partner / Collaborate

Strategic Resource Planning

A combined approach to asset management, long term financial and workforce planning. A key objective is to highlight and define long term strategies to maintain financial and asset services to the community over the long term.

Asset Management Planning

Developed for major asset classes, forming a component of an overall asset management strategy, addressing the steps required to continuously improve the management of Shire controlled assets. Capital renewal requirements are detailed and planned for to the extent the financial and workforce resources are available to enable the renewals to occur.

Long Term Financial Planning

Planning for a positive future, seeking to maintain, and where possible, improve service levels while maintaining a healthy financial position. During the development of this Council Plan, the Long Term Financial Plan was considered to ensure integration, resulting in an update to the capital works program.

Workforce Planning

Provides the workforce resource strategies necessary to deliver the objectives, outcomes and strategies of this Council Plan.



STRATEGIC RISK MANAGEMENT

The Shire provides a diverse range of services and facilities to the general public and seeks to manage risks to achieve its strategic outcomes.

The Shire engages experienced and qualified personnel in areas of high risk and provides them with appropriate ongoing training and equipment to ensure they are able to undertake their roles and manage risks to the community and Shire.

It is important to consider the external and internal context in which the Shire of Leonora operates as it seeks to achieve its strategic objectives. The following internal and external factors have been recognised in connection to managing risks in delivering the strategic outcomes of this Council Plan.

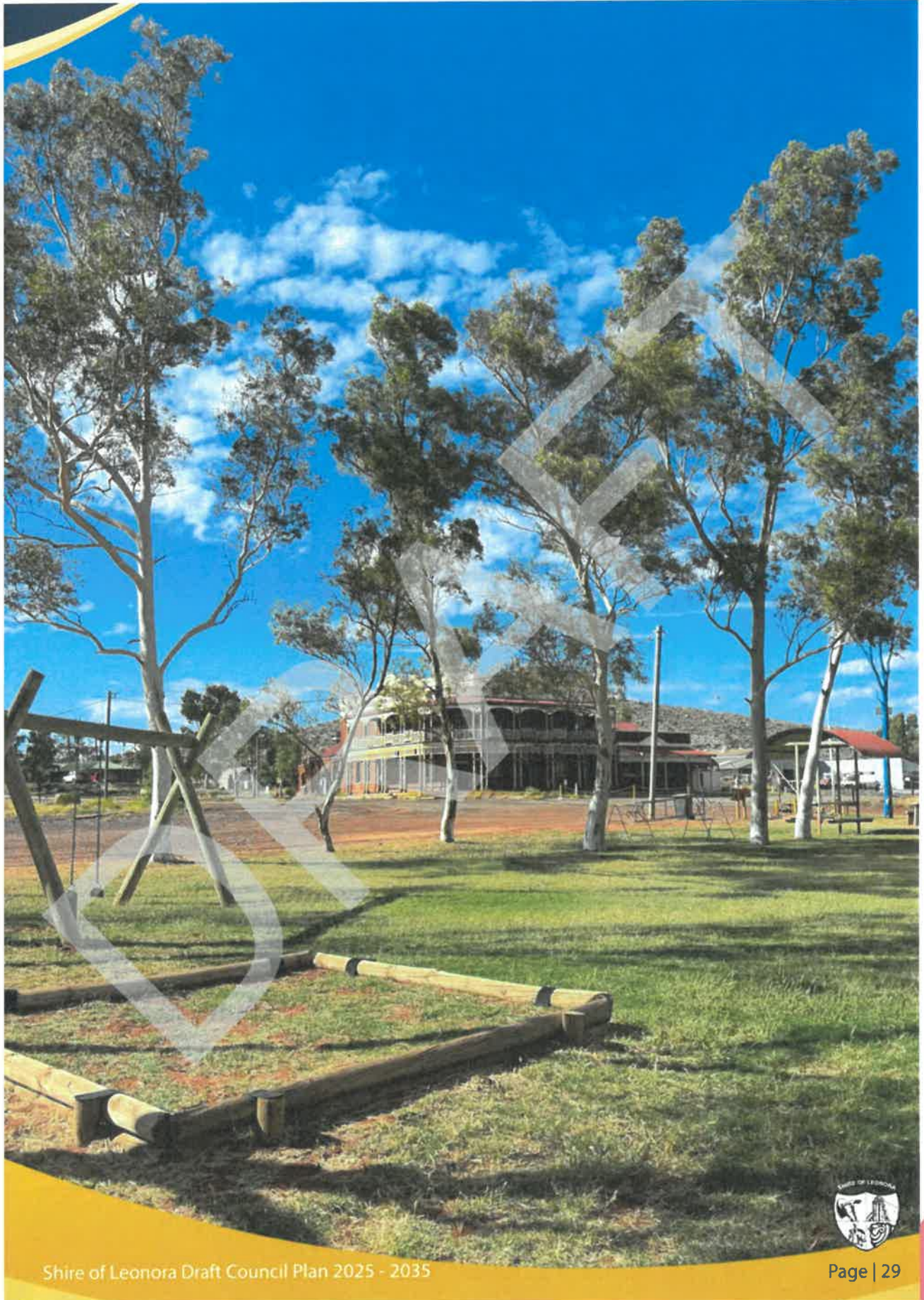
Internal Factors

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

External Factors

- Increasing community expectations in relation to service levels and service delivery
- Rapid changes in information technology changing the service delivery environment
- Increased compliance requirements due to government policy and legislation
- Cost shifting by federal and state governments
- Reducing external funding for infrastructure and operations
- Climate change and subsequent response
- Significant seasonal visitor and population increase and subsequent pressure on Council services
- Global economic uncertainty





REFERENCES AND THANK YOU

Acknowledgement and our appreciation are expressed to the ratepayers and residents of the Shire of Leonora, for their time and effort in being a part of the community engagement process and invaluable input into the development of this Council Plan.

The Shire of Leonora Council Plan 2025-2035 has been developed by engaging the community and other stakeholders. Council members, management and staff also provided input to the development of the Plan. Much of the information contained in this Plan has been derived from documents in the public domain and liaison with stakeholders and the community.

Reference to the following documents or sources were made during the preparation:

- Shire of Leonora Plan for the Future 2021 - 2031;
- Council website: www.leonora.wa.gov.au;
- Australian Bureau of Statistics Leonora (S) (LGA55040), 2021 Census of Population and Housing General Community Profile, viewed 23 June 2025;
- Shire of Leonora Annual Financial Report 2023-24;
- Shire of Leonora Adopted Annual Budget 2024-25;
- *Local Government Act 1995*, Section 5.56(1);
- *Local Government Act Amendment Bill 2023*;

- *Local Government (Administration) Regulations 1996*, Paragraph 19BA; and
- Department of Local Government, Sport and Cultural Industries, Integrated Planning and Reporting: Framework and Guidelines, September 2016.

Document Management

Council Plan 2025 - 2035

Major review of Plan for the Future 2021-2031 (incorporating Strategic Community Plan and Corporate Business Plan)

Version: 2025-2035

Status: Draft

Date of Adoption:

Prepared with the assistance of:

Moore Australia (WA) Pty Ltd

T: (08) 9225 5355

E: localgov-wa@moore-australia.com.au

Disclaimer

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ORDINARY COUNCIL MEETING MINUTES



Shire of Leonora Draft Council Plan 2025 - 2035


Page | 31

ORDINARY COUNCIL MEETING MINUTES

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Shire of Leonora Draft Council Plan 2025 - 2035

Signed: 22 JULY 2025
President:  15 JULY 2025

ORDINARY COUNCIL MEETING MINUTES

ORDINARY COUNCIL MEETING MINUTES

10.0 REPORTS

10.2 CHIEF EXECUTIVE OFFICER REPORTS

10.2.(B) PROPOSAL TO APPOINT COMMON AUDIT, RISK AND IMPROVEMENT COMMITTEE INDEPENDENT CHAIRPERSON ACROSS THE GOLDFIELDS

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 15th July 2025

AGENDA REFERENCE: 10.2.(B) JUL 25

SUBJECT: Proposal to appoint common Audit, Risk and Improvement Committee Independent Chairperson across the Goldfields

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: 4th July 2025

SUPPORTING DOCUMENTS: 1. Pages from Unconfirmed Minutes GVROC Council Meeting 30 May 2025

BACKGROUND

In alignment with the *Local Government Amendment Act 2024*, which mandates that an independent person outside of the Council and Local Government chair its Audit, Risk, and Improvement Committees (ARICs), a suggestion has been proposed that all nine LGAs in the Goldfields Esperance Region could under the GVROC join and appoint a single shared, qualified professional to serve as the independent chair for the ARICs of all nine member councils.

Given the vast geographical expanse and the shared challenges the GVROC councils face, a unified approach to appointing a shared independent ARIC chair could be both practical and financially beneficial. This collaborative approach could reduce costs to each LGA, create synergies, ensure compliance with the legislative requirements, enhance governance standards, and optimise regional resource utilisation.

By appointing a single shared independent chair across all member councils, GVROC ensures uniform compliance with the requirements of the *Local Government Amendment Act 2024*.

ORDINARY COUNCIL MEETING MINUTES

Benefits of a Shared Regional Appointment

- **Consistency in Oversight:** A single chair ensures uniform application of audit and risk management practices across all councils.
- **Resource Efficiency:** Pooling resources reduces individual council expenditures related to recruitment, training, and remuneration.
- **Enhanced Expertise:** A professional chair brings specialised knowledge, improving the quality of oversight and recommendations.
- **Improved Collaboration:** Shared leadership fosters inter-council communication and the sharing of best practices.

Proposed Selection Criteria for a Shared Independent Chair

- **Professional Qualifications:** Membership in a recognised professional body (e.g., CPA Australia, 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.

Proposed Implementation Plan

1. **Approval:** GVROC to endorse the proposal and allocate necessary resources.
2. **Recruitment:**
 - o Develop a detailed position description and selection criteria.
 - o Advertise the position through appropriate channels.
3. **Selection:**
 - o Establish a selection panel comprising representatives from member councils.
 - o Conduct interviews and reference checks.
4. **Appointment:**
 - o Formalise the appointment through a contract outlining roles, responsibilities, remuneration, and term.
5. **Orientation:**
 - o Provide the appointed chair with an overview of GVROC operations and individual council contexts.

Appointing a single, qualified independent chair for the ARICs across those GVROC member councils that wish to join could be a strategic move that ensures legislative compliance, promotes consistency in governance, and optimises resource utilisation. This collaborative approach reflects GVROC's commitment to excellence in local government operations.

The recruitment of a single person across all member Councils will allow for a more attractive offer to be presented and subsequently a wide pool of suitable candidates for the position.

ORDINARY COUNCIL MEETING MINUTES

It is recommended that the Shire of Leonora take this opportunity and proceed to establish a single qualified independent chair for the ARICs across the GVROC member councils.

STAKEHOLDER ENGAGEMENT

The Shire has consulted with fellow GVROC delegates.

STATUTORY ENVIRONMENT

Local Government Amendment Act 2024

The *Local Government Amendment Act 2024* stipulates that:

- Each local government must establish an ARIC.
- The ARIC must be chaired by an independent person who is neither a council member nor an employee of the local government.
- Under Section 87 Part 2 Clause 7.1CB. Two or more local governments may have shared audit, risk and improvement committee
 - (1) Two or more local governments may agree to establish a single committee to be the audit, risk and improvement committee of each of their councils (a shared committee).

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

The costs associated with the appointment, including remuneration, travel, and administrative support, will be shared among those member councils wanting to share the appointment of an independent chair based on an agreed-upon formula, considering factors such as council size and budget.

Should Council choose to not align itself all costs will be borne by the Shire.

STRATEGIC IMPLICATIONS

The proposed initiative supports Councils strategic strategy 4.1.2 Provide strategic leadership and governance. In particular, Action 4.1.2.4 Provide appropriate governance and leadership to the Shire.

RISK MANAGEMENT

The risk is considered moderate as it is a requirement to have an independent chair for ARIC and it would be easier to utilise a joint appointee rather than trying to locate someone just for the Shire of Leonora.

ORDINARY COUNCIL MEETING MINUTES

RECOMMENDATIONS

1. 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.

VOTING REQUIREMENT

Absolute Majority

SIGNATURE

Chief Executive Officer

COUNCIL DECISION

Moved: Cr AE Taylor

Seconder: Cr RA Norrie

1. 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.

CARRIED BY ABSOLUTE MAJORITY (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr RM Cotterill,
Cr AE Taylor, Cr LR Petersen, Cr TM Nardone, Cr F Harris*

ORDINARY COUNCIL MEETING MINUTES

GVROC Council Meeting 30 May 2025 – Minutes

- Page 20 -

10.2 Proposal for the Appointment of a Shared Regional Independent Chair for Audit, Risk, and Improvement Committees (ARICs) Across GVROC Member Councils

Reporting Officers: Mal Cullen, GVROC Chair
Andrew Mann, GVROC Executive Officer

Disclosure of Interest: No interest to disclose

Date: 31 May 2025

Attachments: [Local Government Amendment Act 2024](#)

Background:

In alignment with the *Local Government Amendment Act 2024*, which mandates that an independent person outside of the Council and Local Government chair its Audit, Risk, and Improvement Committees (ARICs), a suggestion has been proposed that all nine LGAs in the Goldfields Esperance Region could under the GVROC join and appoint a single shared, qualified professional to serve as the independent chair for the ARICs of all nine member councils.

Given the vast geographical expanse and the shared challenges, the GVROC councils face, a unified approach to appointing a shared independent ARIC chair should be both practical and beneficial.

If endorsed by the GVROC this collaborative approach could reduce costs to each LGA, create synergies, ensure compliance with the legislative requirements, enhance governance standards, and optimise regional resource utilisation.

Legislative Compliance

The *Local Government Amendment Act 2024* stipulates that:

- Each local government must establish an ARIC.
- The ARIC must be chaired by an independent person who is neither a council member nor an employee of the local government.
- Under *Section 87 Part 2 Clause 7.1CB*. Two or more local governments may have shared audit, risk and improvement committee
(1) Two or more local governments may agree to establish a single committee to be the audit, risk and improvement committee of each of their councils (a shared committee).

By appointing a single shared independent chair across all member councils, GVROC ensures uniform compliance with these requirements.

Benefits of a Shared Regional Appointment

- **Consistency in Oversight:** A single chair ensures uniform application of audit and risk management practices across all councils.
- **Resource Efficiency:** Pooling resources reduces individual council expenditures related to recruitment, training, and remuneration.
- **Enhanced Expertise:** A professional chair brings specialised knowledge, improving the quality of oversight and recommendations.
- **Improved Collaboration:** Shared leadership fosters inter-council communication and the sharing of best practices.

Proposed Selection Criteria for a Shared Independent Chair

- **Professional Qualifications:** Membership in a recognised professional body (e.g., CPA Australia, 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.

ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025

GVROC Council Meeting 30 May 2025 – Minutes

- Page 21 -

Proposed Implementation Plan

1. **Approval:** GVROC to endorse the proposal and allocate necessary resources.
2. **Recruitment:**
 - o Develop a detailed position description and selection criteria.
 - o Advertise the position through appropriate channels.
3. **Selection:**
 - o Establish a selection panel comprising representatives from member councils.
 - o Conduct interviews and reference checks.
4. **Appointment:**
 - o Formalise the appointment through a contract outlining roles, responsibilities, remuneration, and term.
5. **Orientation:**
 - o Provide the appointed chair with an overview of GVROC operations and individual council contexts.

Financial Considerations

The costs associated with the appointment, including remuneration, travel, and administrative support, will be shared among those member councils wanting to share the appointment of an independent chair based on an agreed-upon formula, considering factors such as council size and budget.

Officer Comment:

Appointing a single, qualified independent chair for the ARICs across those GVROC member councils that wish to join could be a strategic move that ensures legislative compliance, promotes consistency in governance, and optimises resource utilisation.

This collaborative approach reflects GVROC's commitment to excellence in local government operations.

It is recommended that each GVROC LGA take this opportunity back to its own Council and consider if it would like to proceed to establish a single qualified independent chair for the ARICs across the GVROC member councils.

Once a decision is made by each GVROC LGA Council then these individual decisions can be brought back for discussion at the next GVROC meeting in July 2025, with a recommendation on whether to support and endorse proceeding with a shared independent ARIC regional chair.

Consultation: GVROC Deputy Chair, GVROC CEO Group Chair

Financial Implications: TBC

Strategic Implications: Improved Governance and Accountability


RECOMMENDATION:

That the GVROC:

1. Support the proposal for the Appointment of a Shared Regional Independent Chair for Audit, Risk, and Improvement Committees (ARICs) Across GVROC Member Councils.
2. Request that each GVROC LGA take this proposal to their individual Councils for consideration and to make a decision on whether they would support this proposal and report this back to the GVROC Executive Officer for inclusion and discussion at the next GVROC meeting in July 2025.
3. Request the GVROC Executive Officer to provide a report back at the next GVROC meeting in July 2025 on each Councils decision, with a recommendation for the GVROC on whether to proceed with the proposal or not.

RESOLUTION: Moved: *Cr Patrick Hill, Shire of Laverton*
Seconded: *Cr Laurene Bonza, Shire of Dundas*

Carried

Signed: 22 JULY 2025
President: 
15 JULY 2025

ORDINARY COUNCIL MEETING MINUTES

ORDINARY COUNCIL MEETING MINUTES

10.0 REPORTS

10.2 CHIEF EXECUTIVE OFFICER REPORTS

10.2.(C) COMMUNICATIONS AGREEMENT CONSULTATION

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 15th July 2025

AGENDA REFERENCE: 10.2.(C) JUL 25

SUBJECT: Communications Agreement Consultation

LOCATION/ADDRESS: NA

NAME OF APPLICANT: WALGA

FILE REFERENCE: Council

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Ty Matson

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 4th July 2025

SUPPORTING DOCUMENTS:

1. Draft Consultation Paper - Communications Agreements
2. Shire of Leonora Communications Agreement Feedback

BACKGROUND

The purpose of this report is to seek Council endorsement to lodge a formal submission to the Department of Local Government, Industry Regulation and Safety (LGIRS) regarding the proposed Communications Agreements regulations.

The amended *Local Government Act 1995* requires all local governments to adopt a communications agreement between the Council and the CEO. Draft regulations have been released for consultation. Where no agreement is adopted, a default agreement made by Ministerial order will apply.

Consultation is open until 28 July 2025.

Summary of Key Reforms

- Mandatory communications agreements outlining how elected members and staff interact regarding information and administrative support.
- Regulations mandate minimum content (timelines, points of contact, dispute resolution).
- Breaches of the agreement are classified as *behavioural* and handled internally under the Model Code of Conduct.
- Default communications agreements will apply during transitions or if no agreement is reached.

ORDINARY COUNCIL MEETING MINUTES

A draft response to the proposed regulations has been attached for consideration.

STAKEHOLDER ENGAGEMENT

The Shire has consulted with other Goldfields Local Government CEOs on this issue.

STATUTORY ENVIRONMENT

Communication agreements are required under the *Local Government Act 1995*. This report considers the proposed regulations to give effect the requirements under the act.

POLICY IMPLICATIONS

There are no identified policy implications.

FINANCIAL IMPLICATIONS

There are no identified financial implications.

STRATEGIC IMPLICATIONS

A communication agreement is an internal process and therefore there are no identified strategic implications.

RISK MANAGEMENT

There are no identified risk management implications from the consultation process.

ORDINARY COUNCIL MEETING MINUTES

RECOMMENDATIONS

1. That Council submits the attached submission to the Department Local Government, Industry Regulation and Safety.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Chief Executive Officer

COUNCIL DECISION

Moved: Cr RA Norrie

Seconded: Cr TM Nardone

1. That Council submits the attached submission to the Department Local Government, Industry Regulation and Safety.
- 2.

CARRIED (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr RM Cotterill,
Cr AE Taylor, Cr LR Petersen, Cr TM Nardone, Cr F Harris*

ORDINARY COUNCIL MEETING MINUTES



Department of
Local Government, Sport
and Cultural Industries



Communications Agreements Consultation Paper

Local Government Reforms

Background

The *Local Government Amendment Act 2023* (2023 Amendment Act) was passed by Parliament in May 2023 and made a series of amendments to the *Local Government Act 1995* (the Act).

The 2023 Amendment Act implements several key reforms, including those relating to local government elections, as well as some changes which are yet to commence. These include the requirement for a communications agreement between the council and the administration of a local government.

To implement these reforms, the Western Australian (WA) Government has prepared the draft Local Government Regulations Amendment Regulations 2025 and the draft Local Government (Default Communications Agreement) Order 2025.

These proposed draft regulations and the draft order are published on the Department of Local Government, Sport and Cultural Industries (DLGSC) website and are available for public comment until **Friday 4 July 2025**. This consultation paper sets out the aims of these reforms and the proposed legislative requirements.

DLGSC invites local governments, council members, CEOs, local government employees and members of the community to consider the proposed regulations and provide feedback. The feedback received will inform the finalisation of draft regulations and the draft order and the implementation of these changes.

Submissions can be made to DLGSC's Act Review team by:

1. email to actreview@dlgsc.wa.gov.au
2. post to:
DLGSC Act Review
PO Box 8349
PERTH BUSINESS CENTRE WA 6849

Your say and your privacy

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential, or specifically identify the confidential information, and include an explanation.

Please note, even if your submission is treated as confidential by DLGSC, it may still be disclosed in accordance with the requirements of the *Freedom of Information Act 1995* (WA) or any other applicable written law.

DLGSC reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

ORDINARY COUNCIL MEETING MINUTES

Establishing regulations for communications agreements

The communications agreement is intended to function as a fundamental governance instrument within each local government to set out minimum expectations for formal communications between council members and employees of the local government.

Communications agreements currently exist between each Minister of the WA Government and the agencies that support them. These agreements set out who Ministers and their staff may contact within an agency, what they may request, how they can expect their request to be dealt with and when they can expect a response.

In a local government context, new sections 5.92A – 5.92C inserted by the 2023 Amendment Act provide that:

- each local government must have a communications agreement which deals with the matters required by the Act and regulations
- a local government may adopt a communications agreement by the council and the CEO **both agreeing to its terms**
- if a local government does not adopt or is unable to adopt a communications agreement, the default communications agreement set out in a ministerial order applies.

The draft Local Government Regulations Amendment Regulations 2025 seek to address minimum requirements for and enforcement of communications agreements.

Administration Regulations (amending regulations 3 to 8)

Amending regulations 3 to 8 set out a series of amendments to the Local Government (Administration) Regulations 1996 to deal with communications agreements.

Amending regulation 4 inserts a definition of communications agreements into the regulations.

Amending regulation 5 clarifies that the regulations regarding the employee code of conduct apply to employees of the local government, not contractors.

Amending regulation 6 requires the employee code of conduct to require a local government employee to comply with the communications agreement.

Amending regulation 7 inserts new regulations 28C and 28D.

Regulation 28C provides that in addition to the matters set out in the to be proclaimed section 5.92A of the Act, a communications agreement needs to set out the circumstances in which correspondence sent by the Mayor or President on behalf of the local government must be provided to all council members by the CEO.

Regulation 28D provides that there must be certain minimum content in a communications agreement adopted by a local government and its CEO.

Subregulation (1) provides definitions of an administrative matter and a request for information.

Subregulation (2) provides that a communications agreement must address:

- how council members and committee members can make requests for information
- the time within which a response to a request for information must be given
- the way in which information must be provided in response to a request for information
- a dispute resolution process
- which local government employees, council members and committee members may communicate or have dealings with relating to requests for information.

ORDINARY COUNCIL MEETING MINUTES

Subregulation (3) clarifies that the communications agreement does not apply to:

- deliberations at a council or committee meeting
- the process that needs to be undertaken for the recruitment, performance review or employment termination of the CEO.

This recognises that a Mayor or President and duly authorised council members may need to communicate with employees or contractors of the local government other than through the CEO to facilitate the recruitment, performance review or termination process.

Subregulation (4) provides that a communications agreement must address:

- how council members and committee members can make request for administrative assistance
- the time within which a response to a request for administrative assistance must be given
- the way in which information must be provided in response to a request for administrative assistance
- which local government employees, council members and committee members may communicate or have dealings with relating to administrative matters.

Subregulation (5) provides for circumstances where commissioners are administering the local government. This regulation provides that the commissioner may request information or assistance in the manner determined by the commissioner from any local government employee and that, if requested, it must be provided to the commissioner as soon as practicable. Where there is a dispute, it is resolved by the commissioner (or the chair commissioner if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.

Regulation 8 provides for the default communications agreement ministerial order to be made prior to 19 October 2025.

Model code of conduct (amending regulations 9 & 10)

To ensure council and committee members comply with the communications agreement, it is proposed that contraventions of the agreement be dealt with under the code of conduct for council members, committee members and candidates.

Amending regulation 10(1) provides that a contravention of section 5.92(3) of the Act, which states that a council member or committee member must comply with the communications agreement, will be a behavioural breach. This means that the breach is dealt with internally by the local government, rather than through the Local Government Standards Panel process. Circumstances where a council member involves themselves in the administration of the local government without authority, or where a council member seeks to direct a local government employee, will remain a rule of conduct breach.

Amending 10(2)-(3) makes an amendment to clause 20 of the model code of conduct. Clause 20 currently provides that a council member or candidate cannot direct a local government employee. This amendment clarifies that the rule of conduct against directing a local government employee does not apply where the council member is acting consistently with the communications agreement in seeking information or administrative assistance.

ORDINARY COUNCIL MEETING MINUTES

Default Communications Agreement Order

The 2023 Amendment Act inserted new section 5.92B, which provides for the Minister for Local Government, by order, to set out a form of default communications agreement. This will be considered the communications agreement of the local government at any time that the local government has not adopted a communications agreement of its own or the agreement has expired.

A local government's communications agreement will expire at the end of the local government's caretaker period following an ordinary election, or otherwise at the end of the employment of the CEO who agreed to that communications agreement.

It is important to note the range of circumstances where a local government will fall onto this default agreement. If unable to form an agreement of their own, a local government will be bound by this default agreement. If local governments and CEOs wish to alter something contained in the default agreement, they will need to reach an agreement on an alternative communications agreement.

The proposed default communications agreement is contained in Schedule 1 of the draft Local Government (Default Communications Agreement) Order 2025.

Preliminary provisions (Division 1 of the draft order)

The preliminary components of the agreement include definition and application clauses which address how the agreement is to be interpreted and applied.

The definition of an 'administrative matter' is important in that it clarifies what is considered an administrative matter for a council members' potential request.

Clause 3 (Application) provides that this agreement does not apply to:

- deliberations at a council or committee meeting (which to be dealt with by standardised meeting procedures)
- the process of CEO recruitment, performance reviews or termination of employment, in accordance with the CEO employment standards of the local government.

This covers practical situations, such as the Mayor or President needing to engage closely with the local government's human resources function and consultants in relation to certain instances of managing the employment of the CEO.

General provisions (Division 2 of the draft order)

Clauses 4 to 7 provide a series of general provisions.

Clause 4 addresses the general principles of the agreement:

- That the CEO supports council and committee members to fulfill their functions, including by providing information and administrative assistance that allows them to do so, and ensuring that employees communicate with council members in accordance with the agreement.
- That the council and committee members conduct themselves in accordance with the agreement to ensure the orderly running of the local government.

Clause 5 provides that, in general, all council members should receive a copy of formal correspondence sent by the Mayor or President on behalf of the local government. This reflects the Mayor or President's role of as a spokesperson of the local government, consistent with the decisions of the council. In exceptional circumstances the Mayor or President can decide it is not appropriate to provide such correspondence to all council members. If this is done where exceptional circumstances do not exist, it may constitute a breach of the agreement by the Mayor or President.

ORDINARY COUNCIL MEETING MINUTES

Clause 6 clarifies that requests for information or administrative should not be made during social or incidental dealings with employees or contractors, as these interactions are not an appropriate time to seek information.

Clause 7 clarifies that this agreement does not prevent social or incidental dealings or communications between council members and employees.

Clause 8 provides for the nomination of employees by the CEO, which is an important aspect of this agreement as it provides for who within the local government council members may speak with. This is similar to the approved contacts list used for WA Government communications agreements between Ministers and their agency(s).

These employees should be the most relevant employees for the council members to appropriately interact with, such as a local government's governance team, their directors (or equivalents), the executive assistant to the CEO, the communications manager or similar roles.

The clause specifies the number of employees to be nominated for each class of local government, reflecting the size of those local governments. It further clarifies that a CEO may specify that the employee is nominated for particular types of enquiries, such as nominating a communications manager for media enquiries. The CEO is required to maintain an up to date register for council and committee members of these employees and what they are able to be contacted for.

Clause 9 makes clear that the CEO determines who responds to a request for information.

Clause 10 further clarifies that nothing in this agreement requires a CEO or any other employee to respond to a request outside of office hours.

Requests for information generally (Division 3 of the draft order)

Clauses 11 to 16 deal with general requirements that apply to all requests for information.

Clause 11 provides for council and committee members to make requests for information.

Clause 12 sets out the types of information a member may request and the types of additional information a Mayor or President may request from the local government; however, this clause does not limit what information may be sought.

Clause 13 addresses certain things a council member must provide to assist the local government to respond to the request. This includes an appropriate scope, or a copy of correspondence received by the council member where they are seeking advice that relates to the correspondence.

Clause 14 deals with the circumstances where information does not need to be provided to a member, being:

- where the agreement has not been followed
- if the council member is not entitled to that information
- if the information is not held by the local government and unable to be reasonably obtained
- if in the CEO's view, preparing or providing the information would require substantial diversion of the local government's resources.

Clause 15 deals with disputes regarding the provision of information. This provision provides that a council member who is unhappy with a refusal of information may dispute the matter. Initially this should be sought to be resolved at a meeting between the council member, Mayor or President and CEO. If this does not resolve the matter, the council member should refer the matter to the council to resolve whether the information should be provided or not.

ORDINARY COUNCIL MEETING MINUTES

Clause 16 clarifies that the Mayor or President may discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information. This reflects that media enquiries often require urgent responses that are best dealt with promptly.

Responding to requests for information (Division 4 of the draft order)

Clause 17 to 24 deal with responding to requests for information that do not relate to administrative assistance.

Clause 17 provides that this division does not relate to an administrative request for information.

Clause 18 provides that a request for information is to be made to the CEO or an appropriate nominated employee in writing by email or such other electronic means approved by the CEO (such as a portal or similar).

Clause 19 requires the CEO to ensure that a request is acknowledged in writing within 2 working days of the request being made. This does not require the CEO to personally acknowledge the request, just ensure that a mechanism is established for their acknowledgement.

Clause 20 provides that for the purpose of responding to a request for information the CEO or other appropriate employee can discuss the request with the member for the purpose of clarifying the scope or subject of the request and enabling the request to be considered amended as a result of those discussions.

Clause 21 deals with the provision of a response to a request by providing:

- The request must be dealt with as soon as practicable.
- If a request relates to a matter on the agenda of an upcoming council or committee meeting, best endeavours are made to provide the response before that meeting.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses should be in writing and include any advice or information relating to the request.
- If the final response is to refuse or partially refuse the request, the reasons for the refusal are given to the council member.

Clause 22 provides that a response to a request for information should generally be provided to all council members and relevant committee members, ensuring all members receive the same information. However, there are proposed exceptions to this where:

- The request is for advice on correspondence received by an individual council member. In these cases, the advice should only be given to the member or members who received the correspondence.
- The request relates to matters that only the Mayor or President can request; in which case those replies should only be given to the Mayor or President.
- The council member and the CEO agree that the matter should be treated confidentially because it is appropriate in the particular circumstances.

Clause 23 provides that the member may discuss the response to their request with the CEO or an appropriate nominated employee in order to clarify or address queries with the response.

Clause 24 provides that the CEO may arrange for a briefing, meeting or other discussion for members on the particular information requested. Members may be provided with information through these avenues, including members being able to seek further information following a briefing, meeting or other discussion.

ORDINARY COUNCIL MEETING MINUTES

Responding to administrative requests (Division 5 of the draft order)

Clause 25 to 28 deal with responding to administrative requests.

Clause 25 provides that administrative requests encompass an administrative request for information or a request for administrative assistance.

Clause 26 provides that a member may request administrative assistance regarding an administrative matter.

Clause 27 provides that these requests are:

- To be made to the CEO or the appropriate nominated employee.
- These requests may be made verbally, but the CEO or employee can refuse to deal with the request unless it is in writing.
- If a request is made in writing it must be made via email or other electronic means approved by the CEO (such as a portal).

Clause 28 deals with the provision of a response to an administrative request by providing:

- The request must be dealt with as soon as practicable.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses to an administrative request may be verbally or in writing.

Commissioners (Division 6 of the draft order)

Clauses 29 and 30 deal with this agreement in relation to a commissioner appointed to administer a local government.

Clause 29 provides that the agreement applies to a commissioner as if the commissioner were the council and the Mayor or President.

Clause 30 provides that the commissioner:

- may request information from any local government employee for provision to the commissioner as soon as practicable
- where there is a dispute, it is to be resolved by the commissioner or the chair commissioner (if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.

ORDINARY COUNCIL MEETING MINUTES



Department of Local Government,
Sport and Cultural Industries
PO BOX 8349
Perth Business Centre WA 6849
Email: actreview@dlgsc.wa.gov.au
Website: www.dlgsc.wa.gov.au



Communications Agreements

Discussion Paper June 2025

Local Government Submissions to WALGA are requested by 4pm, Monday 28 July 2025 to governance@walga.asn.au

For more information, please contact Tony Brown on 9213 2051 or Felicity Morris on 9213 2093.

Submission Format

This Discussion Paper has been designed to enable Local Governments to insert responses in the form field provided for each section of the Discussion Paper.

Local Governments can choose to respond to only some sections or questions, and are also welcome to provide a submission in an alternative format.

Please also provide your Local Government details below.

Local Government Name:	Shire of Leonora	
Submission was prepared and endorsed by:		
<input checked="" type="checkbox"/>	Council Resolution / Meeting Date:	11 July 2025
<input type="checkbox"/>	Council Member Workshop / Forum (without Council resolution)	
Contact Name:	Ty Matson	
Contact email address:	Ty.matson@leonora.wa.gov.au	
Contact phone:	90376044	

ORDINARY COUNCIL MEETING MINUTES

WALGA

Contents

1. Background	1
2. Discussion paper	2
2.1. Draft Regulations	2
2.1.1. General drafting approach	2
2.1.2. Commencement and implementation	2
2.1.3. Providing correspondence sent by Mayor or President to all Council Members.....	3
2.1.4. Requests for information – definition and scope.....	4
2.1.5. Administrative matters – definition and scope.....	6
2.1.6. Exclusions from application of communications agreement	8
2.1.7. Commissioners	10
2.1.8. Amendments to Model Code of Conduct	11
2.3. Draft Order.....	12
2.3.1. Clause 4 General principles	12
2.3.2. Clause 8 Nominated employees.....	12
2.3.3. Clause 12 Information that may be requested	13
2.3.4. Clause 13 Requirements applicable to requests for information	14
2.3.5. Clause 14 Certain information not required to be provided.....	16
2.3.6. Clause 15 Disputes	16
2.3.7. Clause 16 Mayor/President discuss media enquiry	17
2.3.8. Division 4 Requests for information - processes.....	18
2.3.9. Division 5 Administrative requests - processes.....	19



WALGA

1. Background

Communications Agreements were outlined in the Minister for Local Government's [Reform Proposals](#) released in 2022.

Following sector consultation, WALGA adopted the following advocacy position in relation to Communication Agreements:

2.5.3 Council Communication Agreements

The Local Government sector supports the introduction of a consistent, regulated Communications Agreement between Councils and the CEO within Local Governments.

Amendments to achieve this reform were included in the [Local Government Amendment Act 2023](#) but are yet to take effect:

- Amendments to Section 5.92 of the *Local Government Act 1995* (the Act) to provide that the right of a Council Member or Committee Member to access information under that section must be exercised in accordance with the Local Government's communications agreement.
- New section 5.92A requiring every Local Government to have a communications agreement between the Council and the CEO regulating the matters specified in the Act and regulations.
- New section 5.92B requiring the Minister to make Ministerial Order setting out a default communications agreement which applies at any time a Local Government does not have its own communications agreement.
- New section 5.92C enabling Local Governments to adopt and amend its own communications agreement with the agreement of the CEO, which will expire at the end of every caretaker period, and upon the end of the CEO's employment with that Local Government.

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries (the Department) published the draft [Local Government Regulations Amendment Regulations 2025](#) (the Draft Regulations) and draft [Local Government \(Default Communications Agreement\) Order 2025](#) (the Draft Order). The Department has also published a [Communications Agreement Consultation Paper](#) (the DLGSC Consultation Paper) which explains the Draft Regulations and Draft Order.

The Draft Regulations prescribe the minimum requirements for all communications agreements and provide the mechanism to require compliance by Local Government employees, Council Members and Committee Members.

The Draft Order sets out what is proposed to be the default communications agreement in Schedule 1. As all Local Governments will be subject to this default agreement on a regular basis (at least every two years after each caretaker period and after a CEO's employment ends) as well as at any time an agreement cannot be reached between Council and the CEO, it is critical that the default agreement is fit for purpose.

ORDINARY COUNCIL MEETING MINUTES

WALGA

2. Discussion paper

The following discussion paper provides preliminary WALGA comments and questions on the Draft Regulations and Draft Order for consideration by Local Governments.

Part 2.1 of this paper deals with the Draft Regulations. Where the corresponding content of the Draft Order is relevant to the discussion of the issue, it is included in this part.

Part 2.2 deals with matters that appear only in the Draft Order.

All clause references are to Schedule 1 of the Draft Order.

2.1. Draft Regulations

2.1.1. General drafting approach

WALGA Comment

The Draft Regulations and Draft Order are quite detailed and prescriptive. Some detail may be necessary to provide clarity and achieve an appropriate balance. It is essential that all parties understand their responsibilities, as breaches would constitute a breach of the Code of Conduct for Council Members, Committee Members and Candidates, or the Employee Code of Conduct. However, the level of prescriptive detail in the Draft Regulations and Draft Order may be restrictive for Local Governments seeing to develop locally appropriate approaches.

Questions

1. Do the Draft Regulations and Draft Order have an appropriate level of detail, or could they be simplified?

Local Government Response:

The regulations are lengthy and add further complexity to a sector that is already heavily bound by legislation. The regulations could however be expanded to provide requirements based on band size of the LGA. Smaller LGAs do not generally have the same communication issues as larger LGAs and therefore do not need the same agreements.

The minimum requirements as to the content of a Communication agreements could be mandated and then left to the LGA to introduce a Policy that gives effect to the requirements.

2.1.2. Commencement and implementation

The Draft Regulations state that they will commence on 19 October 2025, the day after the Ordinary Local Government Elections. This means that the default communications agreement set out in the finalised Ministerial Order would apply to all Local Governments from this date.

WALGA comment

ORDINARY COUNCIL MEETING MINUTES

WALGA

The lead up to Local Government elections is a very busy time for Local Governments. Many Local Governments devote considerable resources to preparing induction materials for new Council Members. These materials and any induction programs will need to provide both commencing and continuing Council Members with an understanding of the default communications agreement. In addition, Local Governments will need to establish the appropriate administrative processes to implement the default communications agreement. To complete these preparations, Local Governments will need to know the final content of the regulations and order.

Questions

2. What would be a reasonable period to allow Local Governments to prepare for implementation of the default communications agreement after publication of the final regulations and order?

Local Government Response:

12 Months In an already overregulated sector. The department needs to consider that It has taken as long as required for this process and needs to allow LGA's the same consideration.

2.1.3. Providing correspondence sent by Mayor or President to all Council Members

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28C in the *Local Government (Administration) Regulations 1996* prescribing that communications agreements must regulate the circumstances in which correspondence sent by the Mayor President on behalf of the Local Government must be provided to all Council Members. This is an additional matter that was not specified in the Act amendments.

Draft Order

To meet this requirement, clause 5 of the Draft Order requires correspondence sent by the Mayor or President on behalf of the Local Government to be provided to all Council members, unless the Mayor or President is satisfied that particular circumstances mean it is appropriate not to provide the correspondence. The DLGSC Consultation Paper advises that this should only occur in "exceptional circumstances" and could otherwise constitute a breach of the communications agreement by the Mayor or President.

WALGA Comment

Depending on the Local Government, Mayors or Presidents may send a high volume of correspondence that could be understood as being on behalf of the Local Government. Providing copies of all this correspondence to all Council Members may be burdensome for the Administration, and for Council Members in receiving high volumes.

To avoid breaching the communications agreement, the Mayor or President would need to have a record of each decision and the circumstances that make it appropriate not to provide correspondence to all Council Members.

ORDINARY COUNCIL MEETING MINUTES

WALGA

Questions

3. Is it necessary for all communications agreements to address the provision of Mayor / President correspondence to Council Members?
4. Is clause 5 of the Draft Order appropriate and workable for your Local Government? Are any changes required?
5. Would it be useful for the Draft Order to:
 - a. specify types of correspondence that must be provided to all Council members, unless decided by the Mayor or President? For example, correspondence that relates to advocacy, communications with government agencies or elected representatives, major stakeholders, or communicating Council decisions.
 - b. allow the Mayor or President to decide that certain categories of correspondence do not need to be provided? For example, letters of appreciation and congratulations.
 - c. allow for alternative methods of making the correspondence available to Council Members rather than providing a copy? For example, allow Local Governments to provide a list of correspondence that Council Members may access on request, or publish correspondence on an Elected Member portal.

Local Government Response:

3. No. This requirement may require the provision of dedicated administrative support to the Shire President.
4. This is already standard practice for most functioning LGA's
5. No this is over prescriptive. Council should set what is required as part of its agreement.

2.1.4. Requests for information – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request.

The definition of request for information in regulation 28D(1) is as follows:

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 or otherwise; or
- (b) other information.

This definition is also used in regulation 10(2) of the Draft Regulations for a consequential amendment to the *Local Government (Model Code of Conduct) Regulation 2021*.

As this definition is prescribed in the Draft Regulations, it will apply to all communications agreements, not just the default agreement.



Draft Order

Clause 3(1) provides that the default communications agreement applies to a person only when acting in their capacity as a Council Member, Committee Member or employee.

Clause 4 provides general principles, including that Council and Committee Members will ensure they only request information that is relevant to their functions under the Act or any other written law.

Division 3 sets out the requirements regarding requests for information. Clause 11 of the Draft Order repeats the prescribed definition when stating that a Council Member or Committee Member may make a request for information. Clause 14 specifies that nothing in the agreement requires certain information to be provided, including "information mentioned in section 5.92(4) of the Act".

WALGA comment

Section 5.92(1) of the Act allows a Council Member or Committee Member to "have access to any information held by the local government that is relevant to the performance by the person of any of the person's functions under this Act or under any other written law" (emphasis added). This is a broad right of access, requiring only relevance to the performance of a statutory function.

Section 5.92(4) clarifies that the section does not give a Council Member or Committee Member the right to access specified information, including certain employee information, any personal information about individuals that is not relevant to a Council or Committee decision, information the Local Government is prohibited or restricted from disclosing to the Council Member or Committee Member under a written law, and information that is not relevant to the functions of the Council Member or Committee Member under the Act or any written law.

The definition of *request for information* expands significantly beyond requests under section 5.92. It is unclear what is intended by "or otherwise" in part (a) of the definition. Further, the inclusion of "other information" in part (b) is so open-ended, it may make any limitations imposed by (a) almost meaningless.

As the Draft Order only applies when a person is acting in their capacity as a Council Member or Committee Member, it is difficult to understand what "other information" could be required that is not relevant to a statutory function.

Council Members may interact with the Local Government in their personal capacity and request and gain access to information as customers of the Local Government. These ordinary citizen transactions would not be subject to the communications agreement. Similarly, all members of the public have a right to inspect and receive copies of Local Government information in accordance with s5.94, 5.95, 5.96 and 5.96A of the Act, and public information prescribed under other written laws. These public access rights would not be subject to the communications agreement.

The expansive definition appears to be inconsistent with other provisions of the Draft Order. Clause 4 uses the wording of section 5.92, stating that Council and Committee Members agree to only request information that is relevant to their functions under law. Clause 14(b) of the Draft Order confirms that a Council Member or Committee Member is not required to be provided with information mentioned in section 5.92(4) of the Act. As noted above, section 5.92(4)(f) refers to information that is not relevant to the performance of a function under law.

ORDINARY COUNCIL MEETING MINUTES

WALGA

The result may be that a Council Member or Committee Member may *request* information under clause 11 that they must agree not to request under clause 4(c)(iii), that they do not have a statutory right to access, and that clause 14 confirms that they are not required to be provided.

Questions

6. Should the words "or otherwise" and "other information" be deleted from the definition of *request for information*?
7. Do Local Governments identify any risks arising from the definition of *request for information* in its current form?
8. Does the definition of *request for information* create inconsistency with section 5.92 of the Act and clauses 4 and 14 of the Draft Order?
9. Should the definition of *request for information* be revised to refer only to requests made under s.5.92?
10. Are there any other comments on the scope or definition of *request for information*?

Local Government Response:
The Shire of Leonora supports the WALGA comments.

2.1.5. Administrative matters – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which provides definitions and prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request. The definition of administrative matter lists the scheduling of council or committee meetings, compliance obligations under the Act, IT support, training and conference arrangements, event invitations, entitlements and "any other matter of an administrative nature".

Regulation 10(2) of the Draft Regulations would insert the proposed definition of administrative matter into clause 20(1) of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*).

Draft Order

Clause 2 of the Draft Order repeats the definition of administrative matter and defines administrative request for information. Clause 25 defines administrative request as either or both of an administrative request for information or a request for administrative assistance. Clause 26 defines a request for administrative assistance.

Division 5 of the Draft Order deals with administrative requests for information and requests for administrative assistance. Clause 26 provides that a Council Member or Committee Member may make a request for administrative assistance, while clause 27 provides the process for making an administrative request. Administrative requests may be made verbally or in writing

ORDINARY COUNCIL MEETING MINUTES



WALGA Comment

Local Government officers regularly provide routine information and support to Council Members and Committee Members. It seems reasonable to provide for a separate category of requests that may be dealt with in a simplified way, and with no requirement to provide responses to all Council or Committee Members.

The definition of administrative matter prescribed in the Draft Regulations may not be suitable for all Local Governments. WALGA suggests that an alternative definition could be as follows:

administrative matter in relation to a council member or committee member, means support or assistance provided to an individual council member or individual committee member to facilitate an administrative process related to that member, and may include:

- (i) council and committee meeting scheduling, attendance, apologies, leave of absence, committee deputy member attendance, drafting a notice of motion or alternative motion.
- (ii) attendance at professional development, training or events, associated speech writing, ceremonial protocols, travel, accommodation and incidental expense arrangements,
- (iii) entitlements to a fee, allowance, reimbursement or superannuation,
- (iv) personal compliance with obligations under the Act, Regulations, code of conduct, conflict of interest or gift disclosure requirements, record keeping,
- (v) information and communication technology software or hardware provided by the local government,
- (vi) any other matters specified as administrative matters in a local government's communications agreement.

Alternatively, the Draft Regulations could state that administrative matters are to be defined in the local government's communications agreement. The above alternative definition could be modified for use in the Draft Order.

Consideration could also be given to simplifying the language used in the Draft Order regarding these requests. It seems unnecessarily complex to have four defined terms to deal with simple day to day enquiries.

ORDINARY COUNCIL MEETING MINUTES



Questions

11. Do Local Governments support a separate process for administrative matters?
12. Is the Draft Regulation definition of **administrative matter** suitable for your Local Government?
13. Do you support the alternative WALGA definition above and/or have any other suggestions for the definition?
14. Should the regulations avoid a prescribed definition and allow **administrative matter** to be defined entirely in the communications agreement?
15. Are there any other comments on administrative matters?

Local Government Response:

The Shire of Leonora supports the rewritten WALGA recommended definition of 'Administrative matter'

2.1.6. Exclusions from application of communications agreement

Draft Regulations

The new Regulation 28D(3), to be inserted in the *Local Government (Administration) Regulations 1996* by Draft Regulation 7, provides that a communications agreement must specify it does not apply to anything a Council Member, Committee Member or Employee does as part of deliberations at a Council Meeting, or CEO employment processes.

Draft Order

Clause 3(2) of the Draft Order gives effect to these requirements.

WALGA Comment

These exclusions enable Council Members and Committee Members to communicate with employees under certain circumstances without being subject to the communications agreement. The respective codes of conduct would continue to apply to employees and Council or Committee Members.

Questions

16. Are these exclusions appropriate?

Local Government Response:

The proposed Communication agreement is heavily prescriptive, however clause 3(2) is very open. This may lead to misunderstanding, or the use of this clause to circumvent some other aspects of the agreement.

For instance, an ordinary reading of 3(2)(b) would potentially allow a Council member to engage with any employee outside of the agreement for the purpose of investigating allegations against the CEO. This is an intolerable situation. Any such 'Investigation' should be commenced by either the Department or as a result of an absolute majority decision of Council and should not be at the discretion of an individual Councillor.

ORDINARY COUNCIL MEETING MINUTES



ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025



WALGA

2.1.7. Commissioners

Draft Regulations

New Regulation 28D(5) will require all communications agreements to include content enabling commissioners to make requests to any employee, to determine the manner information is to be provided and to resolve disputes.

Draft Order

Clause 29 provides that the communications agreement applies to a commissioner as if they were the Mayor or President and the Council of the Local Government. Clause 30 then modifies the application of the communications agreement to allow a commissioner to make a request to the CEO or any employee, in the manner determined by the commissioner and to specify the manner in which a response is to be provided. It also provides for a commissioner to resolve disputes.

WALGA Comment

Section 2.38 of the Act provides that any reference to Council, Council Member, Mayor or President in the Act or other written law applies to a commissioner. A Local Government's communications agreement would apply to commissioners on that basis, and a commissioner could adopt a new agreement with the CEO. It does not seem appropriate for a commissioner to direct requests to any employee of the Local Government.

Questions

17. Should the rights and responsibilities of commissioners under a communications agreement be consistent with the rights and responsibilities of Council, Council Members, Mayors and Presidents?
18. Is it inappropriate for a commissioner to make requests to any employee of the Local Government?

Local Government Response:
The proposed regulations provide absolute power in regard to what Commissioners can request. They are provided the power of review and can override any decision of the CEO in this regard. There needs to be an avenue of appeal for the CEO to a third party. Whilst any situation where a commissioner is appointed is typically due to a level of disfunction, there may be situations where it is not appropriate to share the information.



2.1.8. Amendments to Model Code of Conduct

Draft Regulations

Regulation 10(4) of the Draft Regulations will amend clause 20 of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*). As a result, the prohibition on a Council Member directing or attempting to direct a local government employee will not apply to anything that a Council Member does as part of making a request in accordance with a communications agreement.

WALGA comment

Model Code of Conduct clause 20(2)(a) prohibits a Council Member from directing or attempting to direct a Local Government employee to do or not to do anything in their capacity as a Local Government employee.

This prohibition does not apply to anything done during deliberations at a Council or Committee meeting. The proposed amendment would expand the circumstances in which a Council Member may direct an employee.

The proposed amendment implies that a request for information or administrative request may be made in a manner that is an attempt to *direct* a local government employee and has the effect of allowing such direction without breaching Code of Conduct provisions.

Questions

19. Is it necessary or appropriate for a Council Member to be able to direct a local government employee when making a request in accordance with a communications agreement?

Local Government Response:

No. There should never be an instance where an individual council member should be able to direct a employee, with the exception of limited circumstances where the Shire President may direct the CEO. This could lead to a situation where the employee has been provided specific instructions by his employer, the CEO, and the Council member may seek to direct the employee otherwise. This is simply unfair on the employee and may lead to disciplinary action against that person.

ORDINARY COUNCIL MEETING MINUTES


WALGA

2.3. Draft Order

2.3.1. Clause 4 General principles

Draft Order

Clause 4 of the Draft Order provides general principles for both the Council and the CEO, largely relating to acting and communicating in accordance with the agreement. This includes that the CEO will support Council Members and Committee Members in performing their functions under law, and that Council Members and Committee Members will only request information relevant to their functions under law.

Questions

20. Are there any additional principles that should be referenced in this clause?
21. Would it be beneficial to include a principle requiring that the communications agreement be applied in a manner that is consistent with the respective roles and responsibilities of Council and the CEO under the Act?

Local Government Response:

No. It is the primary function of a CEO to support Council and to give effect to its resolutions. There is a very real risk of further over regulating by the introduction of, or the prescription as to the contents of communication agreements. It is the view of the Shire that a set of guiding principles is provided and any communication agreements should be set by Council policy as its right by virtue of being the employer of the CEO.

2.3.2. Clause 8 Nominated employees

Draft Order

Clause 8(1) enables the CEO to nominate employees for the purposes of the agreement.

Clause 8(2) requires the CEO to nominate minimum numbers of employees, depending on the Class of the Local Government.

Clause 8(3) allows employees to be nominated for all requests for information, or a type of request for information. Clause 8(4) allows employees to be nominated for media enquiries, requests for administrative assistance, or types of either of these.

Under clauses 16, 18, 20, 23 and 27 of the Draft Order, Council Members or Committee Members must make and discuss their various requests with an "appropriate nominated employee", defined in clause 2(1). In summary, an appropriate nominated employee is an employee who has been nominated for that type of request.

Clause 9 allows the CEO to direct which employee responds to a request.

WALGA Comment

The minimum numbers of nominated employees specified in clause 8 will only apply while the default communications agreement applies to a Local Government. However, these requirements

ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025



must still be fit for purpose when applying to all Local Governments at least every two years, or at any time an agreement has not been reached.

It is unlikely that all Local Governments of a particular class will have the same requirements or capacity.

CEOs are likely to be best placed to establish a sufficient number of nominated employees to service the level of requests in appropriate timeframes. This could include an administrative system of internal referrals, which could allow requests to be made to any nominated employee, rather than only an "appropriate nominated employee".

The requirement to make the request to an appropriate nominated employee may be challenging if a request for information addresses multiple subjects. It may be more efficient for responses to be coordinated by a single nominated employee.

Similarly, it may be sufficient to state that a CEO can nominate an employee generally or for the purposes of specified types of requests and that Council and Committee Members are provided with an up-to-date list.

Questions

22. Should the default communications agreement allow the CEO to nominate employees generally or for the purposes of any specified requests?
23. Should the minimum number of nominated employees be deleted or are they suitable?
24. Is it necessary to specify that requests must be made to an appropriate nominated employee, or could a nominated employee who receives a request refer and coordinate internally, subject to direction from the CEO?

Local Government Response:

CEOs should be able to set the number of employees. It should be mandated that any request to a employee other than the CEO should also be communicated to the CEO at the same time. This will prevent situations where the CEO has determined that the Information should not be provided and a Council member seeks to circumvent this decision by requesting the information from another staff member without the full support of Council. In any event the CEO has a right to be aware of any requests from Council.

2.3.3. Clause 12 Information that may be requested

Draft Order

Clause 12(1) lists matters that may be the subject of requests for information, clause 12(2) provides examples of information that may be requested by a Mayor or President, while clause 12(3) specifies that the clause does not limit what information may be requested.

WALGA Comment

ORDINARY COUNCIL MEETING MINUTES



It appears that this clause simply provides indicative examples of suitable subject matter for requests for information. As discussed above, the right of access to information under section 5.92 requires a link to a statutory function. It is possible that the examples provided in clause 12 could be the subject of a request for information that is relevant to a statutory function as well as a request that is not relevant or is excluded under s.5.92(4). Clause 12(3) confirms that the clause does not limit requests for information. Presumably it also does not expand what may be subject to a request for information, so it is unclear whether it is useful.

Questions

25. Is it useful for the default communications agreement to list matters that may be the subject of requests for information? Do Local Governments have any suggestions for inclusion?
26. Do Local Governments have any comments on the matters listed in clause 12?
27. Do Local Governments have examples of how the matters listed in clause 12 are or are not relevant to Council Member and Committee Member functions under the Act or other written law?

Local Government Response:

The current provisions stipulate that the Information must be relevant to the Councillors role are sufficient. Council as a whole has the power to compel the release of the Information.

2.3.4. Clause 13 Requirements applicable to requests for information

Draft Order

Clause 13 sets out the requirements applicable to a request for information, including relevance to a statutory function (as discussed above), limited in scope and accompanied by supporting information or correspondence.

WALGA Comment

In many circumstances, the nature of information requested by Council or Committee Members is self-evidently related to performance of a function under the Act or other written law, consistent with s.5.92(1). However, some requests for information are not self-evident as being consistent with s.5.92.

Questions

28. Do Local Governments have any comments on these requirements?
29. Should clause 13 include a requirement for a request for information to explain the relevance of the request to the performance of a function under the Act or any written law?

Local Government Response:

A request should include reference as to why the Information is required in order to assist the CEO.

ORDINARY COUNCIL MEETING MINUTES



ORDINARY COUNCIL MEETING MINUTES


WALGA

2.3.5. Clause 14 Certain information not required to be provided

Draft Order

Clause 14 provides that information is not required to be provided in response to a request for information if:

- the request is not made in accordance with the agreement,
- the information is mentioned in section 5.92(4) of the Act,
- the information is not held by the Local Government, is held by another person or body and cannot be reasonably obtained by the Local Government,
- the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the Local Government's resources.

WALGA Comment

The exclusion of information referred to in section 5.92(4) (see cl.14(b)) is discussed above.

Clause 14(c) appears somewhat convoluted. It is not clear if this is intended to require Local Governments to undertake research to identify and obtain information that they do not currently hold. Further, if the information is not held by the Local Government and cannot be reasonably obtained, it is not clear why it is relevant whether the information is held by another person or body.

Questions

30. Should clause 14(c) be simplified to state that information is not required to be provided if it is not held by the Local Government?

Local Government Response:

The clause should prevent imposing an unnecessary administrative burden on Administration. Some requests may be complex in nature and the provision of the information may not substantially assist the Council member and may therefore be a misuse of resources. The provision should be designed to prevent unnecessary or mischievous requests.

2.3.6. Clause 15 Disputes

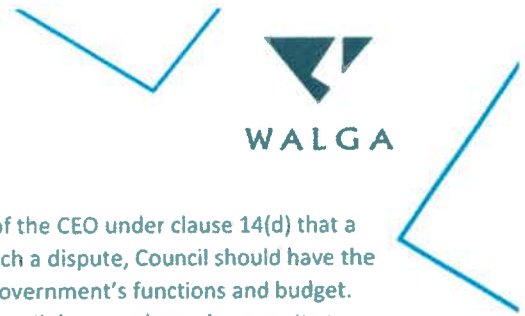
Draft Order

Clause 15 sets out the process for dealing with disputes regarding a final response to a request for information that includes a refusal to provide some or all of the information requested. In the first instance the dispute must be discussed between the Mayor or President, the CEO and the requesting member. If this does not resolve the dispute, the requesting member may refer the dispute to Council for determination. Council's determination is final, and may override a decision by the CEO that the request would divert unreasonable resources.

WALGA Comment

The Draft Order does not appear to contemplate disputes where the Mayor or President is the requesting member.

ORDINARY COUNCIL MEETING MINUTES



The Draft Order specifies that Council may override a decision of the CEO under clause 14(d) that a request would divert unreasonable resources. In considering such a dispute, Council should have the benefit of the CEO's advice regarding the impact on the Local Government's functions and budget. As only clause 14(d) is referenced in this way, it may be that Council does not have the capacity to overturn a refusal on the grounds set out in clause 14(a) – (c).

Questions

31. Should the default communications agreement specify that if the Mayor or President is the requesting member, the deputy Mayor or President should attend the meeting with the CEO in the event of a dispute?
32. Would it be beneficial to have disputes determined by the Inspector rather than Council?
33. Is it appropriate that Council can overturn the CEO decision under clause 14(d)?
34. Are there any other comments on disputes?

Local Government Response:

It should not be necessary to have the deputy involved unless requested by the Shire President or CEO. Council should have the first ability to hear disputes. The final right of appeal should rest with the Inspector.

2.3.7. Clause 16 Mayor/President discuss media enquiry

Draft Order

Clause 16 allows the Mayor or President to discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information.

WALGA Comment

In many cases, media enquiries are directed to the Administration, and the Administration then contacts the Mayor or President to coordinate a response. Media enquiries that are not provided to the Local Government could be directed to the Mayor or President, but could also be directed to individual Council Members. It is not clear that this clause is necessary to enable these enquiries to be discussed as needed.

Questions

35. Does this clause meet the needs of Local Governments in managing media enquiries?

Local Government Response:

No. The Shire President is, and should be, allowed to comment on any matter on behalf of the Shire. Council is the employer of the CEO and therefore the SP should not be required to consult with the CEO. If an individual Council member makes comment to the media then it should be a requirement that the member makes it clear that they are not representative of Council's position unless this is the case.

ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025



WALGA

2.3.8. Division 4 Requests for information - processes

Draft Order

Division 4 of the Draft Order sets out the processes for making, acknowledging, discussing and responding to requests for information other than administrative requests.

Clause 18 requires that a request for information must be made to the CEO or an appropriate nominated employee in writing, by email or other electronic means approved by the CEO. Clause 19 requires the CEO to acknowledge the request within 2 working days after the day it is made.

Clause 20 allows the CEO or an appropriate nominated employee to discuss the request with the requesting member, who may request an amendment to the scope of the request in these discussions.

Clause 21 provides the requirements for responding to a request for information. As a starting point, the CEO must ensure the requesting member is given a final response as soon as practicable. Where a request relates to an agenda item, the CEO must use best endeavours to provide a final response before the meeting. In any case, the CEO must ensure that the requesting member is given a final response within 10 working days after the request is made, or notice that the final response cannot be given within that period and estimating when it will be provided. The final response must be in writing. The final response must include reasons for any refusal to provide any of the information requested.

Under clause 22(1), final responses will generally be provided to all Council Members and members of the relevant committee. Clause 22(2) provides exceptions, including where the request for information is one made by the Mayor or President in relation to representing the Local Government, correspondence or arranging a formal meeting or event. Clause 22(2) also allows the CEO and requesting member to agree that the final response is confidential or because of particular circumstances it is appropriate not to provide to all members.

Clause 23 allows the requesting member to discuss the final response with the CEO or an appropriate nominated employee, and may be provided with additional information in these discussions. Clause 24 allows the CEO to arrange a briefing, meeting or discussion with some or all Council or Committee Members in relation to a final response to a request for information.

WALGA Comment

The definition and scope of requests for information are discussed in part 2.1.4 of this discussion paper.

WALGA seeks sector feedback on whether the detailed processes and requirements in Division 4 are suitable for all Local Governments. It is not clear whether it is necessary for a communications agreement to specify that a Council or Committee Member may discuss a request or response with the CEO or appropriate nominated employee, or that the CEO may organise a briefing. In contrast, it may be helpful for a communications agreement to state what will occur if the CEO and requesting member do not agree on whether a response should be provided to all members.

Questions

36. Are there any comments on the processes and requirements in Division 4, including:
- (i) Is it suitable that all requests for information must be made in writing by email or other electronic means approved by the CEO?

ORDINARY COUNCIL MEETING MINUTES

WALGA

- (ii) Is 2 working days an appropriate period for acknowledgement of a request?
- (iii) Does clause 20 provide an appropriate method for discussing and clarifying requests for information?
- (iv) Are the timeframes for response specified in clause 21 a reasonable baseline for all Local Governments?
- (v) Does clause 22(2) provide a suitable method for deciding when a response does not need to be provided to all Council or Committee Members?
- (vi) Should clause 22(2) state what would occur if the CEO and requesting member do not agree on whether a response is confidential or not to be provided to other members?
- (vii) Is clause 23 unnecessary or does it provide a useful approach to discussions of a response?
- (viii) Is clause 24 unnecessary or does it provide a useful approach to informing Council Members and Committee Members?

Local Government Response:

All requests should be in writing if a written response is required. Two business days for an acknowledgment is appropriate. The timeframe for the response should then be agreed to and be dependent on the complexity of the request and the resources of the administration.

2.3.9. Division 5 Administrative requests - processes

Draft Order

Division 5 of the Draft Order sets out the requirements for making and responding to administrative requests.

WALGA Comment

The definition of "administrative matter" is discussed above.

WALGA seeks sector feedback on whether the processes and requirements are suitable for all Local Governments.

Questions

- 37. Is it suitable that administrative requests may be made verbally or in writing?
- 38. Does clause 28 provide reasonable requirements for a response?

Local Government Response:

The timeframe for a response should be as per the previous response. It should however be in writing and shared with all Council members.

ORDINARY COUNCIL MEETING MINUTES

10.0 REPORTS

10.2 CHIEF EXECUTIVE OFFICER REPORTS

10.2.(D) LEONORA SAFE HOUSE FENCING

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 15th July 2025

AGENDA REFERENCE: 10.2.(D) JUL 25

SUBJECT: Leonora Safe House Fencing

LOCATION/ADDRESS: Tower Street, Leonora

NAME OF APPLICANT: NA

FILE REFERENCE: Planning

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Ty Matson

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 11th July 2025

SUPPORTING DOCUMENTS: Nil

BACKGROUND

The Shire of Leonora has been facilitating the refurbishment of an existing property from the Department of Communities' Leonora portfolio, for end use as emergency accommodation for victims of domestic violence.

Renovations have been undertaken by Remote Construction, in consultation with One Tree who were awarded the tender for operation of the facility once complete. A key part of the refurbishment is to ensure adequate security and privacy for the facility and its users, as this is critical to creating an environment that victims will feel safe enough in to access the services.

Remote Constructions have experience working in both remote communities, and similar services, having completed works at the Laverton One Tree facility. It is their recommendation that to securely fence the property given its end use, fencing of at least 2.4m high is required for both sufficient privacy and to adequately limit access. It is proposed that up to 2.4m fencing is installed at the front up to 2.7m at the rear and sides due to the land slope.

STAKEHOLDER ENGAGEMENT

Engagement has been conducted with One Tree and Remote Construction.

Sufficient fencing and security were also a key point raised throughout the consultation phase of the project. This was undertaken with community members.

ORDINARY COUNCIL MEETING MINUTES

STATUTORY ENVIRONMENT

Advice received from building surveyor is that the typical height of a residential dividing fence is 1.80m side and rear, except, forward of the front building line where the fence is "raked down" to 1.2m as is the max height for the front fence.

Any variation to the above requires Council approval as Council controls the height and material of fences through planning provisions, with all other matters regarded as a civil matter between adjacent property owners subject to the Dividing Fences Act.

The Shire of Leonora does not have a by-law in relation to fences.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Leonora Safe House project aligns with Strategy 1.3.1 - Support and advocate for community health and wellbeing initiatives and provision of services to the community.

RISK MANAGEMENT

There is a risk of reputational damage if adequate fencing is not permitted at Leonora Safe House. Minor risk of other property owners requesting the same level of fencing be permitted, however, as no other location has the same specific level of need and/or service provision, any such claims are easily overcome.

At 10:16am Governance Officer, Anna Matson, left the chambers.

At 10:17am Governance Officer, Anna Matson, returned to the chambers.

ORDINARY COUNCIL MEETING MINUTES

RECOMMENDATIONS

1. That Council permit the installation of fencing at a height of up to 2.7m at the Leonora Safe House.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Chief Executive Officer

COUNCIL DECISION

Moved: Cr RA Norrie

Seconded: Cr RM Cotterill

1. That Council permit the installation of fencing at a height of up to 2.7m at the Leonora Safe House.
- 2.

CARRIED (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr RM Cotterill,
Cr AE Taylor, Cr LR Petersen, Cr TM Nardone, Cr F Harris*

ORDINARY COUNCIL MEETING MINUTES

10.0 REPORTS

10.3 MANAGER OF BUSINESS SERVICES

10.3.(A) MONTHLY FINANCIAL STATEMENTS - JUNE 2025

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 15th July 2025

AGENDA REFERENCE: 10.3.(A) JUL 25

SUBJECT: Monthly Financial Statements - June 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: 11th July 2025

SUPPORTING DOCUMENTS: 1. Monthly Financial Statements - June 2025

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 30th June, 2025, consist of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 30th June, 2025
- (c) Material Variances – 30th June, 2025

STATUTORY ENVIRONMENT

Part 4 — Financial reports— s. 6.4

34. *Financial activity statement report – s. 6.4*
- (1A) *In this regulation —*

ORDINARY COUNCIL MEETING MINUTES

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.

ORDINARY COUNCIL MEETING MINUTES

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 30th June, 2025, consist of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 30th June, 2025
- (c) Material Variances – 30th June, 2025

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Manager of Business Services

COUNCIL DECISION

Moved: Cr TM Nardone

Seconder: Cr RA Norrie

That Council accept the Monthly Financial Statements for the month ended 30th June, 2025, consist of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 30th June, 2025
- (c) Material Variances – 30th June, 2025

CARRIED (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr RM Cotterill,
Cr AE Taylor, Cr LR Petersen, Cr TM Nardone, Cr F Harris*

ORDINARY COUNCIL MEETING MINUTES



11 July 2025

Mr Ty Matson
Chief Executive Officer
Shire of Leonora
PO Box 56
LEONORA WA 6438

Moore Australia

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2 The Esplanade, Perth, WA 6000
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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 30 June 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 30 June 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.



Russell Barnes
Director
Moore Australia (WA) Pty Ltd

ORDINARY COUNCIL MEETING MINUTES

SHIRE OF LEONORA
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 June 2025

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

TABLE OF CONTENTS

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Net Current Assets Information	5
Note 3 Explanation of Material Variances	6

Please refer to compilation report

ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025

SHIRE OF LEONORA STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2025

Note	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	9,832,598	9,832,598	9,805,426	(27,172)	(0.28%)	▼
Grants, subsidies and contributions	2,280,094	2,280,094	2,099,659	(180,435)	(7.91%)	▼
Fees and charges	3,004,278	3,004,278	3,181,996	177,718	5.92%	▲
Interest revenue	180,000	180,000	134,653	(45,347)	(25.19%)	▼
Other revenue	85,450	85,450	149,637	64,187	75.12%	▲
Profit on asset disposals	32,461	32,461	32,461	0	0.00%	
	15,414,881	15,414,881	15,403,832	(11,049)	(0.07%)	
Expenditure from operating activities						
Employee costs	(6,564,237)	(6,564,237)	(5,087,805)	1,476,432	22.49%	▲
Materials and contracts	(5,323,760)	(5,323,760)	(5,352,444)	(28,684)	(0.54%)	▼
Utility charges	(392,824)	(392,824)	(442,928)	(50,104)	(12.75%)	▼
Depreciation	(4,228,880)	(4,228,880)	(4,461,360)	(232,480)	(5.50%)	▼
Insurance	(355,238)	(355,238)	(365,992)	(10,754)	(3.03%)	
Other expenditure	(216,335)	(216,335)	(181,274)	35,061	16.21%	▲
Loss on asset disposals	(45,176)	(45,176)	(69,277)	(24,101)	(53.35%)	▼
	(17,126,450)	(17,126,450)	(15,961,080)	1,165,370	6.80%	
Non cash amounts excluded from operating activities	2(c) 4,241,595	4,241,595	4,498,176	256,581	6.05%	▲
Amount attributable to operating activities	2,530,026	2,530,026	3,940,928	1,410,902	55.77%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	4,547,385	4,547,385	936,695	(3,610,690)	(79.40%)	▼
Proceeds from disposal of assets	220,525	220,525	145,525	(75,000)	(34.01%)	▼
	4,767,910	4,767,910	1,082,220	(3,685,690)	(77.30%)	
Outflows from investing activities						
Payments for property, plant and equipment	(2,540,748)	(2,540,748)	(1,591,831)	948,917	37.35%	▲
Payments for construction of infrastructure	(7,735,446)	(7,735,446)	(1,653,040)	6,082,406	78.63%	▲
	(10,276,194)	(10,276,194)	(3,244,871)	7,031,323	68.42%	
Amount attributable to investing activities	(5,508,284)	(5,508,284)	(2,162,651)	3,345,633	60.74%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	471,903	471,903	471,903	0	0.00%	
	471,903	471,903	471,903	0	0.00%	
Outflows from financing activities						
Transfer to reserves	(827,263)	(827,263)	(69,839)	757,424	91.56%	▲
	(827,263)	(827,263)	(69,839)	757,424	91.56%	
Amount attributable to financing activities	(355,360)	(355,360)	402,064	757,424	213.14%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,333,618	3,333,618	3,333,618	0	0.00%	
Amount attributable to operating activities	2,530,026	2,530,026	3,940,928	1,410,902	55.77%	▲
Amount attributable to investing activities	(5,508,284)	(5,508,284)	(2,162,651)	3,345,633	60.74%	▲
Amount attributable to financing activities	(355,360)	(355,360)	402,064	757,424	213.14%	▲
Surplus or deficit after imposition of general rates	0	0	5,513,959	5,513,959	0.00%	▲

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.

ORDINARY COUNCIL MEETING MINUTES

**SHIRE OF LEONORA
 STATEMENT OF FINANCIAL POSITION
 FOR THE PERIOD ENDED 30 JUNE 2025**

	Actual 30 June 2024 \$	Actual as at 30 June 2025 \$
CURRENT ASSETS		
Cash and cash equivalents	11,954,878	12,597,480
Trade and other receivables	965,694	967,513
Inventories	84,581	173,216
TOTAL CURRENT ASSETS	13,005,153	13,738,209
NON-CURRENT ASSETS		
Other financial assets	62,378	62,378
Inventories	45,052	45,052
Property, plant and equipment	38,208,906	38,170,425
Infrastructure	103,101,480	101,741,131
TOTAL NON-CURRENT ASSETS	141,417,816	140,018,986
TOTAL ASSETS	154,422,969	153,757,195
CURRENT LIABILITIES		
Trade and other payables	865,230	191,367
Other liabilities	2,376,397	2,005,039
Employee related provisions	223,961	223,961
TOTAL CURRENT LIABILITIES	3,465,588	2,420,367
NON-CURRENT LIABILITIES		
Employee related provisions	140,945	140,945
Other provisions	1,976,278	1,976,278
TOTAL NON-CURRENT LIABILITIES	2,117,223	2,117,223
TOTAL LIABILITIES	5,582,811	4,537,590
NET ASSETS	148,840,158	149,219,605
EQUITY		
Retained surplus	53,186,739	53,968,249
Reserve accounts	6,429,908	6,027,844
Revaluation surplus	89,223,511	89,223,512
TOTAL EQUITY	148,840,158	149,219,605

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

ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025

SHIRE OF LEONORA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 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 10 July 2025

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 2024-25 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

ORDINARY COUNCIL MEETING MINUTES

SHIRE OF LEONORA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2025

2 NET CURRENT ASSETS INFORMATION

		Amended Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 30 June 2025
(a) Net current assets used in the Statement of Financial Activity				
Current assets	Note	\$	\$	\$
Cash and cash equivalents		6,678,761	11,954,878	12,597,480
Trade and other receivables		1,123,026	965,694	967,513
Inventories		99,732	84,581	173,216
		7,901,519	13,005,153	13,738,209
Less: current liabilities				
Trade and other payables		(671,148)	(865,230)	(191,367)
Other liabilities		(445,103)	(2,376,397)	(2,005,039)
Employee related provisions		(223,961)	(223,961)	(223,961)
		(1,340,212)	(3,465,588)	(2,420,367)
Net current assets		6,561,307	9,539,565	11,317,842
Less: Total adjustments to net current assets	2(b)	(6,561,307)	(6,205,947)	(5,803,883)
Closing funding surplus / (deficit)		0	3,333,618	5,513,959
(b) Current assets and liabilities excluded from budgeted deficiency				
Adjustments to net current assets				
Less: Reserve accounts		(6,785,268)	(6,429,908)	(6,027,844)
Add: Current liabilities not expected to be cleared at the end of the year		223,961	223,961	223,961
- Current portion of employee benefit provisions held in reserve				
Total adjustments to net current assets	2(a)	(6,561,307)	(6,205,947)	(5,803,883)
		Amended Budget Estimates 30 June 2025	YTD Budget Estimates 30 June 2025	YTD Actual 30 June 2025
		\$	\$	\$
(c) Non-cash amounts excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals		(32,461)	(32,461)	(32,461)
Add: Loss on asset disposals		45,176	45,176	69,277
Add: Depreciation		4,228,880	4,228,880	4,461,360
Total non-cash amounts excluded from operating activities		4,241,595	4,241,595	4,498,176

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.

ORDINARY COUNCIL MEETING MINUTES

SHIRE OF LEONORA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 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 2024-25 year is \$15,000 or 8.00% whichever is the greater.

Description	Var. \$ \$	Var. % %
Revenue from operating activities		
General rates	(27,172)	(0.28%) ▼
Interim rates		
Grants, subsidies and contributions	(180,435)	(7.91%) ▼
Early payment of FAGS received. Youth Support grant, CRC services, Golden Gift sponsorship YTD actuals received higher than budget.		
Childcare grant, miscellaneous childcare grants not received. Driver Access & Equity, Community-led Job, Local Partners are contract liability and revenue to be recognised when expenditure occurs.		
Fees and charges	177,718	5.92% ▲
Bulk refuse, rent 15 Cayzer, Avgas, BCITF fees, Gwalia merchandise, rent office 3 YTD actuals are lower than budget.		
Animal control fines, Childcare Centre income, liquid waste disposal, recreation centre fees, landing fees, passenger head tax, Gwalia catering and plant hire fees YTD actuals higher than budget.		
Interest revenue	(45,347)	(25.19%) ▼
Interest earned on investments lower than expected.		
Other revenue	64,187	75.12% ▲
Staff housing reimbursements and Diesel fuel rebates are lower than budget.		
Insurance claim received. Golden Gift other revenue received.		
Expenditure from operating activities		
Employee costs	1,476,432	22.49% ▲
Some employee positions are vacant.		
Childcare superannuation, refuse site maintenance, cemeteries Leonora, public toilets cemetery, swimming pool salaries and superannuation, Community-led Job, CDC Services, roadworks maintenance, bush grading, street cleaning, aerodrome maintenance, Gwalia salaries, building maintenance, admin overheads YTD actuals are lower than budget.		
Childcare Centre salaries, youth services, liquid waste disposal, recreation centre salaries, works overheads YTD actuals are higher than budget.		
Materials and contracts	(28,684)	(0.54%) ▼
Rates valuation expenses, conferences, Strategic Plan development, audit fees, CCTV maintenance, health general, Nurse incentive, driver access equity, property management services, lot 792 Cohen Street, 1260 Fitzgerald Street, town planning, Eastern Precinct project, community grant fund, local partner trans, traffic signs, tree lopping, SPQ maintenance, aerodrome consultant, Barnes federal theatre, museum maintenance, standpipe, Leonora Golden Gift, administration overheads YTD actuals are lower than budget.		
Sanitation household, cemeteries Leonora, rec centre cleaning, roadworks maintenance, depot maintenance, aerodrome maintenance, plant parts and repairs YTD actuals are higher than budget.		

ORDINARY COUNCIL MEETING MINUTES


SHIRE OF LEONORA NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 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 2024-25 year is \$15,000 or 8.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Utility charges	(50,104)	(12.75%)	▼
Townsite public toilets, oval, rec centre water, depot utilities lower than budget.			
Standpipe utility higher than budget.			
Depreciation	(232,480)	(5.50%)	▼
Staff housing, other community amenities, other recreation, aerodrome, administration and plant depreciation higher than YTD budget.			
Gwalia and other economic depreciation lower than budget.			
Other expenditure	35,061	16.21%	▲
Athletics prize money YTD actuals are lower than budget.			
Members travelling expenditure higher than budget.			
Loss on asset disposals	(24,101)	(53.35%)	▼
Disposal of Ford Everest. Write off Ford Ranger.			
Non cash amounts excluded from operating activities	256,581	6.05%	▲
Depreciation and disposal of assets.			
Proceeds from capital grants, subsidies and contributions	(3,610,690)	(79.40%)	▼
LRCI Phase 4, Leonora Safe House, Roads to Recovery, Regional Road Group YTD actuals lower than budget.			
Natural Disaster Reinstatement and Economic Improvement funding not received.			
Proceeds from disposal of assets	(75,000)	(34.01%)	▼
CEO vehicle and forklift not yet disposed.			
Outflows from investing activities			
Payments for property, plant and equipment	948,917	37.35%	▲
Most building capital works projects are in progress and are not yet completed.			
Payments for construction of infrastructure	6,082,406	78.63%	▲
Some infrastructure other capital works projects are yet to start.			
Outflows from financing activities			
Transfer to reserves	757,424	91.56%	▲
Surplus or deficit after imposition of general rates	5,513,959	0.00%	▲
Due to variances described above.			

Please refer to compilation report

Signed: 22 JULY 2025
President: 
15 JULY 2025

ORDINARY COUNCIL MEETING MINUTES

ORDINARY COUNCIL MEETING MINUTES

10.0 REPORTS

10.3 MANAGER OF BUSINESS SERVICES

10.3.(B) ACCOUNTS FOR PAYMENT - JUNE TO JULY 2025

SUBMISSION TO: Ordinary Council Meeting
Meeting Date: 15th July 2025

AGENDA REFERENCE: 10.3.(B) JUL 25

SUBJECT: Accounts for Payment - June to July 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: 11th July 2025

SUPPORTING DOCUMENTS: 1. Accounts for Payment July 2025

BACKGROUND

Attached statements consist of accounts paid by Delegated Authority totalling **\$2,055,505.64** since the previous council meeting consisting of:

- (1) Direct Bank Transactions numbered from **3755 to 3785** and totalling **\$75,491.06**;
 - a. Credit Card Payments May 2025 \$22,705.61
- (2) Batch Payments **272, 273, 274, 275, and 276** totalling **\$1,599,968.62**; and
- (3) Payroll Payments from **Pay Periods Ending 09/06/2025, 24/06/2025 and Special Pay 13/06/2025** totalling **\$380,045.96**

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.

Signed: 22 JULY 2025
President: 

15 JULY 2025

ORDINARY COUNCIL MEETING MINUTES

RECOMMENDATIONS

That Council accepts the accounts for payment, as detailed:

- (1) Direct Bank Transactions numbered from **3755** to **3785** and totalling **\$75,491.06**;
 - a. *Credit Card Payments May 2025* \$22,705.61
- (2) Batch Payments **262, 263, 264, 265, and 266** totalling **\$1,599,968.62**; and
- (3) Payroll Payments from **Pay Periods Ending 09/06/2025, 24/06/2025 and Special Pay 13/06/2025** totalling **\$380,045.96**

VOTING REQUIREMENT

Simple Majority

Manager of Business Services

COUNCIL DECISION

Moved: Cr RM Cotterill

Seconded: Cr LR Petersen

That Council accepts the accounts for payment, as detailed:

- (1) Direct Bank Transactions numbered from **3755** to **3785** and totalling **\$75,491.06**;
 - a. *Credit Card Payments May 2025* \$22,705.61
- (2) Batch Payments **262, 263, 264, 265, and 266** totalling **\$1,599,968.62**; and
- (3) Payroll Payments from **Pay Periods Ending 09/06/2025, 24/06/2025 and Special Pay 13/06/2025** totalling **\$380,045.96**

CARRIED (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr RM Cotterill,
Cr AE Taylor, Cr LR Petersen, Cr TM Nardone, Cr F Harris*



**Accounts for Payment
Presented to Council
15th July 2025**

ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025

Accounts for Payment - Credit Card Breakdown May 2025

Shire of Leonora					
Monthly Report – List of Credit Card Transactions Paid by Delegated Authority					
Submitted to Council on the 15th July 2025					
The following list of accounts relate to Credit Card Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Payments detailed are from statements for May, 2025 as per Direct Bank Transaction 3768 totalling \$22,705.61					
CHIEF EXECUTIVE OFFICER					
Reference	Date	Name	Item	Payment by Delegated Authority	Balance
CEO 05/25	05/05/2025	Super Cheap Auto	Parts for P1	23.99	23.99
	09/05/2025	Clarence Water Filters	Water filter for coffee machine at Hoover House	532.20	556.19
	14/05/2025	Uber	Uber trip for meeting	36.74	592.93
	15/05/2025	Uber	Uber trip for meeting	18.29	611.22
	16/05/2025	Flight Store	Radios for ARO & managers	3,300.00	3,911.22
	16/05/2025	Goldfields Little Loads	Flowers for main street	2,410.00	6,321.22
	16/05/2025	Aviation ID Australia Pty Ltd	Aviation ID for airport	308.00	6,629.22
	19/05/2025	Office National Kalgoorlie	A4 copy paper for shire printers	248.40	6,877.62
	19/05/2025	Starlink Australia	CEO internet	139.00	7,016.62
	23/05/2025	Department of Planning La	Grazing Lease	550.00	7,566.62
	23/05/2025	White House Hotel	Dinner - Consultants	165.00	7,731.62
	26/05/2025	White House Hotel	Refreshments - Consultants	38.32	7,769.94
	27/05/2025	Starlink Australia	Youth centre internet	139.00	7,908.94
	28/05/2025	Hi Thai	Meals - Meeting	43.71	7,952.65
	28/05/2025	Department Of Transport	Transfer of registration plates P1	38.80	7,991.45
	28/05/2025	Uber	Uber - travel	17.45	8,008.90
	28/05/2025	Super Cheap Auto	Parts for P1	58.95	8,067.85
	28/05/2025	Office Works	Replacement phone case	127.95	8,195.80
	28/05/2025	National Australia Bank	Card fee	9.00	8,204.80
	Total CEO Card May 2025			\$8,204.80	
MBS 05/25	12/05/2025	Adobe Systems Software	Annual Subscription	3,191.50	3,191.50
	14/05/2025	Rural Health West	Annual subscription renewal	100.00	3,291.50
	14/05/2025	ASIC	ASIC membership	102.00	3,393.50
	26/05/2025	Bunnings	Rocks for youth centre activities	30.94	3,424.44
	28/05/2025	Starlink Australia	Grader camp internet	195.00	3,619.44
	28/05/2025	National Australia Bank	Card fee	9.00	3,628.44
	Total MBS Card May, 2025			\$3,628.44	
	01/05/2025	Facebook	Online advertising of Leonora Golden Gift 2025	36.30	36.30
	01/05/2025	Officeworks	Stationery for admin	154.87	191.17
	05/05/2025	Facebook	Online advertising of Leonora Golden Gift 2025	45.10	236.27
	05/05/2025	Facebook	Online advertising of Leonora Golden Gift 2025	40.70	276.97

Accounts for Payment - Credit Card Breakdown May 2025

Reference	Date	Name	Item	Payment by Delegated Authority	Balance
MCS 05/25	05/05/2025	Virgin Australia	Flights for Tourism Conference	563.51	840.48
	05/05/2025	National Australia Bank	International transaction fee (Facebook)	1.35	841.83
	05/05/2025	National Australia Bank	International transaction fee (Facebook)	1.22	843.05
	08/05/2025	Facebook	Online advertising of Leonora Golden Gift 2025	50.60	893.65
	08/05/2025	National Australia Bank	International transaction fee (Facebook)	1.52	895.17
	08/05/2025	National Australia Bank	International transaction fee (Facebook)	0.35	895.52
	09/05/2025	Reddy Express	Refreshments for LG Pros conference	28.50	923.67
	12/05/2025	Facebook	Online advertising of Leonora Golden Gift 2025	56.10	979.77
	14/05/2025	Facebook	Online advertising of Leonora Golden Gift 2025	10.20	989.97
	14/05/2025	Facebook	Online advertising of Leonora Golden Gift 2025	62.70	1,052.67
	16/05/2025	Hitchins Technologies	Supplies for maintenance on pool at doctors residents	2,773.10	3,825.77
	16/05/2025	Tuff Tees	Golden Gift Sponsorship T-shirts	2,611.40	6,437.17
	19/05/2025	Facebook	Online advertising of Leonora Golden Gift 2025	69.30	6,506.47
	19/05/2025	Desert Inn Hotel	1 night accommodation for JSH Coordinator	160.00	6,666.47
	19/05/2025	Team Global Express Pty L	Freight for GG signage	129.41	6,795.88
	26/05/2025	Kalgoorlie Police Station	Road closure fee - Leonora Golden Gift	92.00	6,887.88
	26/05/2025	Goldfields Crane Hire	Equipment hire for cattle grid replacement at oval	1,072.50	7,960.38
	26/05/2025	Kmart	Youth centre activity supplies for Heath Day	495.50	8,455.88
	26/05/2025	Kmart	Youth centre Health Day supplies	(50.00)	8,405.88
	27/05/2025	Facebook	Online advertising of Leonora Golden Gift 2025	77.00	8,482.88
	27/05/2025	Eurocar	Car hire for Job Support Hub trainer	961.99	9,444.87
	28/05/2025	National Australia Bank	Card fee	9.00	9,453.87
	Total MCS Card May, 2025			\$9,454.22	
	29/04/2025	National Australia Bank	Card fee	9.00	9.00
	01/05/2025	Leonora Post Office	Job Support Hub - Participant ID for training course	21.95	30.95
	05/05/2025	Leonora Post Office	Job Support Hub - Participant ID for training course	21.95	52.90
	07/05/2025	Leonora Post Office	Job Support Hub - Participant ID for training course	63.80	116.70
	09/05/2025	Leonora Post Office	Job Support Hub - Participant ID for training course	412.00	528.70

ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025

Accounts for Payment - Credit Card Breakdown May 2025

Reference	Date	Name	Item	Payment by Delegated Authority	Balance
CRC 05/25	16/05/2025	Department Of Transport	Job Support Hub - Participant ID for training course	47.50	576.20
	16/05/2025	Department Of Transport	Job Support Hub - Participant ID for training course	33.30	609.50
	16/05/2025	Department Of Transport	Learners permit	18.20	627.70
	16/05/2025	Births Deaths and Marriage	Job Support Hub - Participant ID for training course	55.00	682.70
	16/05/2025	Births Deaths and Marriage	Job Support Hub - Participant ID for training course	55.00	737.70
	19/05/2025	Department Of Transport	Interemit licence	46.85	784.55
	19/05/2025	Department Of Transport	Job Support Hub - Participant ID for training course	33.30	817.85
	19/05/2025	Department Of Transport	Job Support Hub - Participant ID for training course	33.30	851.15
	19/05/2025	Department Of Transport	Learners permit	21.20	872.35
	19/05/2025	Department Of Transport	Learners permit	21.20	893.55
	19/05/2025	Department Of Transport	Learners permit and PDA	143.30	1,036.85
	19/05/2025	Department Of Transport	Learners permit & PDA	143.30	1,180.15
	19/05/2025	Department Of Transport	Additional PDA	114.50	1,294.65
	19/05/2025	Department Of Transport	Learners permit & PDA	114.50	1,409.15
	28/05/2025	National Australia Bank	Card fee	9.00	1,418.15
	Total CRC Card May, 2025			\$1,418.15	
3768	02/06/2025	National Australia Bank	Credit card charges May 2025	\$22,705.61	

ORDINARY COUNCIL MEETING MINUTES

Accounts for Payment - July 2025

Shire of Leonora					
Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority					
Submitted to Council on the 15th July 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 numbered from 3755 to 3785 and totalling \$75,491.06					
CHIEF EXECUTIVE OFFICER					
Transaction	Date	Name	Item	Payment by Delegated Authority	Balance
3755	13/06/2025	Active Super	Superannuation - PPE 10062025	849.48	849.48
3756	13/06/2025	Australian Retirement Trust	Superannuation - PPE 10062025	1,268.16	2,117.64
3757	13/06/2025	Australian Super	Superannuation - PPE 10062025	5,396.27	7,513.91
3758	13/06/2025	Aware Super	Superannuation - PPE 10062025	10,522.88	18,036.79
3759	13/06/2025	Equip Super	Superannuation - PPE 10062025	292.99	18,329.78
3760	13/06/2025	Host Plus	Superannuation - PPE 10062025	1,729.40	20,059.18
3761	13/06/2025	MTAA Superannuation Fund	Superannuation - PPE 10062025	733.46	20,792.64
3762	13/06/2025	MyNorth Super	Superannuation - PPE 10062025	340.71	21,133.35
3763	13/06/2025	Rest Superannuation	Superannuation - PPE 10062025	1,002.75	22,136.10
3764	13/06/2025	The Trustee for Mercer Super Trust	Superannuation - PPE 10062025	188.42	22,324.52
3765	13/06/2025	Wealth Personal Superannuation	Superannuation - PPE 10062025	158.82	22,483.34
3766	02/06/2025	Avdam	Merchant fees	16.50	22,499.84
3767	02/06/2025	Alex Taylor	Rent 23 Queen Vic	2,166.67	24,666.51
3768	02/06/2025	National Australia Bank	Credit card charges May 2025	22,705.61	47,372.12
3769	06/06/2025	Quest Merchant Services Pty Ltd	Merchant fees	11.00	47,383.12
3770	16/06/2025	3E Advantage Pty Ltd	Printing charges May 2025	4,347.19	51,730.31
3771	19/06/2025	Click Super	Merchant fees	30.80	51,761.11
3772	30/06/2025	National Australia Bank	Account keeping fees	25.00	51,786.11
3773	30/06/2025	National Australia Bank	Connect fee access and usage	79.47	51,865.58
3774	16/06/2025	Host Plus	Superannuation - Special Pay 13062025	339.21	52,204.79
3775	27/06/2025	Active Super	Superannuation - PPE 24062025	2,113.91	54,318.70
3776	27/06/2025	Australian Retirement Trust	Superannuation - PPE 24062025	1,184.08	55,502.78
3777	27/06/2025	Australian Super	Superannuation - PPE 24062025	5,710.63	61,213.41
3778	27/06/2025	Aware Super	Superannuation - PPE 24062025	10,583.74	71,797.15
3779	27/06/2025	Equip Super	Superannuation - PPE 24062025	300.33	72,097.48
3780	27/06/2025	Host Plus	Superannuation - PPE 24062025	1,226.13	73,323.61
3781	27/06/2025	MTAA Superannuation Fund	Superannuation - PPE 24062025	671.59	73,995.20
3782	27/06/2025	MyNorth Super	Superannuation - PPE 24062025	300.33	74,295.53
3783	27/06/2025	Rest Superannuation	Superannuation - PPE 24062025	608.17	74,903.70
3784	27/06/2025	The Trustee for Mercer Super Trust	Superannuation - PPE 24062025	182.17	75,085.87
3785	27/06/2025	Wealth Personal Superannuation	Superannuation - PPE 24062025	405.19	75,491.06
GRAND TOTAL				\$75,491.06	

ORDINARY COUNCIL MEETING MINUTES

Accounts for Payment - July 2025

Shire of Leonora					
Monthly Report – List of Accounts Paid by Delegated Authority					
Submitted to Council on the 15th July 2025					
<p>Batch Payments 272, 273, 274, 275, and 276 totalling \$1,599,968.62 has 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.</p>					
CHIEF EXECUTIVE OFFICER					
Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP272.01	13/06/2025	Athletics West LTD	Photo finish timing, comp entry & results, event sanction, officiating and management	7,920.00	7,920.00
BP272.02	13/06/2025	Australian Airport Association	Australian Airports Association annual membership 2025/26	3,190.00	11,110.00
BP272.03	13/06/2025	Avis Leinster	Hire Vehicles - Golden Gift	1,170.40	12,280.40
BP272.04	13/06/2025	AYA Group Pty Ltd	Catering and Consumables - May 2025	17,489.02	29,769.42
BP272.05	13/06/2025	Bidfood Kalgoorlie	Catering and Consumables Hoover House	958.96	30,728.38
BP272.06	13/06/2025	Bluepen Collective Pty Ltd	Project Management for R2R works & R2R Part B	23,933.34	54,661.72
BP272.07	13/06/2025	BOC Limited	Cylinder refills for depot and medical centre	141.13	54,802.85
BP272.08	13/06/2025	Bol Performance	Reimbursement of flight costs for the Leonora Golden Gift 2025	781.48	55,584.33
BP272.09	13/06/2025	Bunnings Building Supplies Pty Ltd	Airport Cleaning Supplies	83.58	55,667.91
BP272.10	13/06/2025	Canine Control	Ranger services	4,543.00	60,210.91
BP272.11	13/06/2025	Canning Pool and Pump Centre	Pool cleaning equipment	52.95	60,263.86
BP272.12	13/06/2025	Cardile International Fireworks P/L	Fireworks for 2025 GG plus travel expenses	28,050.00	88,313.86
BP272.13	13/06/2025	CCA Productions	Entertainment audio equipment Leonora Golden Gift 2025	22,685.96	110,999.82
BP272.14	13/06/2025	Choices Flooring	Youth Centre Refurbishment (Building) - Blinds & Floors	24,651.00	135,650.82
BP272.15	13/06/2025	Cleverpatch	Activity supplies for LELC	241.78	135,892.60
BP272.16	13/06/2025	Coates Hire	Lighting, generators for GG plus freight	12,976.07	148,868.67
BP272.17	13/06/2025	Council First Pty Ltd	Council First Subscription July 2025	5,610.00	154,478.67
BP272.18	13/06/2025	CSSTech	Peripherals for new handset	190.85	154,669.52
BP272.19	13/06/2025	CyberSecure Pty Limited	Monthly data protection back up & storage	738.10	155,407.62
BP272.20	13/06/2025	Debbie Jordan	Reimbursement - WWC check	87.00	155,494.62
BP272.21	13/06/2025	Department of Premier and Cabinet	Governance & Compliance Services - WA Gazette - Dog, Cat & Litter Act - Authorised Persons	111.93	155,606.55
BP272.22	13/06/2025	Eagle Petroleum (WA) Pty Ltd	Shell card transactions May 2025	930.87	156,537.42
BP272.23	13/06/2025	Earth Australia Contracting Pty Ltd	2x gas bottles for 72A Tower St shop	440.00	156,977.42
BP272.24	13/06/2025	Enchanted Stiltwalking	Kids Zone Stilt walking	3,960.00	160,937.42
BP272.25	13/06/2025	Everett Butchers	Meat pack for Hoover House Welcome Brunch	527.41	161,464.83
BP272.26	13/06/2025	Goldfields Pest Control	Pest Control - Termite Control - Gwalia Buildings Maintenance	13,915.00	175,379.83
BP272.27	13/06/2025	GTN Services	Tyres and rim for Community Bus - Parts and Repairs & large water bottles	1,898.38	177,278.21

ORDINARY COUNCIL MEETING MINUTES

Accounts for Payment - July 2025

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP272.28	13/06/2025	Hames Sharley	Eastern Presinct support	1,043.63	178,321.84
BP272.29	13/06/2025	Helen Smith	Additional ranger services Leonora Golden Gift 2025	4,543.00	182,864.84
BP272.30	13/06/2025	Horizon Power	Power Usage	253.72	183,118.56
BP272.31	13/06/2025	In Safe Hands	Childcare Staff Training	297.00	183,415.56
BP272.32	13/06/2025	Lambron Contracting Pty Ltd.	Repairs to P2515 & Road Maintenance Grading	32,530.32	215,945.88
BP272.33	13/06/2025	Landgate	Title Searches& Mining Tenement Schedules	244.20	216,190.08
BP272.34	13/06/2025	Leonora Motor Inn	Accommodation - Golden Gift and consultants November 2024 to June, 2025	14,414.00	230,604.08
BP272.35	13/06/2025	Leonora Post Office	Postage and stationery for admin	137.00	230,741.08
BP272.36	13/06/2025	Leonora Village.	Accommodation and Meals, Golden Gift, Ranger and Consulats	52,318.00	283,059.08
BP272.37	13/06/2025	LPD Surveys	Leonora Townsite Topographical survey	18,909.69	301,968.77
BP272.38	13/06/2025	Luck Thai Cleaning	Cleaning of shire buildings 26/05/25 to 08/06/25	11,511.50	313,480.27
BP272.39	13/06/2025	Makers Tribe Studio	Leonora Art workshops	6,400.00	319,880.27
BP272.40	13/06/2025	Mara Crann Pty Ltd	Earthworks, Labour & equipment hire for CEO house	27,589.10	347,469.37
BP272.41	13/06/2025	Marketforce	Advertising Special Council Meeting 2nd May 2025	188.31	347,657.68
BP272.42	13/06/2025	Mcleods Barristers and Solicitors	Legal Expenses - Transfer of grazing lease to SoL & Lease preparation for Food Van Café	2,359.89	350,017.57
BP272.43	13/06/2025	Modern Teaching Aids Pty Ltd	LELC Equipment	1,132.95	351,150.52
BP272.44	13/06/2025	Moore Australia	Audit Reg 17 Review & Financial Management Review 2025, Monthly Statement of Financial Activity Report & Monthly BAS lodgement	22,593.27	373,743.79
BP272.45	13/06/2025	Motor Pass	Motor Pass fuel card transactions May 2025	1,769.84	375,513.63
BP272.46	13/06/2025	Multiple Trades and Maintenance	Electrical and plumbing work at various shire properties	2,947.73	378,461.36
BP272.47	13/06/2025	Natale Group Australia P/L	Security for Leonora Golden Gift 2025	25,670.15	404,131.51
BP272.48	13/06/2025	Netlogic Information Technology	Microsoft Project Plan 3 annual subscription, Computer Consulting April - May & Monthly Server and PC Monitoring	1,626.86	405,758.37
BP272.49	13/06/2025	Nomad Pumping	Plumbing repairs Hoover House, Oval, shire yard, aging in place facilities and other jobs	19,812.21	425,570.58
BP272.50	13/06/2025	Northern Goldfields Earthmoving Pty Ltd	Roadwork maintenance - Pinnacles Rd and floodways on Agnew Rd	9,460.00	435,030.58
BP272.51	13/06/2025	Northern Goldfields Electrical Pty Ltd	Test and repair main gate, Attend 72a Shop and 72b Accommodation as requested, check all Electricals in working Order, Check faulty light in main Lounge Room, & Replace oven and rangehood @ 51 Gwalia Street as per QU-0416	9,416.55	444,447.13
BP272.52	13/06/2025	Office National Kalgoorlie	Furniture & Paper - Shire Office	1,657.32	446,104.45
BP272.53	13/06/2025	Parks and Leisure Australia	Parks and Leisure Individual Membership 25/26	297.00	446,401.45
BP272.54	13/06/2025	PFD Food Services Pty Ltd	Catering and Consumables	2,508.25	448,909.70
BP272.55	13/06/2025	Pier Street Medical	Medicals for staff	216.00	449,125.70

ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025

Accounts for Payment - July 2025

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP272.56	13/06/2025	Pink Sugar Crafts	Art classes hosted by CRC	6,000.00	455,125.70
BP272.57	13/06/2025	Planet Minerals & Exploration Pty Ltd	Refund of rates due to tenement death 5470	151.66	455,277.36
BP272.58	13/06/2025	Queen Bees Coffee	Coffee Van for CRC - Health Day 2025	1,374.30	456,651.66
BP272.59	13/06/2025	RSM Australia	Gran acquittal audits	7,700.00	464,351.66
BP272.60	13/06/2025	Seven Network Operations Ltd	Tv advertising channel seven GG25 & Advertising for Gwalia	3,927.00	468,278.66
BP272.61	13/06/2025	Signarama Burswood and Perth CBD	Media Wall - Leonora Golden Gift 2025	797.50	469,076.16
BP272.62	13/06/2025	Skippers Aviation Pty Ltd	Flights for staff and consultants	1,610.00	470,686.16
BP272.63	13/06/2025	Snap Printing	100 x LGG Art Prize Programs	1,144.00	471,830.16
BP272.64	13/06/2025	Steven Tweedie	Reimbursement of cancellation fees	99.00	471,929.16
BP272.65	13/06/2025	Supagas Pty Ltd	Gas Bottles as requested	1,199.80	473,128.96
BP272.66	13/06/2025	Teletrac Navman	Monthly Satellite tracking and acces, April & May 2025	4,582.49	477,711.45
BP272.67	13/06/2025	Telstra	Phone and internet charges CRC	3,685.00	481,396.45
BP272.68	13/06/2025	Terry Sargent	Contract Health Surveyor May-June 2025	9,768.00	491,164.45
BP272.69	13/06/2025	The Plaza Hotel	Accommodation, P Craig & T Matson	510.00	491,674.45
BP272.70	13/06/2025	The Runner's Tribe	2025 LGG Elite Mile Management	13,750.00	505,424.45
BP272.71	13/06/2025	Transaction Network Services	Monthly transaction and support fee for Avgas tank at airport 2024/25	66.00	505,490.45
BP272.72	13/06/2025	Vanguard Print	Freight and handling of Northern Goldfields maps and brochures	279.35	505,769.80
BP272.73	13/06/2025	VIP Entertainment	Bands for Golden Gift	29,150.00	534,919.80
BP272.74	13/06/2025	Virgin Australia	Aircraft Charter Hire GG 2025	51,663.78	586,583.58
BP272.75	13/06/2025	Water Corporation	Water and Supply Charges	14,160.52	600,744.10
BP272.76	13/06/2025	Whelans Group	Engineering for roads	9,503.49	610,247.59
BP272.77	13/06/2025	Win - Nine Life Channel	TV advertising GG 25	1,067.00	611,314.59
BP272.78	13/06/2025	Xstra Group Pty Ltd	PLAX Hosting, Provision and Support per Extension and Rental Service per Month for CRC	504.03	611,818.62
Total - Batch Payment 272				611,818.62	
BP273.01	20/06/2025	Adam Goddard	Leonora Golden Gift Elite Mile 2nd Place - Male	4,500.00	4,500.00
BP273.02	20/06/2025	Alex Taylor -	Sitting Fees	13,276.74	17,776.74
BP273.03	20/06/2025	Avdata Australia- Shop	Truck stop toilets keys x 100	2,434.85	20,211.59
BP273.04	20/06/2025	AYA Group Pty Ltd	Consumables for youth centre, admin and CRC	2,324.29	22,535.88
BP273.05	20/06/2025	Bidfood Kalgoorlie	Catering and Consumables Hoover House	1,504.78	24,040.66
BP273.06	20/06/2025	Bol Performance	Leonora Golden Gift Elite Mile 1st Place - Male	7,500.00	31,540.66
BP273.07	20/06/2025	Bookeasy Australia Pty Ltd	Room Manager monthly service	84.70	31,625.36
BP273.08	20/06/2025	Brad Mathas	Leonora Golden Gift Elite Mile 4th Place - Male	1,700.00	33,325.36
BP273.09	20/06/2025	Building and Energy	BSL April & May 2025	848.10	34,173.46
BP273.10	20/06/2025	Caitlin McQuilkin	Leonora Golden Gift Elite Mile 8th Place - Female	350.00	34,523.46
BP273.11	20/06/2025	Creative Spaces	Replacement Gwalia Signs	6,671.72	41,195.18
BP273.12	20/06/2025	Department of Communities E&C	LELC Annual service fee	319.00	41,514.18
BP273.13	20/06/2025	Elite Gym Hire	Gym equipment hire	2,302.51	43,816.69
BP273.14	20/06/2025	Ethan Wyatt-Smith	Leonora Golden Gift Elite Mile 8th Place - Male	350.00	44,166.69

ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025

Accounts for Payment - July 2025

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP273.15	20/06/2025	Felicity Harris	Sitting Fees	8,660.00	52,826.69
BP273.16	20/06/2025	Georgia Winkcup	Leonora Golden Gift Elite Mile 3rd Place - Female	2,500.00	55,326.69
BP273.17	20/06/2025	Goldfields Records Storage	Contribution towards Goldfields Records Facility	26,004.50	81,331.19
BP273.18	20/06/2025	GTN Services	Installation of air conditioning parts to grader	2,527.52	83,858.71
BP273.19	20/06/2025	Hannah Doyle-	Leonora Golden Gift Elite Mile 5th Place - Female	1,250.00	85,108.71
BP273.20	20/06/2025	Larnie Petersen	Sitting Fees	9,305.00	94,413.71
BP273.21	20/06/2025	Leah Allen	Leonora Golden Gift Elite Mile 6th Place - Female	1,000.00	95,413.71
BP273.22	20/06/2025	Leonora Village.	Ranger accommodation	350.00	95,763.71
BP273.23	20/06/2025	LGIS Broking WA	Insurance broking fees for Leonora Golden Gift	2,578.55	98,342.26
BP273.24	20/06/2025	Lia Watters-	Leonora Golden Gift Elite Mile 7th Place - Female	650.00	98,992.26
BP273.25	20/06/2025	Matthew Ramsden -	Leonora Golden Gift Elite Mile 3rd Place - Male	2,500.00	101,492.26
BP273.26	20/06/2025	Max Shervington	Leonora Golden Gift Elite Mile 6th Place - Male	1,000.00	102,492.26
BP273.27	20/06/2025	Northern Goldfields Earthmoving Pty Ltd	Old Agnew Road: Maintenance grade SLK:0.00 to SLK:125.10	52,030.00	154,522.26
BP273.28	20/06/2025	Office National Kalgoorlie	1 x Fellowes Quasar-E 500 Electric Binding Machine	1,049.21	155,571.47
BP273.29	20/06/2025	Peter Craig.	Sitting Fees	26,781.60	182,353.07
BP273.30	20/06/2025	PFD Food Services Pty Ltd	Catering and Consumables	1,484.75	183,837.82
BP273.31	20/06/2025	Richard Cotterill -	Sitting Fees	8,445.00	192,282.82
BP273.32	20/06/2025	Ross Norrie -	Sitting Fees	9,950.00	202,232.82
BP273.33	20/06/2025	Russell Taylor.	Leonora Extended Shooters Club - Eastern Precinct Planning	10,010.00	212,242.82
BP273.34	20/06/2025	St John Ambulance Western Australia Ltd	Country Donations - Donation towards gift cards for volunteers & Community Grant Round	12,200.00	224,442.82
BP273.35	20/06/2025	Stephanie Kelly	Leonora Golden Gift Elite Mile 2nd Place - Female	4,500.00	228,942.82
BP273.36	20/06/2025	Supagas Pty Ltd	1x 45kg gas bottle for Hoover House	137.60	229,080.42
BP273.37	20/06/2025	Tanya Nardone-	Sitting Fees	9,520.00	238,600.42
BP273.38	20/06/2025	Team Global Express Pty Ltd	Freight for depot	71.27	238,671.69
BP273.39	20/06/2025	Teletrac Navman	Monthly satellite tracking and access	2,225.30	240,896.99
BP273.40	20/06/2025	Telstra	Phone and internet charges	6,665.70	247,562.69
BP273.41	20/06/2025	Thomas Moorcroft-	Leonora Golden Gift Elite Mile 5th Place - Male	1,250.00	248,812.69
BP273.42	20/06/2025	Vanguard Publishing	2025 Kalgoorlie Visitor Guide advertising	3,300.00	252,112.69
BP273.43	20/06/2025	Variety WA	Donation to Variety Childrens Charity	2,500.00	254,612.69
BP273.44	20/06/2025	Wall to Wall Construction	Masonic Lodge Roof Temple	28,181.45	282,794.14
BP273.45	20/06/2025	William Lewis	Leonora Golden Gift Elite Mile 7th Place - Male	650.00	283,444.14
BP273.46	20/06/2025	Zoe Melhuish	Leonora Golden Gift Elite Mile 1st Place - Female	7,500.00	290,944.14
Total - Batch Payment 273				290,944.14	
BP274.01	24/06/2025	Australian Taxation Office	BAS May 2025	50,169.00	50,169.00
Total - Batch Payment 269				50,169.00	

ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025

Accounts for Payment - July 2025

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP275.01	27/06/2025	ATO Netlogic	15% Deduction payment to ATO	825.39	825.39
BP275.02	27/06/2025	AYA Group Pty Ltd	Catering and Consumables	7,338.83	8,164.22
BP275.03	27/06/2025	Bidfood Kalgoorlie	Catering and Consumables Hoover House	223.18	8,387.40
BP275.04	27/06/2025	Bluepen Collective Pty Ltd	Project management Services - RFQ's	2,618.00	11,005.40
BP275.05	27/06/2025	Brianna Peters	Gift packs for Leonora Elder Abuse Awareness Day 2025	1,320.00	12,325.40
BP275.06	27/06/2025	Bunnings Building Supplies Pty Ltd	Asphalt for road maintenance	1,044.48	13,369.88
BP275.07	27/06/2025	Canine Control	Ranger Services	4,543.00	17,912.88
BP275.08	27/06/2025	City Building Supplies	Building supplies for Maintenance Officer - Jarrah	4,620.78	22,533.66
BP275.09	27/06/2025	Council First Pty Ltd	Microsoft Azure May 2025 & Professional services ICT overhaul May 2025	16,643.08	39,176.74
BP275.10	27/06/2025	Debbie Jordan	Reimbursement for garden supplies purchased for LELC	295.09	39,471.83
BP275.11	27/06/2025	Denese Mahoney-	Nurses Incentive Payment	2,000.00	41,471.83
BP275.12	27/06/2025	Department of Premier and Cabinet	WA Gazette - Dog, Cat and Litter Act - Authorised Persons	271.83	41,743.66
BP275.13	27/06/2025	European Foods	Coffee supplies for Hoover House	868.59	42,612.25
BP275.14	27/06/2025	Everett Butchers	Meat pies for catering at Hoover House	319.00	42,931.25
BP275.15	27/06/2025	GTN Services	Service P3	565.68	43,496.93
BP275.16	27/06/2025	Hames Sharley	Strategic Planning support for Eastern Presinct	2,970.00	46,466.93
BP275.17	27/06/2025	Harvey Norman AV/IT Kalgoortie	TV for digital notice board	2,500.00	48,966.93
BP275.18	27/06/2025	Hocking Heritage Studio	Preparation of Local Heritage Survey and Heritage List.	9,646.01	58,612.94
BP275.19	27/06/2025	Horizon Power	Power and supply charges 17/04/25 to 18/06/25	28,284.22	86,897.16
BP275.20	27/06/2025	Lambron Contracting Pty Ltd.	R2R 24/25 Road works, LRCI Part B Road Works & RFQ 05/25 works	404,982.60	491,879.76
BP275.21	27/06/2025	Landgate	Mining schedule M2025/06	253.40	492,133.16
BP275.22	27/06/2025	Leonora Airside	Cleaning of airport	1,188.00	493,321.16
BP275.23	27/06/2025	Leonora Art Prize Inc-	Leonora Community Grants & Art Prize takings 2025	16,709.00	510,030.16
BP275.24	27/06/2025	Leonora Motor Inn	Accommodation for P.Craig	165.00	510,195.16
BP275.25	27/06/2025	Makers Tribe Studio	School Holiday Art Workshops	4,000.00	514,195.16
BP275.26	27/06/2025	Marie Pointon (Cakes)	Cakes for Hoover House	650.00	514,845.16
BP275.27	27/06/2025	Modern Teaching Aids Pty Ltd	LELC equipment and supplies	499.13	515,344.29
BP275.28	27/06/2025	Multiple Trades and Maintenance	Electrical work to install Digital Notice Board	1,094.50	516,438.79
BP275.29	27/06/2025	Nadine McAllister	Reimbursement Dinner supplies purchased for Hoover House	346.85	516,785.64
BP275.30	27/06/2025	Netlogic Information Technology	Computer consulting	4,677.21	521,462.85
BP275.31	27/06/2025	Nicholas Justin Gahan	Reimbursement building supplies purchased for depot	77.55	521,540.40
BP275.32	27/06/2025	Nomad Pumping	Supply and install water filtration system and water softener to property watermain	6,501.22	528,041.62
BP275.33	27/06/2025	Percina Nyamhunga-	Nurses Incentive Payment	2,000.00	530,041.62
BP275.34	27/06/2025	PFD Food Services Pty Ltd	Catering and Consumables	1,435.10	531,476.72
BP275.35	27/06/2025	Remote Digital Imagery	Photography and Photo booth Golden Gift & Australia Day	11,537.40	543,014.12
BP275.36	27/06/2025	Shashiyupa Budaram	Nurses Incentive Payment	2,000.00	545,014.12

ORDINARY COUNCIL MEETING MINUTES

15 JULY 2025


Accounts for Payment - July 2025

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP275.37	27/06/2025	Tawanda Nyamhunga-	Nurses Incentive Payment	2,000.00	547,014.12
BP275.38	27/06/2025	Telstra	Microsoft Teams Phones	346.90	547,361.02
BP275.39	27/06/2025	Terry Sargent	Contract Health Surveyor June 2025	7,348.00	554,709.02
BP275.40	27/06/2025	Wall to Wall Construction	Repairs to Gwalia Shed	9,556.80	564,265.82
BP275.41	27/06/2025	Wendy Norden-	Nurses Incentive Payment	2,000.00	566,265.82
Total - Batch Payment 275				566,265.82	
BP276.01	10/07/2025	CyberSecure Pty Limited	Monthly data protection (A25)	264.87	264.87
BP276.02	10/07/2025	Department of Water and Environmental Reg	Annual licence fee for refuse site	1,289.22	1,554.09
BP276.03	10/07/2025	Major Motors Pty Ltd.	Building Maintenance Truck awarded to Major Motors	66,103.95	67,658.04
BP276.04	10/07/2025	Southern Cross Austereo	Radio advertising of Leonora Golden Gift 2025 (A25)	11,407.00	79,065.04
BP276.05	10/07/2025	William Lewis	Leonora Golden Gift Elite Mile 6th Place (Correct bank details)	650.00	79,715.04
BP276.06	10/07/2025	Yeti's Records Management Consultancy	Catalogue and scanning of records (A25)	1,056.00	80,771.04
Total - Batch Payment 276				80,771.04	
GRAND TOTAL				1,599,968.62	

ORDINARY COUNCIL MEETING MINUTES

Accounts for Payment - July 2025

Shire of Leonora					
Monthly Report – List of Accounts Paid by Delegated Authority					
Submitted to Council on the 15th July 2025					
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 \$380,045.96					
CHIEF EXECUTIVE OFFICER					
Cheque	Date	Name	Item	Payment by Delegated Authority	Balance
PL09062025	10/06/2025	Shire of Leonora	Payroll Liabilities PPE09062025	1,945.89	1,945.89
PPE09062025	10/06/2025	Shire of Leonora - Wages	Salaries & Wages PPE09062025	189,832.31	191,778.20
PPE13062025	13/06/2025	Shire of Leonora - Wages	Special Pay - 13/06/2025	9,427.09	201,205.29
PL13062025	16/06/2025	Shire Of Leonora - Rent	Rent 23 Queen Victoria Street (Special Pay)	130.00	201,335.29
PL24062025	25/06/2025	Shire of Leonora	Payroll Liabilities PPE24062025	1,856.89	203,192.18
PPE24062025	25/06/2025	Shire of Leonora	Salaries & Wages PPE24062025	176,853.78	380,045.96
GRAND TOTAL				380,045.96	

Signed: 22 JULY 2025
President: 
15 JULY 2025

ORDINARY COUNCIL MEETING MINUTES

ORDINARY COUNCIL MEETING MINUTES

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

ORDINARY COUNCIL MEETING MINUTES

14.0 MEETING CLOSED TO PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

COUNCIL DECISION

Moved: Cr RA Norrie

Seconded: Cr TM Nardone

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) RFT 06/2025 STREET RESEALING PROGRAM

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.

CARRIED (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr RM Cotterill,
Cr AE Taylor, Cr LR Petersen, Cr TM Nardone, Cr F Harris*

Shire President, Cr PJ Craig closed the meeting to the public, and the meeting moved behind closed doors at 10:26am.

COUNCIL DECISION

Moved: Cr TM Nardone

Seconded: Cr LR Petersen

That the meeting be closed to the public as at 10:26am.

CARRIED (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr RM Cotterill,
Cr AE Taylor, Cr LR Petersen, Cr TM Nardone, Cr F Harris*

Shire President, Cr. PJ Craig reopened the meeting to the public at 10:32am

ORDINARY COUNCIL MEETING MINUTES

14.0 MEETING CLOSED TO PUBLIC

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

COUNCIL DECISION

Moved: Cr RA Norrie

Seconded: Cr TM Nardone

That Council accept the quotation from 'WA Spray Seal Pty Ltd' as the preferred supplier of resealing works required under RFT 06/2025 Street Resealing Program.

CARRIED BY ABSOLUTE MAJORITY (7 VOTES TO 0)

CARRIED (7 VOTES TO 0)

*For; Cr PJ Craig, Cr RA Norrie, Cr RM Cotterill,
Cr AE Taylor, Cr LR Petersen, Cr TM Nardone, Cr F Harris*

15.0 STATE COUNCIL AGENDA

Nil

16.0 NEXT MEETING

Tuesday 22nd July 2025

17.0 CLOSURE OF MEETING

There being no further business, the Chairperson, Shire President, Cr PJ Craig declared the meeting closed at 10:33am.