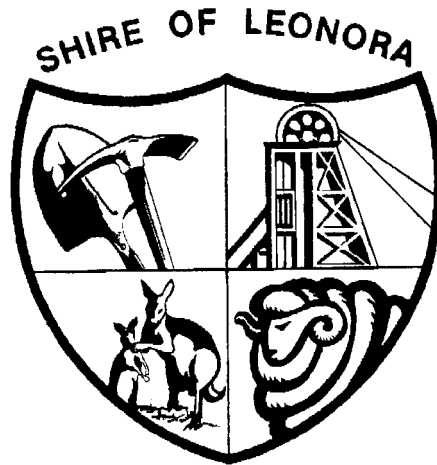


# **SHIRE OF LEONORA**



**MINUTES OF ORDINARY MEETING HELD  
IN SHIRE CHAMBERS, LEONORA  
ON TUESDAY 16<sup>TH</sup> NOVEMBER, 2021  
COMMENCING AT 9:32 AM.**

**1.0 DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS / FINANCIAL/OTHER INTEREST DISCLOSURES**

**1.1 The President Cr PJ Craig declared the meeting open at 9:32am.**

**1.2 Visitors or members of the public in attendance**

Nil

**1.3 Financial Interests Disclosure**

Nil

**2.0 DISCLAIMER NOTICE**

**3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

<b>3.1 President (Chairperson)</b>	<b>PJ Craig</b>
<b>Councillors</b>	<b>RM Cotterill</b>
	<b>AM Moore</b>
	<b>LR Petersen</b>
	<b>F Harris</b>
<b>Chief Executive Officer</b>	<b>JG Epis</b>
<b>Deputy Chief Executive Officer</b>	<b>L Trevenen</b>

**3.2 Apologies**  
Nil

<b>3.3 Leave of Absence</b>	
<b>Deputy President</b>	<b>RA Norrie</b>
<b>Councillors</b>	<b>AE Taylor</b>

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

Nil

**5.0 PUBLIC QUESTION TIME**

Nil

**6.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Councillors RA Norrie and AE Taylor requested a Leave of Absence from the ordinary meeting of Council to be held today, 16<sup>th</sup> November, 2021.

**Moved Cr RA Cotterill, seconded Cr LR Petersen** that Councillors RA Norrie and AE Taylor be granted a Leave of Absence from the ordinary meeting of council to be held today, 16<sup>th</sup> November, 2021.

**7.0 PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

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

**Moved Cr RM Cotterill, seconded Cr AM Moore** that the Minutes of the Ordinary Meeting held on 19<sup>th</sup> October, 2021 be confirmed as a true and accurate record.

**CARRIED (5 VOTES TO 0)**

## **9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Shire President, Cr PJ Craig made the following announcements:

- Attended the Northern Goldfields Working Group Meeting on Friday 12<sup>th</sup> November, 2021 in Menzies and advised councillors that minutes can be discussed at a later date if desired.
- Advised that the Goldfields Voluntary Regional Organisation of Councils Will be having their State Council Meeting 19<sup>th</sup> November, 2021, and their monthly meeting 26<sup>th</sup> November, 2021.
- WALGA State Council Agenda had been received, and confirmed with Councillors that their own copy had been received, advising a copy can be provided if needed.

## **11.0 REPORTS OF OFFICERS**

### **11.1 CHIEF EXECUTIVE OFFICER**

#### **11.1(A) NEW LOCAL LAW – MEETING PROCEDURES**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 16th November, 2021

**AGENDA REFERENCE:** 11.1 (A) NOV 21

**SUBJECT:** New Local Law – Meeting Procedures

**LOCATION / ADDRESS:** Shire of Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Local Laws 1.42

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 25<sup>th</sup> October, 2021

At its meeting held on 21 July 1998, council resolved to adopt the (then) Model Local Law (Standing Orders) 1998 published in the *Government Gazette* on 3 April 1998 without modification, and gave notice of this in the *Gazette* on 28 July 1998.

Since then, there have been a number of changes to the Act and the associated *Local Government (Administration) Regulations 1996* to the extent that it will be easier to make a new local law than to amend the current one. Current practices comply with legislative requirements but the local law is out of date.

A draft new *Shire of Leonora Meeting Procedures Local Law* is attached. It is based on a version developed by the WA Local Government Association, modified to suit the Shire.

Note that it contains extensive references to the Act and Regulations. While this makes for a longer document, given the degree of matter regulated by these pieces of legislation placing as much as possible in one location may help to demystify what can be a confusing array of rules for councillors and the public. These notes and text boxes do not form part of the local law and will be deleted from the final version to be Gazetted.

The draft local law is divided into Parts, summarised as follows:

- Part 1 – Deals with preliminary matters such as definitions
- Part 2 – Relates to the establishment and membership of committees
- Part 3 – Calling and convening meetings
- Part 4 – Presiding Member and quorum
- Part 5 – The business of a meeting; in particular clause 5.2 sets out the order of business at meetings
- Part 6 – Public participation in meetings
- Part 7 – Questions by Members
- Part 8 – Conduct of Members
- Part 9 – Preserving order
- Part 10 – Debate of substantive motions
- Part 11 – Procedural motions
- Part 12 – Disclosure of interests
- Part 13 – Voting
- Part 14 – Minutes of meetings
- Part 15 – Adjournment of meeting
- Part 16 – Revoking or changing decisions
- Part 17 – Suspension of Local Laws
- Part 18 – Meetings of electors
- Part 19 – Enforcement

## **STATUTORY ENVIRONMENT**

Local laws are made using the process set out in section 3.12(3) of the Local Government Act 1995. Amongst other things this requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.

The purpose and effect of the draft local law is:

### **Purpose**

The purpose of this local law is to regulate the conduct of council, committee and electors meeting.

### **Effect**

Meetings of council, committees and electors are to be conducted in accordance with the local law.

The results of the community consultation and feedback from the Minister are to be considered by Council before it makes the local law.

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

There are costs associated with drafting the local law, advertising it for public comment, considering submissions if any, and publication in the Government Gazette should council decide to make the local law.

## **STRATEGIC IMPLICATIONS**

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

## **RECOMMENDATIONS**

That;

1. In accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, State wide and local public notice be given stating that:
  - a) It is proposed to make a Shire of Leonora Meeting Procedures Local Law, and a summary of its purpose and effect;
  - b) Copies of the proposed local law may be inspected at the Shire offices and on its website;
  - c) Submissions about the proposed local law may be made to the Shire within a period of not less than 6 weeks after the notice is given;
2. In accordance with s3.12(3)(b) of the Act, as soon as the notice is given a copy of the proposed local law be sent to the Minister for Local Government;
3. In accordance with s3.12(3)(c) of the Act, a copy of the proposed local law be supplied to any person requesting it; and
4. The results of the public consultation be presented to Council for consideration of any submissions received.

## **VOTING REQUIREMENT**

Simple majority required.

## COUNCIL DECISION

**Moved Cr AM Moore, seconded Cr LR Petersen, that;**

1. In accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, State wide and local public notice be given stating that:
  - d) It is proposed to make a Shire of Leonora Meeting Procedures Local Law, and a summary of its purpose and effect;
  - e) Copies of the proposed local law may be inspected at the Shire offices and on its website;
  - f) Submissions about the proposed local law may be made to the Shire within a period of not less than 6 weeks after the notice is given;
2. In accordance with s3.12(3)(b) of the Act, as soon as the notice is given a copy of the proposed local law be sent to the Minister for Local Government;
3. In accordance with s3.12(3)(c) of the Act, a copy of the proposed local law be supplied to any person requesting it; and
4. The results of the public consultation be presented to Council for consideration of any submissions received.

**CARRIED (5 VOTES TO 0)**

LOCAL GOVERNMENT ACT 1995

## SHIRE OF LEONORA

# MEETING PROCEDURES LOCAL LAW 2021

Published in the Government Gazette on dd/mm 2021; number #####
Amended:
Disclaimer: This version is an administrative version and while every attempt to ensure it is correct, only the Gazetted version as amended should be relied on. In particular, text boxes and notes in this version do not form part of the local law.

WESTERN AUSTRALIA

Local Government Act 1995

SHIRE OF LEONORA

MEETING PROCEDURES LOCAL LAW 2021

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DRAFT

# LOCAL GOVERNMENT ACT 1995

## SHIRE OF LEONORA

### Meeting Procedures Local Law 2021

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Council of the Shire of Leonora resolved on 19<sup>th</sup> October, 2021 to make the following local law.

#### Part 1 - Preliminary

##### 1.1 Citation

This local law may be cited as the *Shire of Leonora Meeting Procedures Local Law 2021*.

##### 1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

##### 1.3 Application and intent

- (1) These Local Laws provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and these Local Laws.
- (3) These Local Laws are intended to result in:
  - (a) better decision-making by the Council and committees;
  - (b) the orderly conduct of meetings dealing with Council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at meetings.

##### 1.4 Interpretation

- (1) In these Local Laws unless the context otherwise requires:

***absolute majority*** has the meaning given to it in the Act;

***absolute majority*** —

- (a) in relation to a council, means a majority comprising enough of the members for the time being of the council for their number to be more than 50% of the number of offices (whether vacant or not) of member of the council;
- (b) in relation to any other body, means a majority comprising enough of the persons for the time being constituting the body for their number to be more than 50% of the number of offices (whether vacant or not) on the body;

S1.4 Local Government Act 1995

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

***CEO*** means the Chief Executive Officer of the Local Government;

***committee*** means a committee of the Council established under section 5.8 of the Act;

## **5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*\* Absolute majority required.*

**committee meeting** means a meeting of a committee;

**Council** means the Council of the Shire of Leonora;

**Local Government** means the Shire of Leonora;

**President** means the President of the Local Government or other Presiding Member at a Council meeting under section 5.6 of the Act;

**meeting** means a meeting of the Council or a committee, as the context requires;

**Member** has the meaning given to it in the Act;

**member**, in relation to the council of a local government, means —

- (a) an elector mayor or president of the local government; or
  - (b) a councillor on the council (including a councillor who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor);
- S1.4 Local Government Act 1995

## **5.10. Committee members, appointment of**

(1) A committee is to have as its members —

- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

*\* Absolute majority required.*

**Presiding Member** means:

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**Regulations** means the *Local Government (Administration) Regulations 1996*;

**simple majority** means more than 50% of the members present and voting; and,

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in these Local Laws, the terms and expressions used in these Local Laws are to have the meaning given to them in the Act and Regulations.

## **1.5 Repeal**

The *Shire of Leonora Standing Orders Local Law 1998* published in the *Government Gazette* on 28 July 1998 is repealed.

## Part 2 – Establishment and membership of committees

### 2.1 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.

#### 5.8. Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*\* Absolute majority required.*

- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include:
- (a) the terms of reference of the committee;
  - (b) the number of council members, officers and other persons to be appointed to the committee;
  - (c) the names or titles of the council members and officers to be appointed to the committee;
  - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
  - (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.
- (3) These Local Laws are to apply to the conduct of committee meetings.

### 2.2 Types of committees

The types of committees are dealt with in the Act.

#### 5.9. Committees, types of

- (1) In this section —  
***other person*** means a person who is not a council member or an employee.
- (2) A committee is to comprise —
- (a) council members only; or
  - (b) council members and employees; or
  - (c) council members, employees and other persons; or
  - (d) council members and other persons; or
  - (e) employees and other persons; or
  - (f) other persons only.

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

The delegation of some powers and duties to certain committees is dealt with in the Act.

#### **5.16. Delegation of some powers and duties to certain committees**

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

*\* Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
  - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

#### **2.4 Limits on delegation of powers and duties to certain committees**

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

#### **5.17. Limits on delegation of powers and duties to certain committees**

- (1) A local government can delegate —
  - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
    - (ii) any other power or duty that is prescribed;and
  - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - (i) the local government's property; or
    - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

*[Section 5.17 amended by No. 49 of 2004 s. 16(2).]*

#### **2.5 Appointment of committee members**

The appointment of committee members is dealt with in the Act.

#### **5.10. Committee members, appointment of**

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

*\* Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
  - (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee,the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

#### **2.6 Tenure of committee membership**

Tenure of committee membership is dealt with in the Act.

#### **5.11. Committee membership, tenure of**

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
  - (b) the person resigns from membership of the committee; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the term of the person's appointment as a committee member expires; or
  - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,whichever happens first.

#### **2.7 Resignation of committee members**

The resignation of committee members is dealt with in the Regulations.

#### **4. Committee members, resignation of**

A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation

*Regulation 4 Local Government (Administration) Regulations 1996*

#### **2.8 Register of delegations to committees**

The register of delegations to committees is dealt with in the Act.

#### **5.18. Register of delegations to committees**

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

#### **2.9 Committees to report**

A committee:

- (a) is answerable to the Council; and
- (b) is to report on its activities when, and to the extent, required by the Council.

### **Part 3 - Calling and convening meetings**

### **3.1 Ordinary and special Council meetings**

- (1) Ordinary and special Council meetings are dealt with in the Act.

#### **5.3. Ordinary and special council meetings**

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

- (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

### **3.2 Calling Council meetings**

The calling of Council meetings is dealt with in the Act.

#### **5.4. Calling council meetings**

An ordinary or a special meeting of a council is to be held —

- (a) if called for by either —
  - (i) the mayor or president; or
  - (ii) at least  $\frac{1}{3}$  of the councillors,in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (b) if so decided by the council.

### **3.3 Convening Council meetings**

- (1) The convening of a Council meeting is dealt with in the Act.

#### **5.5. Convening council meetings**

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

- (2) Subject to subclause (3), the CEO is to give at least 72 hours notice, for the purposes of section 5.5 of the Act, in convening a special meeting of the Council.
- (3) Where, in the opinion of the President or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

### **3.4 Calling committee meetings**

The CEO is to call a meeting of any committee when requested by the President, the Presiding Member of a committee or any two members of that committee.

### **3.5 Public notice of meetings**

Public notice of meetings is dealt with in the Regulations.

#### **12. Meetings, public notice of (Act s. 5.25(1)(g))**

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

*Regulation 12 Local Government (Administration) Regulations 1996*

## Part 4 – Presiding Member and quorum

### *Division 1: Who presides*

#### **4.1 Who presides**

Who presides at a Council meeting is dealt with in the Act.

##### **5.6. Who presides at council meetings**

- (1) The mayor or president is to preside at all meetings of the council.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at a meeting of the council in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
  - (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,then, the council is to choose one of the councillors present to preside at the meeting.

#### **4.2 When the Deputy President can act**

When the Deputy President can act is dealt with in the Act.

##### **5.34. When deputy mayors and deputy presidents can act**

If —

- (a) the office of mayor or president is vacant; or
- (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,

then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires.

#### **4.3 Who acts if no President**

Who acts if there is no President is dealt with in the Act.

#### **5.35. Who acts if no mayor, president or deputy**

- (1) If the circumstances mentioned in section 5.34(a) or (b) apply and —
  - (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

and the mayor or president or deputy will not be able to perform the functions of the mayor or president for a time known to the council, then the council may appoint a councillor to perform during that time the functions of mayor or president, as the case requires.

- (2) If the circumstances mentioned in section 5.34(a) or (b) apply and —

- (a) the office of deputy mayor or deputy president is vacant; or
- (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

and a person has not been appointed under subsection (1), the CEO, after consultation with, and obtaining the agreement of, 2 councillors selected by the CEO, may perform the functions of mayor or president, as the case requires.

#### **4.4 Election of Presiding Members of committees**

The election of Presiding Members of committees and their deputies is dealt with in the Act.

#### **5.12. Presiding members and deputies, election of**

- (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —
  - (a) to “office” were references to “office of presiding member”; and
  - (b) to “council” were references to “committee”; and
  - (c) to “councillors” were references to “committee members”.

#### **4.5 Election of Deputy Presiding Members of committees**

The election of Deputy Presiding Members of committees is dealt with in the Act.

#### **5.12. Presiding members and deputies, election of**

- (1) ...
- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —
  - (a) to “office” were references to “office of deputy presiding member”; and
  - (b) to “council” were references to “committee”; and
  - (c) to “councillors” were references to “committee members”; and
  - (d) to “mayor or president” were references to “presiding member”.

#### **4.6 Functions of Deputy Presiding Members**

The functions of Deputy Presiding Members are dealt with in the Act.

#### **5.13. Deputy presiding members, functions of**

If, in relation to the presiding member of a committee —

- (a) the office of presiding member is vacant; or
- (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

#### **4.7 Who acts if no Presiding Member**

Who acts if no Presiding Member is dealt with in the Act.

#### **5.14. Who acts if no presiding member**

If, in relation to the presiding member of a committee —

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

### ***Division 2 – Quorum***

#### **4.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

#### **5.19. Quorum for meetings**

The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

#### **4.9 Reduction of quorum for Council meetings**

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

#### **5.7. Minister may reduce number for quorum and certain majorities**

- (1) The Minister may reduce the number of offices of member required for a quorum at a council meeting specified by the Minister if there would not otherwise be a quorum for the meeting.
- (2) The Minister may reduce the number of offices of member required at a council meeting to make a decision specified by the Minister if the decision is one which would otherwise be required to be made by an absolute majority and a sufficient number of members would not otherwise be present at the meeting.

#### **4.10 Reduction of quorum for committee meetings**

The reduction of a quorum for committee meetings is dealt with in the Act.

**5.15. Reduction of quorum for committees**

The local government may reduce\* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

*\* Absolute majority required.*

**4.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

**8. No quorum, procedure if (Act s. 5.25(1)(c))**

If a quorum has not been established within the 30 minutes after a council or committee meeting is due to begin then the meeting can be adjourned —

- (a) in the case of a council, by the mayor or president or if the mayor or president is not present at the meeting, by the deputy mayor or deputy president; or
- (b) in the case of a committee, by the presiding member of the committee or if the presiding member is not present at the meeting, by the deputy presiding member; or
- (c) if no person referred to in paragraph (a) or (b), as the case requires, is present at the meeting, by a majority of members present; or
- (d) if only one member is present, by that member; or
- (e) if no member is present or if no member other than the CEO is present, by the CEO or a person authorised by the CEO.

*Regulation 8 Local Government (Administration) Regulations 1996*

**4.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the Presiding Member is:

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

**4.13 Names to be recorded**

At any meeting:

- (a) at which there is not a quorum present; or
  - (b) which is adjourned for want of a quorum,
- the names of the Members then present are to be recorded in the minutes.

## **Part 5 - Business of a meeting**

**5.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Presiding Member or the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that:
  - (a) specified in the notice of the meeting which had been adjourned; and

- (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

## **5.2 Order of business**

- (1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows:
  - 1. Declaration of Opening/Announcement of Visitors
  - 2. Disclaimer Notice
  - 3. Council Meeting Information Notes
  - 4. Announcements from the Presiding Member
  - 5. Attendance
    - 5.1 Apologies
    - 5.2 Approved leave of absence
  - 6. Declarations of interest
    - 6.1 Declarations of Financial Interests
    - 6.2 Declarations of Proximity Interests
    - 6.3 Declarations of Impartiality Interests
  - 7. Public Question Time
    - 7.1 Response to previous public questions taken on notice
    - 7.2 Public question time
  - 8. Confirmation of minutes of previous meetings
  - 9. Presentations
    - 9.1 Petitions
    - 9.2 Presentations
    - 9.3 Deputations
    - 9.4 Delegates' reports
  - 10. Reports
    - 10.1 Reports of Committees
    - 10.2 Reports of Officers
    - 10.3 Reports of Elected Members
  - 11. Applications for leave of absence
  - 12. Motions of which previous notice has been given
  - 13. Questions from Members without notice
  - 14. New business of an urgent nature introduced by decision of the meeting
    - 14.1 Elected Members
    - 14.2 Officers
  - 15. Meeting closed to public
    - 15.1 Matters for which the meeting may be closed
    - 15.2 Public reading of resolutions that may be made public
  - 16. State Council Agenda
  - 17. Next Meeting
  - 18. Closure of Meeting
- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed. *[See section 5.24 of the Act; and regulations 6 & 7 of the Regulations]*

**5.24. Question time for public**

- (1) Time is to be allocated for questions to be raised by members of the public and responded to at —
  - (a) every ordinary meeting of a council; and
  - (b) such other meetings of councils or committees as may be prescribed.
- (2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

Extract from *Local Government (Administration) Regulations 1996*:

**5. Question time for public, meetings that require prescribed (Act s. 5.24)**

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

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

**6. Question time for public, minimum time for (Act s. 5.24(2))**

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

**7. Question time for public, procedure for (Act s. 5.24(2))**

- (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) are to be determined —
  - (a) by the person presiding at the meeting; or
  - (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,having regard to the requirements of subregulations (2), (3) and (5).
- (2) The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Nothing in subregulation (3) requires —
  - (a) a council to answer a question that does not relate to a matter affecting the local government; or

- (b) a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
  - (c) a committee to answer a question that does not relate to a function of the committee.
- (5) If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to —
- (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.

### **5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or these Local Laws otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 8 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
  - (a) may, with the concurrence of the President, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of these Local Laws or any other written law;
  - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
  - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

### **5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

## **Part 6 - Public participation**

### **6.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in the Act.

### **5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees; and
  - (b) the personal affairs of any person; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person,where the trade secret or information is held by, or is about, a person other than the local government; and
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
    - (ii) endanger the security of the local government's property; or
    - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;and
  - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

### **6.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.

- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried:
  - (a) the Presiding Member is to direct everyone to leave the meeting except:
    - (i) the Members;
    - (ii) the CEO; and
    - (iii) any Officer specified by the Presiding Member; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

### **6.3 Question time for the public**

Question time for the public is dealt with in the Act.

#### **5.24. Question time for public**

- (1) Time is to be allocated for questions to be raised by members of the public and responded to at —
  - (a) every ordinary meeting of a council; and
  - (b) such other meetings of councils or committees as may be prescribed.
- (2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

### **6.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in the Regulations.

**5. Question time for public, meetings that require prescribed (Act s. 5.24)**

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

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

**6. Question time for public, minimum time for (Act s. 5.24(2))**

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

**7. Question time for public, procedure for (Act s. 5.24(2))**

- (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) are to be determined —
  - (a) by the person presiding at the meeting; or
  - (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,

having regard to the requirements of subregulations (2), (3) and (5).

- (2) The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Nothing in subregulation (3) requires —
  - (a) a council to answer a question that does not relate to a matter affecting the local government; or
  - (b) a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
  - (c) a committee to answer a question that does not relate to a function of the committee.
- (5) If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to —
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.

*Extract from Local Government (Administration) Regulations 1996*

## 6.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

### 6. Question time for public, minimum time for (Act s. 5.24(2))

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

*Extract from Local Government (Administration) Regulations 1996*

## 6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

### 7. Question time for public, procedure for (Act s. 5.24(2))

- (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) are to be determined —
  - (a) by the person presiding at the meeting; or
  - (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,having regard to the requirements of subregulations (2), (3) and (5).
- (2) The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Nothing in subregulation (3) requires —
  - (a) a council to answer a question that does not relate to a matter affecting the local government; or
  - (b) a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
  - (c) a committee to answer a question that does not relate to a function of the committee.
- (5) If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to —
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.

*Extract from Local Government (Administration) Regulations 1996*

## **6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that:
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where:
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

## **6.8 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

## **6.9 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council is to either :
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either:
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
  - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;

- (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

#### **6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition.
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

#### **6.11 Presentations**

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

#### **6.12 Participation at committee meetings**

- (1) In this clause a reference to a person is to a person who:
  - (a) is entitled to attend a committee meeting;
  - (b) attends a committee meeting; and
  - (c) is not a member of that committee.

#### **5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) Without the consent of the Presiding Member, no person is to address a committee meeting.
- (3) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.

- (5) A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

#### **6.13 Council may meet to hear public submissions**

- (1) Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the President shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall:
  - (a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
  - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and
  - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

#### **6.14 Public Inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised during normal business hours at the local governments offices and on the local government's website.

**14. Notice papers, agenda etc., public inspection of (Act s. 5.25(1)(j))**

- (1) A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents which —
  - (a) are to be tabled at the meeting; or
  - (b) have been produced by the local government or a committee for presentation at the meeting,and which have been made available to members of the council or committee for the meeting are available for inspection by members of the public from the time the notice papers, agenda or documents were made available to the members of the council or committee.
- (2) Nothing in subregulation (1) entitles members of the public to inspect the information referred to in that subregulation if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public under section 5.23(2).

**6.15 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be:
  - (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";
  - (b) marked "*Confidential*" in the agenda; and
  - (c) kept confidential by Officers and Members until the Council resolves otherwise.
- (2) A member or an officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a member or officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

**6.16 Recording of proceedings**

A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.

**6.17 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council.
- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

## **Part 7 - Questions by Members**

### **7.1 Questions by Members**

- (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.
- (2) A Member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
- (3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
  - (i) the question be placed on notice for the next meeting of Council; and
  - (ii) the answer to the question be given to the Member who asked it within 14 days.
- (4) Every question and answer -
  - (i) is to be brief and concise; and
  - (ii) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

## **Part 8 – Conduct of Members**

### **8.1 Members to be in their proper places**

- (1) At the first meeting held after each election day, the CEO is to allot alphabetically a position at the Council table to each Member.
- (2) Each Member is to occupy his or her allotted position at each Council meeting.

### **8.2 Respect to the Presiding Member**

After the business of a Council has been commenced, a Member is not to enter or leave the meeting without first paying due respect to the Presiding Member.

### **8.3 Titles to be used**

A speaker, when referring to the President, Deputy President or Presiding Member, or a Member or Officer, is to use the title of that person's office.

### **8.4 Advice of entry or departure**

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

### **8.5 Members to indicate their intention to speak**

- (1) A member who wishes to speak at a Council meeting –
  - (i) Must indicate his or her intention to speak by raising his or her hand, or by any other method determined by the Council; and
  - (ii) When invited by the Presiding Member to speak, and unless otherwise determined by the Council, must stand and address the meeting through the Presiding Member.
- (2) A member who is unable to stand conveniently because of sickness or disability may sit while speaking.

### **8.6 Priority of speaking**

- (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.
- (2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
- (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

#### **8.7 Presiding Member may take part in debates**

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with these Local Laws.

#### **8.8 Relevance**

- (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The Presiding Member, at any time, may:
  - (a) call the attention of the meeting to:
    - (i) any irrelevant, repetitious, offensive or insulting language by a Member; or
    - (ii) any breach of order by a Member; and
  - (b) direct that Member, if speaking, to discontinue his or her speech.
- (3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

#### **8.9 Speaking twice**

A Member is not to address the Council more than once on any motion or amendment except:

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

#### **8.10 Duration of speeches**

- (1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

#### **8.11 No speaking after conclusion of debate**

A Member is not to speak on any motion or amendment:

- (a) after the mover has replied; or
- (b) after the question has been put.

#### **8.12 No interruption**

A Member is not to interrupt another Member who is speaking unless:

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.13; or
- (d) to move a procedural motion that the Member be no longer heard (see clause 11.1(e)).

#### **8.13 Personal explanations**

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.

- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

#### **8.14 No reopening of discussion**

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed (see Part 16).

#### **8.15 Adverse reflection**

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed (see Part 16), unless the meeting resolves without debate that the matter before the meeting cannot otherwise be adequately considered.
- (2) A Member is not:
  - (a) to reflect adversely on the character or actions of another Member or Officer; or
  - (b) to impute any motive to a Member or Officer,unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A Member is not to use offensive or objectionable expressions in reference to any Member, Officer or other person.
- (4) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes:
  - (a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and
  - (b) the Council may, by resolution, decide to record those words in the minutes.

#### **8.16 Withdrawal of offensive language**

- (1) A Member who, in the opinion of the Presiding Member, uses an expression which:
  - (a) in the absence of a resolution under clause 8.15:
    - (i) reflects adversely on the character or actions of another Member or Officer; or
    - (ii) imputes any motive to a Member or Officer; or
  - (b) is offensive or insulting,must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.
- (2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

## **Part 9 - Preserving order**

#### **9.1 Presiding Member to preserve order**

- (1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.
- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.7, but to preserve order.

#### **9.2 Point of order**

- (1) A Member may object, by way of a point of order, only to a breach of:
  - (a) any of these Local Laws; or
  - (b) any other written law.

- (2) Despite anything in these Local Laws to the contrary, a point of order:
  - (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

### **9.3 Procedures on a point of order**

- (1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
- (2) A Member interrupted on a point of order is to resume his or her seat until:
  - (a) the Member raising the point of order has been heard; and
  - (b) the Presiding Member has ruled on the point of order, and, if permitted, the Member who has been interrupted may then proceed.

### **9.4 Calling attention to breach**

A Member may, at any time, draw the attention of the Presiding Member to any breach of these Local Laws.

### **9.5 Ruling by the Presiding Member**

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the Presiding Member on a point of order is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that:
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

### **9.6 Continued breach of order**

If a Member:

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
  - (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3),
- the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

### **9.7 Right of Presiding Member to adjourn**

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

## **Part 10 - Debate of substantive motions**

### **10.1 Motions to be stated and in writing**

Any Member who wishes to move a substantive motion or an amendment to a substantive motion:

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

## **10.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

## **10.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 16).

## **10.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

## **10.5 Order of call in debate**

The Presiding Member is to call speakers to a substantive motion in the following order:

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

## **10.6 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

## **10.7 Member may require question to be read**

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

## **10.8 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

## **10.9 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

## **10.10 Form of an amendment**

An amendment must add, delete, or substitute words to the substantive motion.

## **10.11 Amendment must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

#### **10.12 Relevance of amendments**

Each amendment is to be relevant to the motion in respect of which it is moved.

#### **10.13 Mover of motion may speak on amendment**

Any Member may speak during debate on an amendment.

#### **10.14 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

#### **10.15 Withdrawal of motion or amendment**

- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

#### **10.16 Right of reply**

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised:
  - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
  - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply:
  - (a) no other Member is to speak on the question;
  - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

### **Part 11 - Procedural motions**

#### **11.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions:

- (a) that the meeting proceed to the next item of business;
- (b) that the debate be adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the meeting be closed to the public (see clause 6.2).

#### **11.2 No debate**

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

### **11.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

### **11.4 Procedural motions - right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

### **11.5 Meeting to proceed to the next business**

The motion “that the meeting proceed to the next business”, if carried, has the effect that:

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

### **11.6 Debate to be adjourned**

A motion “that the debate be adjourned”:

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

### **11.7 Meeting now adjourn**

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution.
- (3) A motion “that the meeting now adjourn”:
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

### **11.8 Question to be put**

- (1) If the motion “that the question be now put”, is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion “that the question be now put” is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

### **11.9 Member to be no longer heard**

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

#### **11.10 Ruling of the Presiding Member to be disagreed with**

If the motion “that the ruling of the Presiding Member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

### **Part 12 - Disclosure of interests**

#### **12.1 Disclosure of interests**

Disclosure of interests is dealt with in the Act.

Sections 5.59 – 5.90 of the Act deal with disclosures of interest.

### **Part 13 - Voting**

#### **13.1 Question - when put**

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -
  - (a) is to put the question to the Council; and
  - (b) if requested by any Member, is to again state the terms of the question.
- (2) A Member is not to leave the meeting when the Presiding Member is putting any question.

#### **13.2 Voting**

Voting is dealt with in the Act and the Regulations.

##### **5.21. Voting**

- (1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.
- (2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.
- (3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.
- (4) If a member of a council or a committee specifically requests that there be recorded —
  - (a) his or her vote; or
  - (b) the vote of all members present,on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (5) A person who fails to comply with subsection (2) or (3) commits an offence.

Extract from *Local Government (Administration) Regulations 1996*:

##### **9. Voting to be open (Act s. 5.25(1)(d))**

Voting at a council or committee meeting is to be conducted so that no voter’s vote is secret.

#### **13.3 Majorities required for decisions**

The majorities required for decisions of the Council and committees are dealt with in the Act.

#### **1.4. Terms used**

In this Act, unless the contrary intention appears —

***absolute majority*** —

- (a) in relation to a council, means a majority comprising enough of the members for the time being of the council for their number to be more than 50% of the number of offices (whether vacant or not) of member of the council;
- (b) in relation to any other body, means a majority comprising enough of the persons for the time being constituting the body for their number to be more than 50% of the number of offices (whether vacant or not) on the body;

#### **13.4 Method of taking vote**

- (1) In taking the vote on any motion or amendment the Presiding Member:
  - (a) is to put the question, first in the affirmative, and then in the negative;
  - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on the voices or may require a show of hands; and,
  - (d) is, subject to this clause, to declare the result.
- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a member of council or a committee specifically requests that there be recorded -
  - (a) his or her vote; or,
  - (b) the vote of all members present,on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (4) If a Member calls for a division:
  - (a) those voting in the affirmative are to pass to the right of the Chair; and
  - (b) those voting in the negative are to pass to the left of the Chair.
- (5) For every division, the CEO is to record:
  - (a) the name of each member who voted; and
  - (b) whether he or she voted in the affirmative or negative.

### **Part 14 – Minutes of meetings**

#### **14.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in the Act.

#### **5.22. Minutes of council and committee meetings**

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

### **14.2 Content of minutes**

- (1) The content of minutes is dealt with in the Regulations.

#### **11. Minutes, content of (Act s. 5.25(1)(f))**

The content of minutes of a meeting of a council or a committee is to include —

- (a) the names of the members present at the meeting; and
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and
- (d) details of each decision made at the meeting; and
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.

Extract from *Local Government (Administration) Regulations 1996*

- (2) In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

### **14.3 Public inspection of unconfirmed minutes**

The public inspection of unconfirmed minutes is dealt with in the Regulations.

**13. Unconfirmed minutes, public inspection of (Act s. 5.25(1)(i))**

A local government is to ensure that unconfirmed minutes of each council and committee meeting are available for inspection by members of the public —

- (a) in the case of a council meeting, within 10 business days after the meeting; and
- (b) in the case of a committee meeting, within 5 business days after the meeting.

**14. Notice papers, agenda etc., public inspection of (Act s. 5.25(1)(j))**

- (1) A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents which —

- (a) are to be tabled at the meeting; or
  - (b) have been produced by the local government or a committee for presentation at the meeting,

and which have been made available to members of the council or committee for the meeting are available for inspection by members of the public from the time the notice papers, agenda or documents were made available to the members of the council or committee.

- (2) Nothing in subregulation (1) entitles members of the public to inspect the information referred to in that subregulation if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public under section 5.23(2).

Extract from *Local Government (Administration) Regulations 1996*

**14.4 Confirmation of minutes**

- (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
- (2) At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

## **Part 15 - Adjournment of meeting**

**15.1 Meeting may be adjourned**

The Council may adjourn any meeting:

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

**15.2 Effect of adjournment**

Where any matter, motion, debate or meeting is adjourned under these Local Laws:

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.9 [speaking twice] apply when the debate is resumed.

## **Part 16 – Revoking or changing decisions**

### **16.1 Requirements to revoke or change decisions**

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

#### **10. Revoking or changing decisions (Act s. 5.25(1)(e))**

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
  - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
  - (b) in any other case, by at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —
  - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
  - (b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

*Extract from Local Government (Administration) Regulations 1996*

### **16.2 Limitations on powers to revoke or change decisions**

- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision:
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
  - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

### **16.3 Implementing a decision**

- (1) In this clause:
  - (a) "authorisation" means a licence, permit, approval or other means of authorising a person to do anything;

- (b) "implement", in relation to a decision, includes:
    - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
    - (ii) take any other action to give effect to the decision; and
  - (c) "valid notice of revocation motion" means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (4) A decision made at a meeting is not to be implemented by the CEO or any other person:
  - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
  - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation:
  - (a) is to take effect only in accordance with this clause; and
  - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

#### **5.41. Functions of CEO**

The CEO's functions are to —

...

- (c) cause council decisions to be implemented; and

...

## **Part 17 - Suspension of Local Laws**

### **17.1 Suspension of Local Laws**

- (1) A Member may at any time move that the operation of one or more of the provisions of these Local Laws be suspended.
- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is:
  - (a) seconded; and
  - (b) carried by an absolute majority,
 is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### **17.2 Where Local Laws do not apply**

- (1) In situations where:
  - (a) one or more provisions of these Local Laws have been suspended;
 or

(b) a matter is not regulated by the Act, the Regulations or these Standing Orders,  
the Presiding Member is to decide questions relating to the conduct of the meeting.

- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

**17.3 Cases not provided for in Local Laws**

The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where these Local Laws, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

## **Part 18 - Meetings of electors**

**18.1 Electors' general meetings**

Electors' general meetings are dealt with in the Act.

**5.27. Electors' general meetings**

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

**18.2 Matters for discussion at electors' general meetings**

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

**15. Matters to be discussed at general meeting (Act s. 5.27(3))**

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

**18.3 Electors' special meetings**

Electors' special meetings are dealt with in the Act.

**5.28. Electors' special meetings**

- (1) A special meeting of the electors of a district is to be held on the request of not less than —
  - (a) 100 electors or 5% of the number of electors —whichever is the lesser number; or
  - (b)  $\frac{1}{3}$  of the number of council members.
- (2) The request is to specify the matters to be discussed at the meeting and the form or content of the request is to be in accordance with regulations.
- (3) The request is to be sent to the mayor or president.
- (4) A special meeting is to be held on a day selected by the mayor or president but not more than 35 days after the day on which he or she received the request.

**18.4 Requests for electors' special meetings**

Requests for electors' special meetings are dealt with in the Regulations.

**16. Request for special meeting, form of (Act s. 5.28(2))**

A request for a special meeting of the electors of a district is to be in the form of Form 1.

Extract from *Local Government (Administration) Regulations 1996*

**18.5 Convening electors' meetings**

Convening electors' meetings is dealt with in the Act.

**5.29. Convening electors' meetings**

- (1) The CEO is to convene an electors' meeting by giving —
  - (a) at least 14 days' local public notice; and
  - (b) each council member at least 14 days' notice,of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

**18.6 Who presides at electors' meetings**

Who presides at electors' meetings is dealt with in the Act.

### **5.30. Who presides at electors' meetings**

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
  - (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

### **18.7 Procedure for electors' meetings**

- (1) The procedure for electors' meetings is dealt with in the Act and the Regulations.
- (2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to these Local Laws.

### **5.31. Procedure for electors' meetings**

The procedure to be followed at, and in respect of, electors meetings and the methods of voting at electors' meetings are to be in accordance with regulations.

### **18. Procedure at meeting (Act s. 5.31)**

Subject to regulations 15 and 17, the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.

*Extract from Local Government (Administration) Regulations 1996*

### **18.8 Participation of non-electors**

A person who is not an elector of the Local Government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

### **18.9 Voting at electors' meetings**

Voting at electors' meetings is dealt with in the Regulations.

### **17. Voting at meeting (Act s. 5.31)**

- (1) Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.
- (2) All decisions at a general or special meeting of electors are to be made by a simple majority of votes.
- (3) Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.

*Extract from Local Government (Administration) Regulations 1996*

### **18.10 Minutes of electors' meetings**

Minutes of electors' meetings are dealt with in the Act.

**5.32. Minutes of electors' meetings**

The CEO is to —

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

**18.11 Decisions made at electors' meetings**

Decisions made at electors' meetings are dealt with in the Act.

**5.33. Decisions made at electors' meetings**

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —

- (a) at the first ordinary council meeting after that meeting; or
  - (b) at a special meeting called for that purpose,

whichever happens first.

- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

## **Part 19 - Enforcement**

**19.1 Penalty for breach**

A person who breaches a provision of these Local Laws commits an offence.

**Penalty: \$1,000.00 and a daily penalty of \$100.00.**

**19.2 Who can prosecute**

Who can prosecute is dealt with in the Act.

**9.24. Prosecutions, commencing**

- (1) A prosecution for an offence against this Act may be commenced by —
  - (a) the Departmental CEO or a person authorised by the Departmental CEO to do so; or
  - (b) a person who is acting in the course of his or her duties as an employee of a local government or a regional local government; or
  - (c) a person who is authorised to do so by a local government or a regional local government.
- (2) A prosecution for an offence against a local law may be commenced by —
  - (a) a person who is acting in the course of his or her duties as an employee of the local government or regional local government that made the local law; or
  - (b) a person who is authorised to do so by the local government or regional local government that made the local law.

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The Common Seal of the Shire of Leonora was affixed by authority of a resolution of the Council in the presence of –

.....  
Cr Peter Craig  
President

.....  
Jim Epis  
Chief Executive Officer

## **11.0 REPORTS OF OFFICERS**

### **11.1 CHIEF EXECUTIVE OFFICER**

#### **11.1(B) PROPOSED MULTI-USER INTERMODAL TRANSPORT FACILITY**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 16th November, 2021

**AGENDA REFERENCE:** 11.1 (B) NOV 21

**SUBJECT:** Proposed Multi-User Intermodal Transport Facility

**LOCATION / ADDRESS:** Shire of Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Lands Department Reserves 6.6

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 28<sup>th</sup> October, 2021

As you are aware, many round table meetings have been held with Watco Australia, Arc Infrastructure, Qube Ports and Bulk and St Barbara Limited regarding a proposed multi-user intermodal transport facility in close proximity to the Leonora townsite. Discussions commenced in January, 2021 and continue as of today.

You will recall that constructing a terminal within the Leonora townsite and in close proximity to the rail network would raise many concerns, some of which have been identified as:

- Minimising impact on dust and surrounding housing
- Minimising impact on noise and surrounding housing
- Minimising impact on traffic and pedestrian interaction
- Entry and exit points allowing RAV 10 road train access
- Availability of suitable industrial land
- Availability of power, water, and other utilities
- Native title complications
- Clearing of native vegetation

Following an extensive investigation it was resolved by all parties that land contained within the southern portion of Kurrajong Street and surrounds be the preferred site for a temporary Intermodal Facility.

It should be noted that Kurrajong Street extends south of Court Street to Sadie Canning Drive. Sadie Canning Drive is unconstructed between Tower and (unconstructed) Kurrajong Streets. There are also two undedicated and unconstructed streets that run parallel to the unconstructed portion of Kurrajong Street. There are also three right of ways (which are treated the same as a road) that run parallel to these unconstructed streets, along with a dedicated and unconstructed road that runs between the constructed portion of Tower Street and unconstructed portion of Kurrajong Street in an east-west alignment. Native Title does not exist over the dedicated (albeit unconstructed) roads. (See diagram marked "A")

The information provided above relates to a temporary facility only.

Behind the scenes, others have been investigating an alternative site location for a permanent Multi-User Intermodal Transport Facility. This investigation continues with positive results and is likely to provide potential benefits to the Shire of Leonora which could include –

- development of a central first-class multi-user intermodal facility where new operations and new business will most likely be encouraged;
- less infringement on town community and infrastructure;
- progressive movement of railway operations away from town centre;
- reduction in heavy vehicles travelling through the centre of town;

- avoid the area being monopolised; and
- potential additional income sources from tenant bulk haulage operators.

Returning to the matter of proposed temporary Intermodal Facility, Rowe Group have been engaged by Qube and Watco to further investigate proposals.

Rowe Group is seeking exclusive use of a portion of the Kurrajong Street road reservation for the temporary Intermodal Facility operations. Please see attached site plan (marked “B”) illustrating in yellow the portion of the Kurrajong Street road reservation required for this purpose.

Regulation 6 of the *Local Government (Uniform Local Provisions) Regulations 1996* provides local government with the ability to grant permission for a public thoroughfare to be used/obstructed.

In accordance with Regulation 6, Rowe’s Client is requesting the use of the Kurrajong Street road reservation for a minimum term of six (6) months.

In addition to the above, the Rowe Group acting on behalf of Qube and Watco are requesting of Council a formal agreement for an exemption to the requirements to obtain development approval for the proposed temporary Intermodal Facility under Clause 61 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

The proposed temporary activities at the subject site are as per the following:

- a temporary intermodal facility (rail and road transportation);
- temporary structures including a workshop and office; and
- storage facilities (sea containers);

The exemption is being applied for on the following grounds:

- the exemption from the requirement for development approval is sought for a period of six (6) months only, after which time the exemption would be further reviewed in consultation with the Shire of Leonora, if required; and
- the temporary works will facilitate the timely delivery of a temporary Intermodal Facility in proximity to the Leonora industrial area whilst the permanent facility is constructed at the proposed site south of Town

## STATUTORY ENVIRONMENT

In accordance with Regulation 6 of the *Local Government (Uniform Local Provisions) Regulations 1996* and *Shire of Leonora Town Planning Scheme No 2*.

### 6. Obstruction of public thoroughfare by things placed and left – Sch. 9.1 cl. 3(1)(a)

- (1) A person must not, without lawful authority, place on a public thoroughfare anything that obstructs it. Penalty: A fine of \$5 000 and a daily penalty of \$500 for each day during which the obstruction continues
- (2) A person may apply to the local government for permission to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare.
- (3) Permission granted by the local government under this regulation –
  - (a) must be in writing; and
  - (b) must specify the period for which it is granted; and
  - (c) must specify each condition imposed under subregulation (4); and
  - (d) may be renewed from time to time; and
  - (e) may be cancelled by giving written notice to the person to whom the permission was granted.
- (4) The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, any of the following –
  - (a) conditions relating to the erection of hoardings, fences, walkways or other structures for the protection of the public thoroughfare or public safety (*protective structures*);
  - (b) conditions about the placement of things in the public thoroughfare including conditions about the depositing of building materials or waste, or storage or other facilities in the public thoroughfare;
  - (c) a condition imposing a charge for any damage to the public thoroughfare resulting from the placement of a thing on the public thoroughfare;

- (d) a condition requiring the applicant to deposit with the local government a sum sufficient in the opinion of the CEO of the local government to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant.
- (5) It is a condition of the permission granted under this regulation that –
- (a) placed things and protective structures are sufficiently illuminated every night from sunset to sunrise to prevent mishaps; and
  - (b) protective structures are kept and maintained in good condition, to the satisfaction of the CEO of the local government, during such time as the CEO thinks necessary for the public safety and convenience; and
  - (c) placed things or protective structures are removed within a reasonable time after the person granted the permission is required to do so by the local government; and
  - (d) damage to the public thoroughfare resulting from the placement of a thing or a protective structure is repaired to the satisfaction of the CEO of the local government within a reasonable time after the person granted the permission is required in writing to do so by the local government.
- (6) The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.
- (7) A person granted permission under this regulation must comply with each condition of the permission. Penalty: a fine of \$5 000 and a daily penalty of \$500 for each day during which the offence continues.
- (8) The local government may charge a person granted permission under this regulation a fee of not more than \$1.00 for each month or part of a month for each m<sup>2</sup> of public thoroughfare that is enclosed by a hoarding or fence in accordance with the permission.
- (9) For the purposes of section 3,37 of the Act, a contravention of subregulation (1) or (7) is a contravention that can lead to impounding of goods comprising a placed and left thing or structure.

In accordance with *Planning and Development (Local Planning Schemes) Regulations 2015*, schedule 2, Part 7, Clause 61(f):

- Temporary works which are in existence for less than 48 hours **or a longer period agreed by the local government** in any 12 month period.

## 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. Costs will be incurred by the developers.

## STRATEGIC IMPLICATIONS

In the long term, and as described previously in this report:

- development of a central first-class multi-user intermodal facility where new operations and new business will most likely be encouraged;
- less infringement on town community and infrastructure;
- progressive movement of railway operations away from town centre;
- reduction in heavy vehicles travelling through the centre of town;
- avoid the area being monopolised; and
- potential additional income sources from tenant bulk haulage operators.

## RECOMMENDATIONS

That Council;

- a) resolve to, in accordance with the *Local Government (Uniform Local Provisions) Regulations 1996*:
  - (i) provide exclusive use to Qube and Watco and or their nominees to use that portion of the Kurrajong Street road reservation for the temporary Intermodal Facility operations;
  - (ii) that the use of the Kurrajong Street road reservation be for a minimum term of six (6) months with an option to extend;
  - (iii) that investigations in regard the securing of an alternative location for a permanent Leonora Multi-User Intermodal Facility continue; and
  - (iv) that proper consultation with key stakeholders (including government agencies) be considered as a priority;and
- b) approve the request for exemption to the requirement to obtain development approval for up to six (6) months with an option to extend for the proposed temporary works (Multi-User Intermodal Transport Facility) in Kurrajong Street Leonora in accordance with Schedule 2, Part 7, Clause 61(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### Advice Notes

- a) the applicant is to prepare, submit and adhere to a Management Plan approved by the Shire of Leonora that should include sections relating to Emergency Evacuation, Noise Management and Fire Management.
- b) The applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the Shire of Leonora.
- c) All lighting devices shall be installed and shaded in such a way as to not cause undue light spill to motorists or neighbouring properties to the approval of the Shire of Leonora

## VOTING REQUIREMENT

Simple majority required.

## COUNCIL DECISION

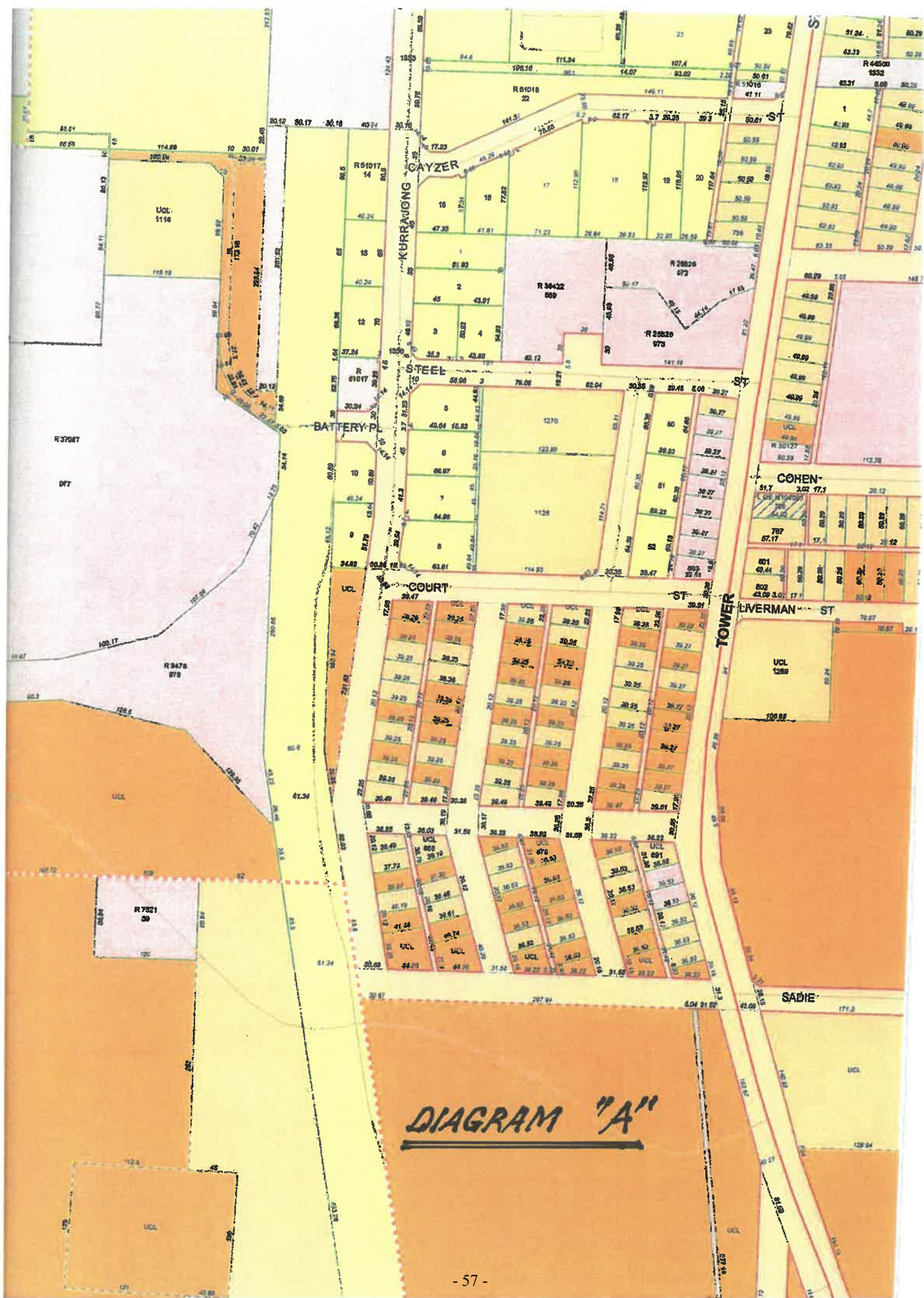
**Moved Cr LR Petersen, seconded Cr AM Moore,** that Council;

- a) resolve to, in accordance with the *Local Government (Uniform Local Provisions) Regulations 1996*:
  - (i) provide exclusive use to Qube and Watco and or their nominees to use that portion of the Kurrajong Street road reservation for the temporary Intermodal Facility operations;
  - (ii) that the use of the Kurrajong Street road reservation be for a minimum term of six (6) months with an option to extend;
  - (iii) that investigations in regard the securing of an alternative location for a permanent Leonora Multi-User Intermodal Facility continue; and
  - (iv) that proper consultation with key stakeholders (including government agencies) be considered as a priority;and
- b) approve the request for exemption to the requirement to obtain development approval for up to six (6) months with an option to extend for the proposed temporary works (Multi-User Intermodal Transport Facility) in Kurrajong Street Leonora in accordance with Schedule 2, Part 7, Clause 61(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**CARRIED (5 VOTES TO 0)**

***Shire President, Cr PJ Craig adjourned the meeting at 10:25am for morning tea.***

***The meeting resumed at 10:44 am with all those previously listed in the record of attendance present.***



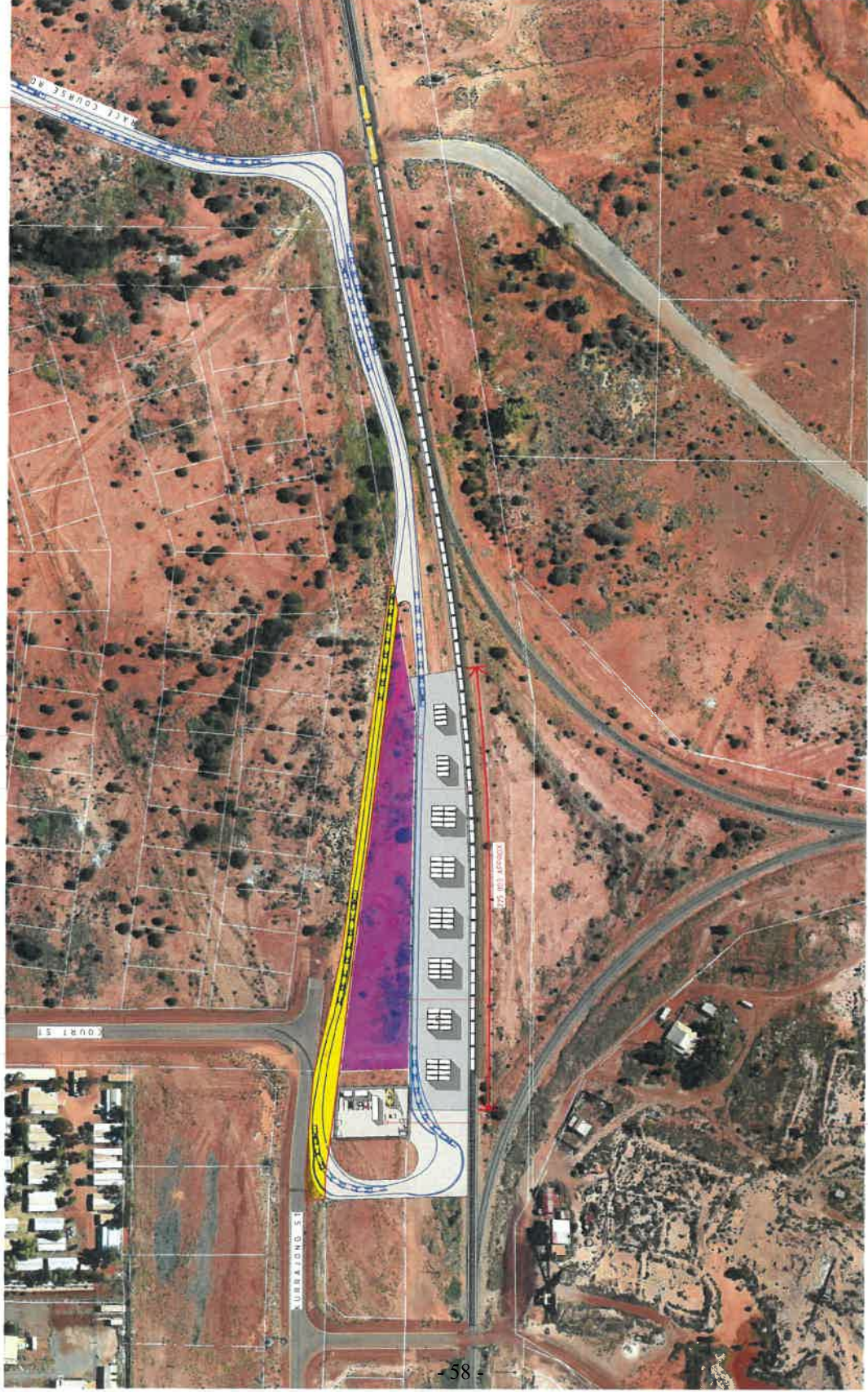
120 CONTAINERS -  
STACKED 2 x HIGH  
SWEEP PATHS - 58m  
QUADS

EXISTING RAIL MAIN  
LINE  
HARDSTAND - 5 930 SOM

HV ENTRY + EXIT ROAD



# DIAGRAM "B"



SECURE COMPOUND -  
960 SOM  
CROWN LAND



QUBE INTERMODAL  
LEONORA

SITE PLAN

SK-01-G

1:1500 @ A2  
DATE: 14.01.2017

## 11.0 REPORTS OF OFFICERS

### 11.2 DEPUTY CHIEF EXECUTIVE OFFICER

#### 11.2(A) MONTHLY FINANCIAL STATEMENTS

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 16th November, 2021

**AGENDA REFERENCE:** 11.2 (A) NOV 21

**SUBJECT:** Monthly Financial Statements

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Nil

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

**NAME:** Lee-Anne Trevenen

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 9<sup>th</sup> November, 2021

#### 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 31st October, 2021 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 31st October, 2021
- (c) Material Variances – 31st October, 2021

#### STATUTORY ENVIRONMENT

##### **Part 4 — Financial reports— s. 6.4**

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

(1A) *In this regulation —*

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

34. (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
  - (b) *budget estimates to the end of the month to which the statement relates;*
  - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) *the net current assets at the end of the month to which the statement relates.*
34. (2) *Each statement of financial activity is to be accompanied by documents containing —*

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

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

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

## **STRATEGIC IMPLICATIONS**

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

## **RECOMMENDATIONS**

That the Monthly Financial Statements for the month ended 31st October, 2021 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 31st October, 2021
- (c) Material Variances – 31st October, 2021

be accepted.

## **VOTING REQUIREMENT**

Simple Majority

## **COUNCIL DECISION**

**Moved Cr AM Moore, seconded Cr RM Cotterill,** that the Monthly Financial Statements for the month ended 31st October, 2021 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 31st October, 2021
- (c) Material Variances – 31st October, 2021

be accepted.

**CARRIED (5 VOTES TO 0)**

8 November 2021

Mr Jim Epis  
Chief Executive Officer  
Shire of Leonora  
PO Box 56  
**LEONORA WA 6438**

### COMPILATION REPORT TO THE SHIRE OF LEONORA

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Leonora, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 October 2021. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

### THE RESPONSIBILITY OF THE SHIRE OF LEONORA

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

### OUR RESPONSIBILITY

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

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

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



Russell Barnes  
Director  
**Moore Australia (WA) Pty Ltd**

**SHIRE OF LEONORA**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 October 2021**

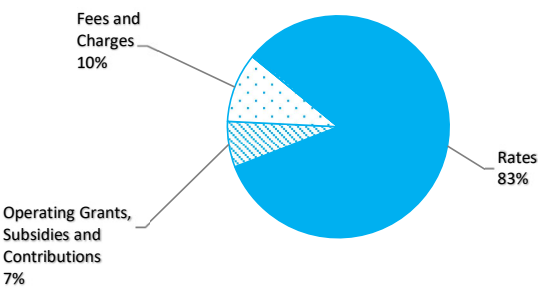
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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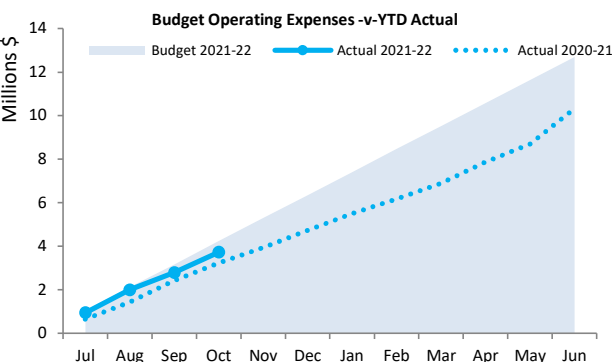
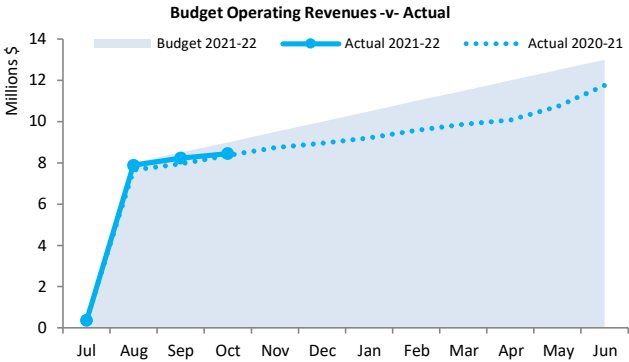
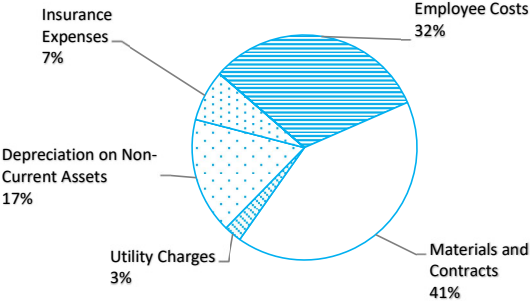
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OPERATING ACTIVITIES

OPERATING REVENUE

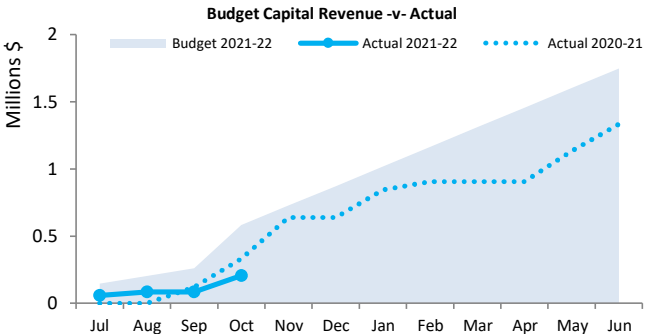


OPERATING EXPENSES

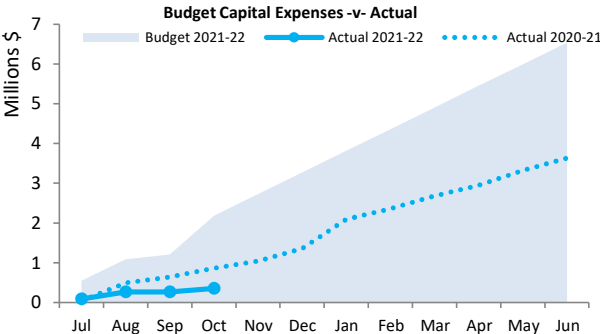


INVESTING ACTIVITIES

CAPITAL REVENUE

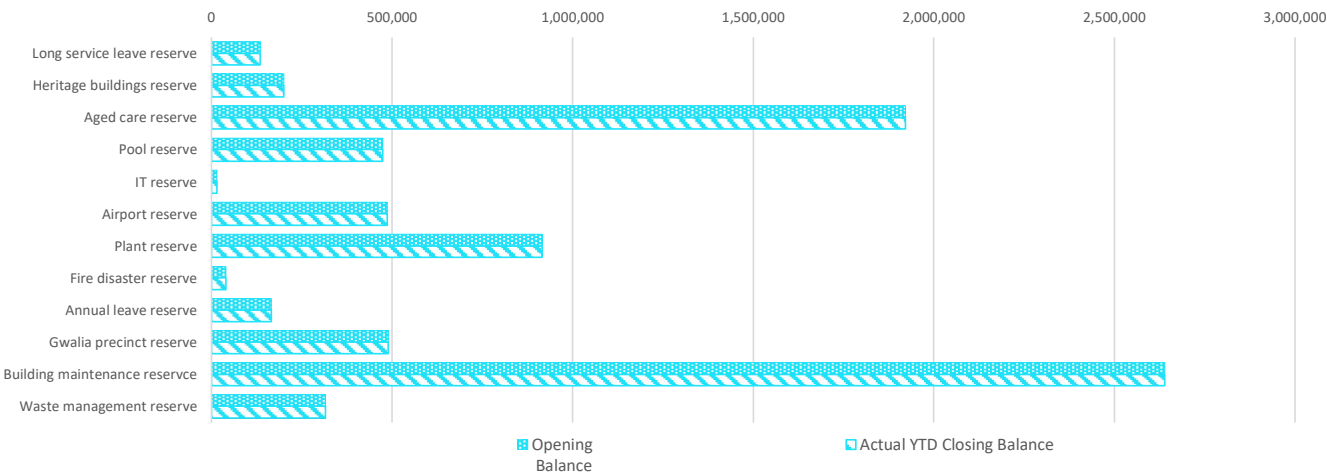


CAPITAL EXPENSES



FINANCING ACTIVITIES

RESERVES



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**Funding surplus / (deficit) Components**

<b>Funding surplus / (deficit)</b>				
	<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>Opening</b>	<b>\$1.06 M</b>	<b>\$1.06 M</b>	<b>\$0.73 M</b>	<b>(\$0.33 M)</b>
<b>Closing</b>	<b>\$0.00 M</b>	<b>\$5.22 M</b>	<b>\$5.93 M</b>	<b>\$0.72 M</b>
Refer to Statement of Financial Activity				

<b>Cash and cash equivalents</b>		
	<b>\$13.70 M</b>	<b>% of total</b>
<b>Unrestricted Cash</b>	<b>\$5.91 M</b>	<b>43.1%</b>
<b>Restricted Cash</b>	<b>\$7.80 M</b>	<b>56.9%</b>
Refer to Note 2 - Cash and Financial Assets		

<b>Payables</b>		
	<b>\$0.35 M</b>	<b>% Outstanding</b>
<b>Trade Payables</b>	<b>\$0.05 M</b>	
0 to 30 Days		<b>100.0%</b>
30 to 90 Days		<b>0.0%</b>
Over 90 Days		<b>0%</b>
Refer to Note 5 - Payables		

<b>Receivables</b>		
	<b>\$1.51 M</b>	<b>% Collected</b>
<b>Rates Receivable</b>	<b>\$0.82 M</b>	<b>88.5%</b>
<b>Trade Receivable</b>	<b>\$0.69 M</b>	<b>% Outstanding</b>
30 to 90 Days		<b>8.5%</b>
Over 90 Days		<b>0%</b>
Refer to Note 3 - Receivables		

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>\$2.08 M</b>	<b>\$5.37 M</b>	<b>\$5.35 M</b>	<b>(\$0.02 M)</b>
Refer to Statement of Financial Activity			

<b>Rates Revenue</b>		
<b>YTD Actual</b>	<b>\$6.99 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$7.00 M</b>	<b>(0.1%)</b>
Refer to Note 6 - Rate Revenue		

<b>Operating Grants and Contributions</b>		
<b>YTD Actual</b>	<b>\$0.56 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$1.13 M</b>	<b>(50.4%)</b>
Refer to Note 11 - Operating Grants and Contributions		

<b>Fees and Charges</b>		
<b>YTD Actual</b>	<b>\$0.86 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$0.70 M</b>	<b>23.1%</b>
Refer to Statement of Financial Activity		

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$4.79 M)</b>	<b>(\$1.22 M)</b>	<b>(\$0.15 M)</b>	<b>\$1.07 M</b>
Refer to Statement of Financial Activity			

<b>Proceeds on sale</b>		
<b>YTD Actual</b>	<b>\$0.00 M</b>	<b>%</b>
<b>Adopted Budget</b>	<b>\$0.70 M</b>	<b>0.0%</b>
Refer to Note 7 - Disposal of Assets		

<b>Asset Acquisition</b>		
<b>YTD Actual</b>	<b>\$0.35 M</b>	<b>% Spent</b>
<b>Adopted Budget</b>	<b>\$6.54 M</b>	<b>5.4%</b>
Refer to Note 8 - Capital Acquisitions		

<b>Capital Grants</b>		
<b>YTD Actual</b>	<b>\$0.21 M</b>	<b>% Received</b>
<b>Adopted Budget</b>	<b>\$1.04 M</b>	<b>19.7%</b>
Refer to Note 8 - Capital Acquisitions		

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>\$1.65 M</b>	<b>\$0.00 M</b>	<b>(\$0.00 M)</b>	<b>(\$0.00 M)</b>
Refer to Statement of Financial Activity			

<b>Borrowings</b>	
<b>Principal repayments</b>	<b>\$0.00 M</b>
<b>Interest expense</b>	<b>\$0.00 M</b>
<b>Principal due</b>	<b>\$0.00 M</b>
Refer to Note 8 - Borrowings	

<b>Reserves</b>	
<b>Reserves balance</b>	<b>\$7.80 M</b>
<b>Interest earned</b>	<b>\$0.00 M</b>
Refer to Note 9 - Cash Reserves	

This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**PROGRAM NAME AND OBJECTIVES**  
**GOVERNANCE**

To provide a decision making process for the efficient allocation of scarce resources.

**ACTIVITIES**

Includes costs and revenues associated with the President and Councillors in the exercise of their obligations as a governing body. Items of expenditure include conference, travel, meeting attendance fees, presidential allowances, receptions, donations, subscriptions and phone rentals. Costs of advertising and conducting elections are also included. Revenues include election nomination fees and reimbursements by members for private expenses. An administration cost is also allocated which enables staff to process Council meeting procedures, implement all government decisions and conduct Council meetings. Cost of conducting any audits of Council books of accounts and procedures is included under this heading. Also included is the sponsorship of the Royal Flying Doctor Service of Australia through a five year contribution towards funding an aircraft.

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services.

1. Rates.

(a) GRV (gross rental value) refers to property rates for Leonora, Leinster and Agnew town sites and operational mines and associated infrastructure.

(b) UV (Unimproved value) refers to mining properties and tenements (other than mines and other associated infrastructure) and prospecting licenses, exploration licenses and mining leases. It also refers to pastoral properties.

(c) Additional rates and rates written back refer mainly to mining rates where tenements are granted or surrendered following the adoption of the budget.

(d) Administration charge refers to the charge levied on ratepayers electing to make payment of rates on the offered instalment plan and is based on the actual cost involved in administering this process.

(e) Administration costs allocated are the costs of maintaining records, levying and collecting all rates.

2. Grants

(a) Grants Commission - a general purpose grant allocated annually by the Federal Government to all local governments. The amount is determined by various formulae devised by the Grants Commission, with a significant component being based on population.

distributed by the Grants Commission utilising a pre-determined formula.

(c) Administration costs allocated to grants refers to the costs associated in the collection of Federal Government grants including provision and updating of data used in grants commission formula.

3. Interest from Investments

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

**LAW, ORDER, PUBLIC SAFETY**

To provide services to help ensure a safer and environmentally conscious community.

Costs and revenues associated with animal control within the Shire and also includes dog and cat registration, fire prevention and control, emergency services and other aspects of community safety.

**HEALTH**

To provide an operational framework for environmental and community health.

Costs and revenues associated with compliance with the Health Act including inspections and approvals, food quality control, mosquito control, septic tank inspection/control, food hygiene inspection/control, contribution to doctor's expenses, aged care feasibility study and notification of disease.

**EDUCATION AND WELFARE**

To provide services to disadvantaged persons, the elderly, children and youth.

Provision of support services for education through the Leonora Childcare Centre, and for the elderly, youth and disabled within the district for the betterment of the residents.

**HOUSING**

To provide and maintain staff housing.

Costs of maintaining Council owned accommodation units and collection of rentals paid by staff for the use of those buildings. Costs that can be accurately attributed to other programs are allocated. Accommodation included 9 houses, 2 duplexes and a single persons quarters.

**COMMUNITY AMENITIES**

To provide services required by the community.

Costs of collection and disposal of domestic and commercial refuse for the town site of Leonora and maintenance of the landfill refuse site and liquid waste facility. Revenue collection by way of an annual fee for this service is included on rate assessment notices. Costs associated with review and administration of Council's Town Planning Scheme and operation of the Leonora Cemetery. Provisions of Christmas decorations in Leonora townsite.

**RECREATION AND CULTURE**

To establish and effectively manage infrastructure and resource which will help the social wellbeing of the community.

Provision and maintenance of Council owned parks, gardens and grassed oval/recreation ground at Leonora and a contribution to similar facilities within Leinster townsite. Costs of operation and maintenance of a purpose built recreation centre which includes indoor basketball courts, two squash courts, kitchen, gymnasium, swimming pool and associated facilities and revenues collected from the public for use of these facilities. Additional facilities located in Leonora include a bowling club and skate park. Costs of maintenance of Council owned television and radio re-transmission service which includes digital television and radio costs, and revenue associated with the operation and maintenance of library facilities at Leonora in conjunction with the Library Board of WA.

**TRANSPORT**

To provide safe, effective and efficient transport services to the community.

Maintenance and improvements of 1,300 kilometres of Council controlled unsealed roads, townsite footpaths and streets, drainage control, street cleaning and provision and maintenance of street trees. Costs of providing electricity for street lights in the Leonora townsite and maintenance of Council's works depot and associated infrastructure. Operation, maintenance and management of Leonora Airport including runways, runway lighting, tarmac and terminal building and gardens. Purchase of aviation fuel for resale to aircraft operators. Revenues by way of landing fees and head tax charges charged to all aircraft with the exception of the Royal Flying Doctor Service, lease/renting of building to all users of facilities and charges for fuel supplied to aircraft.

**ECONOMIC SERVICES**

To help promote the Shire and its economic wellbeing.

Costs associated with tourism promotion throughout the Shire including employment of staff at the Gwalia Heritage Precinct and Leonora Information Centre. Costs and revenues associated with building control under building regulations including inspections and issuing building permits. Completion of the Northern Goldfields Regional Offices and Administration Centre (NGROAC) providing regional office accommodation and a casual meeting place.

**OTHER PROPERTY AND SERVICES**

To monitor and control the Shire's overheads operating accounts.

Costs and revenues for private hire of Council machinery and operators for completion of private works for ratepayers and others. Costing allocation pools including administration, overheads, plant operation costs and salaries and wages which are all individually detailed and then allocated throughout all previously mentioned operating activities works and services. Costs and revenue associated with standpipe facilities.

**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,063,131	1,063,131	<b>728,775</b>	(334,356)	(31.45%)	▼
<b>Revenue from operating activities</b>							
Governance		1,530	504	<b>1,128</b>	624	123.81%	
General purpose funding - general rates	6	7,003,983	7,003,983	<b>6,994,784</b>	(9,199)	(0.13%)	
General purpose funding - other		1,314,565	445,192	<b>150,491</b>	(294,701)	(66.20%)	▼
Law, order and public safety		9,472	3,144	<b>5,532</b>	2,388	75.95%	
Health		36,095	12,028	<b>11,751</b>	(277)	(2.30%)	
Education and welfare		325,800	108,596	<b>134,080</b>	25,484	23.47%	▲
Housing		47,895	15,932	<b>13,318</b>	(2,614)	(16.41%)	
Community amenities		439,406	146,460	<b>297,305</b>	150,845	102.99%	▲
Recreation and culture		373,353	124,428	<b>103,851</b>	(20,577)	(16.54%)	▼
Transport		1,373,588	457,848	<b>473,571</b>	15,723	3.43%	
Economic services		1,932,513	644,136	<b>244,508</b>	(399,628)	(62.04%)	▼
Other property and services		144,000	47,992	<b>23,095</b>	(24,897)	(51.88%)	▼
		<b>13,002,200</b>	<b>9,010,243</b>	<b>8,453,414</b>	(556,829)		
<b>Expenditure from operating activities</b>							
Governance		(762,937)	(254,296)	<b>(171,853)</b>	82,443	32.42%	▲
General purpose funding		(449,243)	(149,748)	<b>(163,405)</b>	(13,657)	(9.12%)	
Law, order and public safety		(248,544)	(82,841)	<b>(70,703)</b>	12,138	14.65%	
Health		(758,136)	(252,708)	<b>(274,502)</b>	(21,794)	(8.62%)	▼
Education and welfare		(909,570)	(303,197)	<b>(300,636)</b>	2,561	0.84%	
Community amenities		(344,654)	(114,876)	<b>(221,378)</b>	(106,502)	(92.71%)	▼
Recreation and culture		(1,923,764)	(641,281)	<b>(511,962)</b>	129,319	20.17%	▲
Transport		(3,387,306)	(1,129,113)	<b>(1,363,625)</b>	(234,512)	(20.77%)	▼
Economic services		(3,908,543)	(1,302,865)	<b>(700,699)</b>	602,166	46.22%	▲
Other property and services		(5,000)	(1,648)	<b>51,752</b>	53,400	3240.29%	▲
		<b>(12,697,697)</b>	<b>(4,232,573)</b>	<b>(3,727,011)</b>	505,562		
Non-cash amounts excluded from operating activities	1(a)	1,775,918	591,962	<b>621,416</b>	29,454	4.98%	
<b>Amount attributable to operating activities</b>		<b>2,080,421</b>	<b>5,369,632</b>	<b>5,347,819</b>	(21,813)		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,043,923	347,972	<b>205,345</b>	(142,627)	(40.99%)	▼
Proceeds from disposal of assets	7	703,167	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(6,540,642)	(1,565,547)	<b>(350,586)</b>	1,214,961	77.61%	▲
<b>Amount attributable to investing activities</b>		<b>(4,793,552)</b>	<b>(1,217,575)</b>	<b>(145,241)</b>	1,072,334		
<b>Financing Activities</b>							
Transfer from reserves	9	1,650,000	0	<b>0</b>	0	0.00%	
Transfer to reserves	9	0	0	<b>(242)</b>	(242)	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,650,000</b>	<b>0</b>	<b>(242)</b>	(242)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>5,215,188</b>	<b>5,931,111</b>			

**KEY INFORMATION**

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

Refer to Note 13 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$15,000 or 8.00% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 31 OCTOBER 2021

#### REVENUE

##### RATES

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

##### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

##### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

##### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

##### FEES AND CHARGES

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

##### SERVICE CHARGES

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

##### INTEREST EARNINGS

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

##### OTHER REVENUE / INCOME

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

##### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

## NATURE OR TYPE DESCRIPTIONS

#### EXPENSES

##### EMPLOYEE COSTS

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

##### MATERIALS AND CONTRACTS

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

##### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

##### INSURANCE

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

##### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

##### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

##### INTEREST EXPENSES

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

##### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2021**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,063,131	1,063,131	<b>728,775</b>	(334,356)	(31.45%)	▼
<b>Revenue from operating activities</b>							
Rates	6	7,003,983	7,003,983	<b>6,994,784</b>	(9,199)	(0.13%)	
Operating grants, subsidies and contributions	11	3,398,242	1,132,728	<b>562,074</b>	(570,654)	(50.38%)	▼
Fees and charges		2,068,519	696,404	<b>856,967</b>	160,563	23.06%	▲
Interest earnings		44,000	14,672	<b>319</b>	(14,353)	(97.83%)	
Other revenue		487,456	162,456	<b>39,270</b>	(123,186)	(75.83%)	▼
		<b>13,002,200</b>	<b>9,010,243</b>	<b>8,453,414</b>	(556,829)		
<b>Expenditure from operating activities</b>							
Employee costs		(2,445,251)	(815,080)	<b>(1,193,401)</b>	(378,321)	(46.42%)	▼
Materials and contracts		(7,828,494)	(2,609,520)	<b>(1,540,880)</b>	1,068,640	40.95%	▲
Utility charges		(258,402)	(86,136)	<b>(96,065)</b>	(9,929)	(11.53%)	
Depreciation on non-current assets		(1,775,918)	(591,962)	<b>(621,416)</b>	(29,454)	(4.98%)	
Insurance expenses		(243,704)	(81,231)	<b>(274,729)</b>	(193,498)	(238.21%)	▼
Other expenditure		(145,928)	(48,644)	<b>(520)</b>	48,124	98.93%	▲
		<b>(12,697,697)</b>	<b>(4,232,573)</b>	<b>(3,727,011)</b>	505,562		
Non-cash amounts excluded from operating activities	1(a)	1,775,918	591,962	<b>621,416</b>	29,454	4.98%	
<b>Amount attributable to operating activities</b>		<b>2,080,421</b>	<b>5,369,632</b>	<b>5,347,819</b>	(21,813)		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,043,923	347,972	<b>205,345</b>	(142,627)	(40.99%)	▼
Proceeds from disposal of assets	7	703,167	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment	8	(6,540,642)	(1,565,547)	<b>(350,586)</b>	1,214,961	77.61%	▲
<b>Amount attributable to investing activities</b>		<b>(4,793,552)</b>	<b>(1,217,575)</b>	<b>(145,241)</b>	1,072,334		
<b>Financing Activities</b>							
Transfer from reserves	9	1,650,000	0	<b>0</b>	0	0.00%	
Transfer to reserves	9	0	0	<b>(242)</b>	(242)	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,650,000</b>	<b>0</b>	<b>(242)</b>	(242)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>5,215,188</b>	<b>5,931,111</b>			

**KEY INFORMATION**

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

Refer to Note 13 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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

All monies held in the Trust Fund are excluded from the financial statements.

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 08 November 2021

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Add: Depreciation on assets		1,775,918	591,962	621,416
<b>Total non-cash items excluded from operating activities</b>		<b>1,775,918</b>	<b>591,962</b>	<b>621,416</b>

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2021	This Time Last Year 31 October 2020	Year to Date 31 October 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(7,795,731)	(5,316,356)	(7,795,973)
Add: Provisions - employee	10	286,312	228,633	286,312
<b>Total adjustments to net current assets</b>		<b>(7,509,419)</b>	<b>(5,087,723)</b>	<b>(7,509,661)</b>

(c) Net current assets used in the Statement of Financial Activity

<b>Current assets</b>				
Cash and cash equivalents	2	9,365,146	12,688,608	13,703,133
Rates receivables	3	100,035	833,750	816,736
Receivables	3	539,987	472,224	688,500
Other current assets	4	89,621	51,589	80,594
<b>Less: Current liabilities</b>				
Payables	5	(692,510)	(616,800)	(348,556)
Contract liabilities	10	(100,000)	0	(219,895)
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	10	(777,773)	(330,141)	(993,428)
Provisions	10	(286,312)	(228,633)	(286,312)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(7,509,419)</b>	<b>(5,087,723)</b>	<b>(7,509,661)</b>
<b>Closing funding surplus / (deficit)</b>		<b>728,775</b>	<b>7,782,874</b>	<b>5,931,111</b>

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Municipal bank	Cash and cash equivalents	5,905,880	0	5,905,880	0	NAB	Variable	Nil
Trust	Cash and cash equivalents	10	0	10	0	NAB	Nil	Nil
Petty cash floats	Cash and cash equivalents	1,270	0	1,270	0	Cash on hand	Nil	Nil
Reserve cash	Cash and cash equivalents	0	7,795,973	7,795,973	0	NAB	Variable	Nil
<b>Total</b>		<b>5,907,160</b>	<b>7,795,973</b>	<b>13,703,133</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		5,907,160	7,795,973	13,703,133	0			
		<b>5,907,160</b>	<b>7,795,973</b>	<b>13,703,133</b>	<b>0</b>			

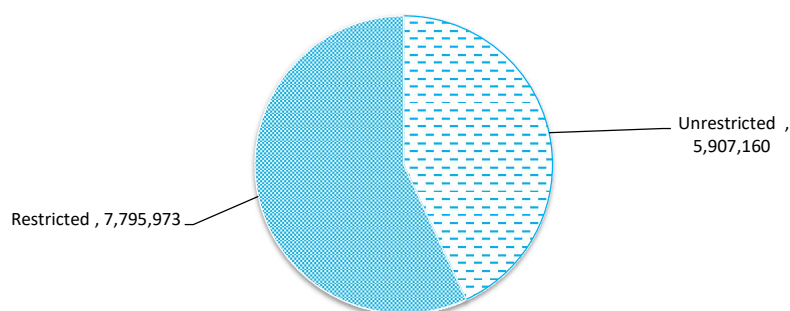
#### KEY INFORMATION

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

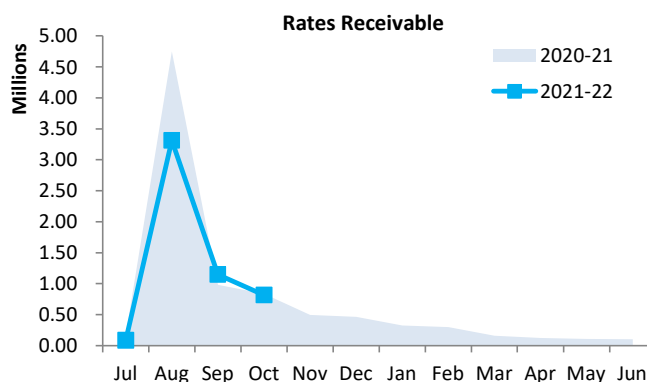
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2021**

**OPERATING ACTIVITIES**  
**NOTE 3**  
**RECEIVABLES**

Rates receivable	30 Jun 2021	31 Oct 2021
	\$	\$
Opening arrears previous years	195,415	100,035
Levied this year	6,924,847	6,994,784
Less - collections to date	(7,020,227)	(6,278,083)
<b>Equals current outstanding</b>	<b>100,035</b>	<b>816,736</b>
<b>Net rates collectable</b>	<b>100,035</b>	<b>816,736</b>
% Collected	98.6%	88.5%

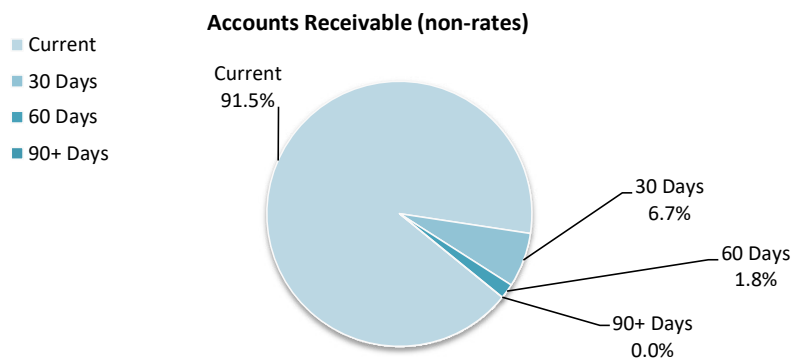


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	615,820	44,829	12,175	0	672,824
Percentage		91.5%	6.7%	1.8%	0%	
<b>Balance per trial balance</b>						
Sundry receivable						672,824
GST receivable						15,676
<b>Total receivables general outstanding</b>						<b>688,500</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 October 2021
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Stores on hand	89,621	75,893	(84,920)	80,594
<b>Total other current assets</b>	<b>89,621</b>	<b>75,893</b>	<b>(84,920)</b>	<b>80,594</b>
Amounts shown above include GST (where applicable)				

KEY INFORMATION

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

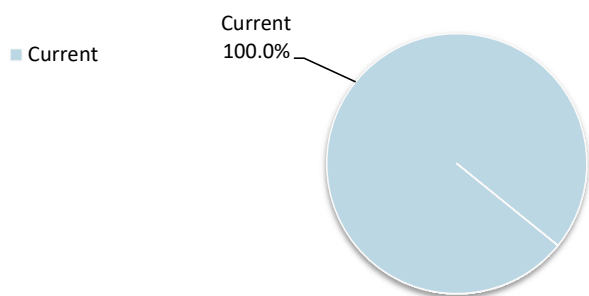
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	48,102	0	0	0	48,102
Percentage		100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						48,102
ATO liabilities						19,701
Other payables						266,208
Credit cards						2,998
Prepaid rates						11,547
<b>Total payables general outstanding</b>						<b>348,556</b>

Amounts shown above include GST (where applicable)

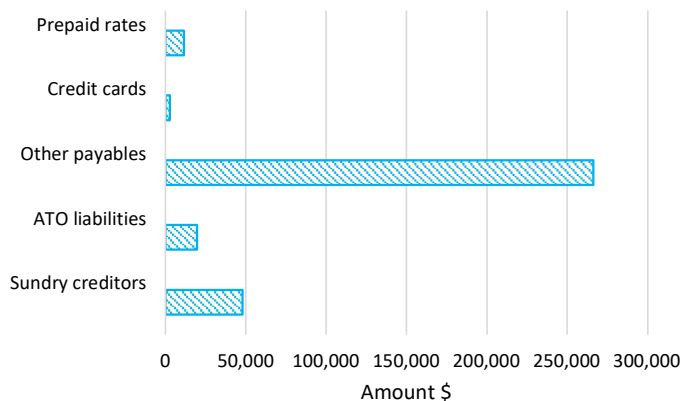
#### KEY INFORMATION

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

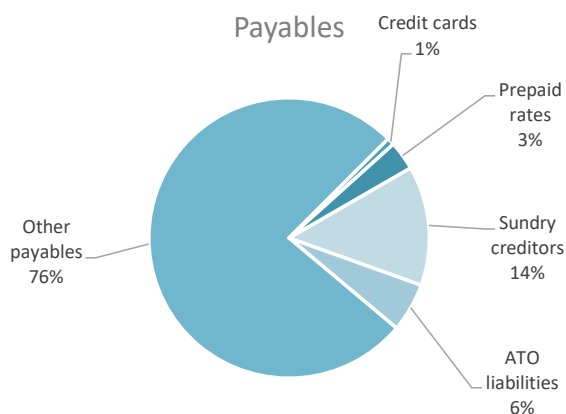
Aged Payables



Payables



Payables



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

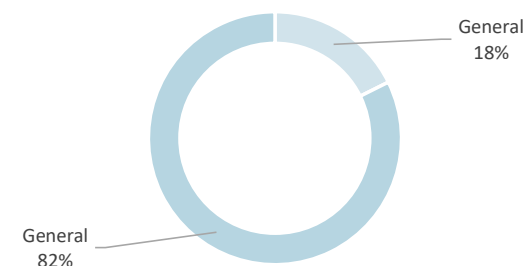
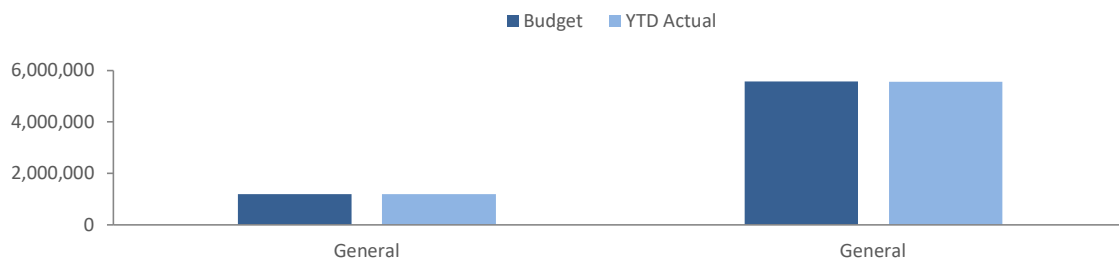
OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General rate revenue

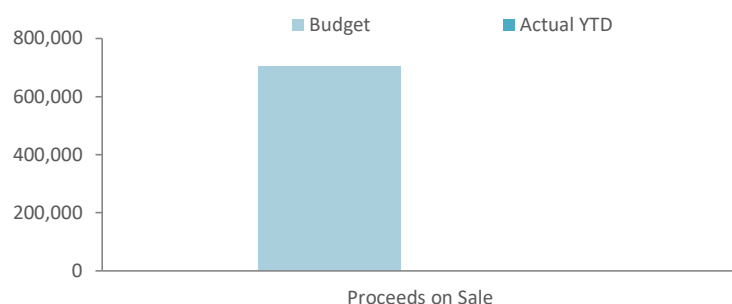
RATE TYPE	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
General	0.0706	587	17,030,114	1,202,326	0	(7,000)	1,195,326	1,202,326	0	(4,796)	1,197,530
<b>Unimproved value</b>											
General	0.1550	1,445	35,729,256	5,538,035	90,000	(50,000)	5,578,035	5,538,035	36,318	(7,721)	5,566,632
<b>Sub-Total</b>		<b>2,032</b>	<b>52,759,370</b>	<b>6,740,361</b>	<b>90,000</b>	<b>(57,000)</b>	<b>6,773,361</b>	<b>6,740,361</b>	<b>36,318</b>	<b>(12,517)</b>	<b>6,764,162</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
General	323	90	120,479	29,070	0	0	29,070	29,070	0	0	29,070
<b>Unimproved value</b>											
General	323	624	711,810	201,552	0	0	201,552	201,552	0	0	201,552
<b>Sub-total</b>		<b>714</b>	<b>832,289</b>	<b>230,622</b>	<b>0</b>	<b>0</b>	<b>230,622</b>	<b>230,622</b>	<b>0</b>	<b>0</b>	<b>230,622</b>
<b>Total general rates</b>							<b>7,003,983</b>				<b>6,994,784</b>

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	Prime mover (water cart)	80,000	80,000	0	0	0	0	0	0
	Compactor/Rubbish truck	70,000	70,000	0	0	0	0	0	0
	Front End Loader	190,000	190,000	0	0	0	0	0	0
	Skid Steer	20,000	20,000	0	0	0	0	0	0
	2018 Ford Ranger Grader Ute	33,037	33,037	0	0	0	0	0	0
	Holden Colorado Space	36,608	36,608	0	0	0	0	0	0
	Toyota Hilux Cab Tray Top 4WD	41,243	41,243	0	0	0	0	0	0
	Ford Ranger Works Crew	33,036	33,036	0	0	0	0	0	0
	Toyota Hilux Cab Tray Top 4WD	41,243	41,243	0	0	0	0	0	0
	Reporting Officer's Vehicle	33,000	33,000	0	0	0	0	0	0
	<b>Other property and services</b>								
	MWS's Vehicle	35,000	35,000	0	0	0	0	0	0
	CEO's Vehicle	52,000	52,000	0	0	0	0	0	0
	DCEO's Vehicle	38,000	38,000	0	0	0	0	0	0
		<b>703,167</b>	<b>703,167</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



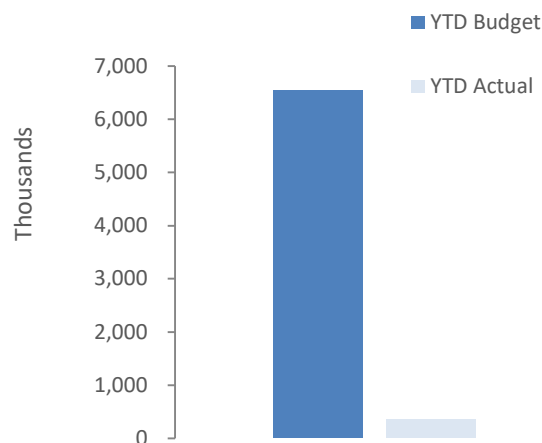
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

	Budget	Adopted YTD Budget	YTD Actual	YTD Actual Variance
<b>Capital acquisitions</b>	\$	\$	\$	\$
Buildings	2,824,132	941,377	136,368	(805,009)
Plant and equipment	1,844,000	0	0	0
Infrastructure - roads	450,000	150,000	13,196	(136,804)
Infrastructure - other	1,422,510	474,170	201,022	(223,481)
<b>Payments for Capital Acquisitions</b>	<b>6,540,642</b>	<b>1,565,547</b>	<b>350,586</b>	<b>(1,165,295)</b>
<b>Total Capital Acquisitions</b>	<b>6,540,642</b>	<b>1,565,547</b>	<b>350,586</b>	<b>(1,165,295)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,043,923	347,972	205,345	(142,627)
Other (disposals & C/Fwd)	703,167	0	0	0
Cash backed reserves				
Heritage buildings reserve	200,000	0	0	0
Aged care reserve	500,000	0	0	0
Airport reserve	250,000	0	0	0
Building maintenance reserve	700,000	0	0	0
Contribution - operations	3,143,552	1,217,575	145,241	(1,072,334)
<b>Capital funding total</b>	<b>6,540,642</b>	<b>1,565,547</b>	<b>350,586</b>	<b>(1,214,961)</b>

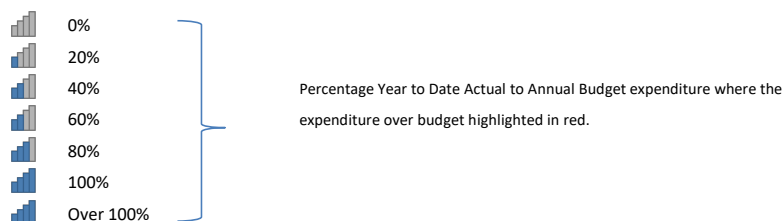
**SIGNIFICANT ACCOUNTING POLICIES**

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



Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

		Adopted	Year to Date	Year to Date	Variance
		Current	Year to Date	Actual	(Under)/Over
		Budget	Budget		
Account Description					
<b>Buildings</b>					
	CEO's House	700,000	233,333	-	(233,333)
	51 Gwalia Street - Patio	10,000	3,333	-	(3,333)
	51 Gwalia Street - Carport	15,000	5,000	-	(5,000)
	Container Scheme Modifications	8,000	2,667	-	(2,667)
LB30028	Leonora Museum	50,000	16,667	-	(16,667)
LB30026	Recreation Centre Lighting upgrade	70,000	23,333	53,108	29,775
LB30013	Public Toilet - Town	50,000	16,667	12,451	(4,216)
	Barnes Federal Theatre	100,000	33,333	-	(33,333)
	Information Bay Toilet	115,000	38,333	-	(38,333)
	Records Storage Shed - Kalgoorlie (1/4)	70,000	23,333	-	(23,333)
LB30020	Aged Care Village	1,563,132	521,044	36,809	(484,235)
LB30001	Storage Shed Gwalia	53,000	17,667	34,000	16,333
	Archival Room Gwalia	20,000	6,667	-	(6,667)
<b>Total Buildings</b>		<b>2,824,132</b>	<b>941,377</b>	<b>136,368</b>	<b>(805,009)</b>
<b>Plant &amp; Equipment</b>					
	Toyota Hilux Dual Cab (Health Officer)	52,000	-	-	-
	Skid Steer	65,000	-	-	-
	Prime Mover - water cart truck	300,000	-	-	-
	Bomag Roller	190,000	-	-	-
	Grader Drivers Vehicle (Ranger)	62,000	-	-	-
	Toyota Hilux dual cab 4WD (WS)	52,000	-	-	-
	Toyota Hilux dual cab 4WD (P&G)	52,000	-	-	-
	Ranger 4WD dual cab	62,000	-	-	-
	Town Water Cart	72,000	-	-	-
	Compactus/Rubbish Truck	370,000	-	-	-
	Front End Loader	420,000	-	-	-
	Reporting Officers Vehicle	62,000	-	-	-
	Hoover House Coffee Machine	12,000	-	-	-
	MWS Vehicle	73,000	-	-	-
<b>Total Plant &amp; Equipment</b>		<b>1,844,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Roads</b>					
	Old Agnew SLK 21.00 to SLK 41.00	450,000	150,000	13,196	(136,804)
<b>Total Roads</b>		<b>450,000</b>	<b>150,000</b>	<b>13,196</b>	<b>(136,804)</b>
<b>Other</b>					
IO30008	Upgrade CCTV System	45,871	15,290	45,871	30,581
IO30001	Playground - Tower Street	466,585	155,528	155,151	(377)
	Skate Park precinct	100,000	33,333	-	(33,333)
	Christmas Tree	20,000	6,667	-	(6,667)
	Standpipe	80,000	26,667	-	(26,667)
	Fencing - Shire Common	25,000	8,333	-	(8,333)
	Apron Lighting - RAUP	149,000	49,667	-	-
	Airport Fencing - RADS	496,054	165,351	-	(165,351)
	Malcolm Dam upgrade	40,000	13,333	-	(13,333)
<b>Total Other</b>		<b>1,422,510</b>	<b>474,170</b>	<b>201,022</b>	<b>(223,481)</b>
<b>Grand Total</b>		<b>6,540,642</b>	<b>1,565,547</b>	<b>350,586</b>	<b>(1,165,295)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**OPERATING ACTIVITIES**

**NOTE 9**

**CASH RESERVES**

**Cash backed reserve**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long service leave reserve	134,595	0	4	0	0	0	0	134,595	134,599
Heritage buildings reserve	200,000	0	7	0	0	(200,000)	0	0	200,007
Aged care reserve	1,921,085	0	64	0	0	(500,000)	0	1,421,085	1,921,149
Pool reserve	473,940	0	16	0	0	0	0	473,940	473,956
IT reserve	15,000	0	0	0	0	0	0	15,000	15,000
Airport reserve	486,453	0	0	0	0	(250,000)	0	236,453	486,453
Plant reserve	915,428	0	30	0	0	0	0	915,428	915,458
Fire disaster reserve	39,932	0	1	0	0	0	0	39,932	39,933
Annual leave reserve	165,386	0	6	0	0	0	0	165,386	165,392
Gwalia precinct reserve	488,776	0	16	0	0	0	0	488,776	488,792
Building maintenance reserve	2,639,064	0	87	0	0	(700,000)	0	1,939,064	2,639,151
Waste management reserve	316,072	0	11	0	0	0	0	316,072	316,083
	<b>7,795,731</b>	<b>0</b>	<b>242</b>	<b>0</b>	<b>0</b>	<b>(1,650,000)</b>	<b>0</b>	<b>6,145,731</b>	<b>7,795,973</b>

**KEY INFORMATION**

	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	1 July 2021				31 October 2021
	\$		\$	\$	\$
<b>Other liabilities</b>					
- Contract liabilities	100,000	0	225,947	(106,052)	219,895
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	777,773	0	300,000	(84,345)	993,428
<b>Total other liabilities</b>	877,773	0	525,947	(190,397)	1,213,323
<b>Provisions</b>					
Provision for annual leave	181,992	0	0	0	181,992
Provision for long service leave	104,320	0	0	0	104,320
<b>Total Provisions</b>	286,312	0	0	0	286,312
<b>Total other current liabilities</b>	<b>1,164,085</b>	<b>0</b>	<b>525,947</b>	<b>(190,397)</b>	<b>1,499,635</b>
<b>Amounts shown above include GST (where applicable)</b>					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

#### KEY INFORMATION

##### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

##### Employee benefits

###### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

###### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

##### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2021	Current Liability 31 Oct 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Equalisation	0	0	0	0	0	610,398	203,447	57,540
Roads (Untied)	0	0	0	0	0	649,667	216,556	84,533
<b>Law, order, public safety</b>								
Bushfire	0	0	0	0	0	2,682	894	5,282
<b>Education and welfare</b>								
Sustainability Child Care	0	0	0	0	0	78,865	26,288	33,062
Youth Support DCP	0	37,044	(24,617)	12,427	12,427	71,935	23,978	24,616
<b>Recreation and culture</b>								
National Australia Day	0	0	0	0	0	20,000	6,667	0
Community Resource Centre other	0	56,845	(37,896)	18,949	18,949	132,887	44,296	37,896
Community Resource Centre Indue	0	65,308	(43,539)	21,769	21,769	0	0	43,539
BHP Vital Resources Fund	100,000	0	0	100,000	100,000	0	0	0
Nyunnga-Ku Womens Group	0	0	0	0	0	0	0	9,091
CDC Support Hub	0	66,750	0	66,750	66,750	0	0	0
<b>Transport</b>								
Street Lights	0	0	0	0	0	4,422	1,474	3,700
MRWA Direct	0	0	0	0	0	168,432	56,144	168,432
Security Fencing - RADS	0	0	0	0	0	248,027	82,676	0
Airport Framework - RADS	0	0	0	0	0	50,000	16,667	0
Airport Apron Lighting - RAUP	0	0	0	0	0	145,957	48,652	58,383
<b>Economic services</b>								
Weed Control	0	0	0	0	0	154,140	51,380	0
Barnes Federal Theatre	100,000	0	0	100,000	100,000	880,830	293,610	0
Golden Gift Sponsorship	0	0	0	0	0	125,000	41,667	0
Golden Gift income	0	0	0	0	0	55,000	18,333	36,000
	<b>200,000</b>	<b>225,947</b>	<b>(106,052)</b>	<b>319,895</b>	<b>319,895</b>	<b>3,398,242</b>	<b>1,132,728</b>	<b>562,074</b>

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2021	Current Liability 31 Oct 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>General purpose funding</b>								
COVID Phase 2	233,607	0	0	233,607	233,607	100,117	33,370	0
<b>Recreation and culture</b>								
Ageing in Place Project	424,166	300,000	(84,345)	639,821	639,821	0	0	84,345
ACA Grant	0	0	0	0	0	0	0	1,000
<b>Transport</b>								
Roads to Recovery	0	0	0	0	0	403,598	134,533	0
COVID Infrastructure	20,000	0	0	20,000	20,000	240,208	80,069	0
Regional Road Group	0	0	0	0	0	300,000	100,000	120,000
	<b>677,773</b>	<b>300,000</b>	<b>(84,345)</b>	<b>893,428</b>	<b>893,428</b>	<b>1,043,923</b>	<b>347,972</b>	<b>205,345</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 13  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$15,000 or 8.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
<b>Revenue from operating activities</b>	\$	%				
General purpose funding - other	(294,701)	(66.20%) ▼			FAGS budget funding is spread over 12 months creating a variance.	
Education and welfare	25,484	23.47% ▲	Grant funding and Childcare income spread over 12 months		Interest earned on term deposits is lower than expected.	
Community amenities	150,845	102.99% ▲	Refuse charges raised on rates is spread over 12 months in the budget.			
Recreation and culture	(20,577)	(16.54%) ▼			Grant income yet to be received National Aust Day \$20,000. Revenue recognition Ageing in Place.	
Economic services	(399,628)	(62.04%) ▼			Budget spread over 12 months. Barnes Federal Theatre Grant of \$100,000. Revenue not yet recognised or received.	
Other property and services	(24,897)	(51.88%) ▼			Budget spread over 12 months.	
<b>Expenditure from operating activities</b>						
Governance	82,443	32.42% ▲	Annual subscription fees paid in full. Budget timing spread over 12 months.			
Health	(21,794)	(8.62%) ▼			Medical Expenses Provisional Fee \$40,607 & Quarterly Support Payment \$21,326 for period 1 Oct 21-31 Dec 2021	
Community amenities	(106,502)	(92.71%) ▼			Budget spread quarterly.	
Recreation and culture	129,319	20.17% ▲				
Transport	(234,512)	(20.77%) ▼			Budget spread over each quarter.	
Economic services	602,166	46.22% ▲	Grant success not yet advised - Cactus \$164,140			
Other property and services	53,400	3240.29% ▲	Plant operation costs and depreciation engineering works			
<b>Investing activities</b>						
Proceeds from non-operating grants, subsidies and contributions	(142,627)	(40.99%) ▼			Revenue recognition Work in progress, funds not fully received.	
Payments for property, plant and equipment and infrastructure	1,214,961	77.61% ▲	Equipment orders not yet undertaken.			

## **11.0 REPORTS OF OFFICERS**

### **11.2 DEPUTY CHIEF EXECUTIVE OFFICER**

#### **11.2(B) ACCOUNTS FOR PAYMENT**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 16th November, 2021

**AGENDA REFERENCE:** 11.2 (B) NOV 21

**SUBJECT:** Accounts for Payment

**LOCATION / ADDRESS:** Nil

**NAME OF APPLICANT:** Nil

**FILE REFERENCE:** Nil

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

**NAME:** Lee-Anne Trevenen

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 9<sup>th</sup> November, 2021

#### **BACKGROUND**

Attached statements consist of accounts paid by Delegated Authority totalling **\$832,195.87** since the previous council meeting consisting of:

1. Direct Bank Transactions numbered from **2109** to **2146** and totalling **\$32,842.62**;
2. Batch Payments **98, 99, 100, & 101** totalling **\$551,356.67**; and
3. Cheques **25817** to **25818** and Payroll Payments from **Pay Period Ending 18/10/2021**, to **03/11/2021** totalling **\$247,996.58**.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995* S6.10 & *Financial Management (1996)* Regulation 12 & 13 apply to how the information is to be presented within this report for authorisation by Council.

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **STRATEGIC IMPLICATIONS**

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

#### **RECOMMENDATIONS**

That the accounts for payment, as detailed:

1. Direct Bank Transactions numbered from **2109** to **2146** and totalling **\$32,842.62**;
2. Batch Payments **98, 99, 100, & 101** totalling **\$551,356.67**; and
3. Cheques **25817** to **25818** and Payroll Payments from **Pay Period Ending 18/10/2021**, to **03/11/2021** totalling **\$247,996.58**.

be accepted.

## **VOTING REQUIREMENT**

Simple Majority

## **COUNCIL DECISION**

**Moved Cr RM Cotterill, seconded Cr LR Petersen,** that the accounts for payment, as detailed:

1. Direct Bank Transactions numbered from **2109** to **2146** and totalling **\$32,842.62**;
2. Batch Payments **98, 99, 100, & 101** totalling **\$551,356.67**; and
3. Cheques **25817** to **25818** and Payroll Payments from **Pay Period Ending 18/10/2021**, to **03/11/2021** totalling **\$247,996.58**.

be accepted.

**CARRIED (5 VOTES TO 0)**

Shire of Leonora				
Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority				
Submitted to Council on the 16th November, 2021				
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 <b>2109</b> to <b>2146</b> and totalling <b>\$32,842.62</b>				
CHIEF EXECUTIVE OFFICER				
Number	Date	Name	Item	Payment by Delegated Authority
2109	15/10/2021	3E Advantage Pty Ltd	Printing Costs for Childcare, Shire, CRC, Works & Museum, + payment of difference of Contracted Amount vs Actual Amount September, 2021 Office National Photocopier Agreements	4,709.50
2110	22/10/2021	Australian Super	Superannuation PPE: 18/10/2021	2,023.72
2111	22/10/2021	Aware Super	Superannuation PPE: 18/10/2021	7,529.93
2112	22/10/2021	Christian Super	Superannuation PPE: 18/10/2021	71.22
2113	22/10/2021	CBUS	Superannuation PPE: 18/10/2021	531.27
2114	22/10/2021	HESTA	Superannuation PPE: 18/10/2021	236.97
2115	22/10/2021	Host Plus	Superannuation PPE: 18/10/2021	454.53
2116	22/10/2021	ING Superannuation	Superannuation PPE: 18/10/2021	504.61
2117	22/10/2021	MLC Super Fund	Superannuation PPE: 18/10/2021	168.43
2118	22/10/2021	MTAA Superannuation Fund	Superannuation PPE: 18/10/2021	326.11
2119	22/10/2021	NGS Super	Superannuation PPE: 18/10/2021	915.39
2120	22/10/2021	Rest Super	Superannuation PPE: 18/10/2021	156.64
2121	22/10/2021	TWU Superannuation Fund	Superannuation PPE: 18/10/2021	1,049.32
2122	22/10/2021	Wealth Personal Super	Superannuation PPE: 18/10/2021	64.38
2123	25/10/2021	Click Super	Transaction & Facility Fee - Click Super - September, 2021	30.03
2124	29/10/2021	National Australia Bank	EFTPOS Merchant Fee - October, 2021 - Childcare - 7381278	20.00
2125	29/10/2021	National Australia Bank	EFTPOS Merchant Fee - October, 2021 - Info Centre - 7374463	25.17
2126	29/10/2021	National Australia Bank	EFTPOS Merchant Fee - October, 2021 - CRC - 7380395	30.25
2127	29/10/2021	National Australia Bank	EFTPOS Merchant Fee - October, 2021 - Rec Centre - 7379314	47.76
2128	29/10/2021	National Australia Bank	NAB connect fee access and usage - October, 2021	57.48
2129	29/10/2021	National Australia Bank	EFTPOS Merchant Fee - October, 2021 - Events - 7374513	61.41
2130	29/10/2021	National Australia Bank	EFTPOS Merchant Fee - October, 2021 - Airport - 7374471	63.44
2131	29/10/2021	National Australia Bank	Account Fees - October, 2021	68.20
2132	29/10/2021	National Australia Bank	EFTPOS Merchant Fee - October, 2021 - Shire & Museum - 7381393	1,043.07
2133	01/11/2021	Westnet	Email hosting - Leonora CRC - November, 2021	11.00
2134	05/11/2021	Australian Super	Superannuation PPE: 01/11/2021	1,816.79
2135	05/11/2021	Aware Super	Superannuation PPE: 01/11/2021	6,833.98
2136	05/11/2021	Christian Super	Superannuation PPE: 01/11/2021	71.22
2137	05/11/2021	CBUS	Superannuation PPE: 01/11/2021	540.22
			<b>Sub Total</b>	<b>\$29,462.04</b>

Number	Date	Name	Item	Payment by Delegated Authority
			<i>Balance Brought Forward</i>	<b>\$29,462.04</b>
2138	05/11/2021	HESTA	Superannuation PPE: 01/11/2021	236.97
2139	05/11/2021	Host Plus	Superannuation PPE: 01/11/2021	355.40
2140	05/11/2021	ING Superannuation	Superannuation PPE: 01/11/2021	513.27
2141	05/11/2021	MLC Super Fund	Superannuation PPE: 01/11/2021	144.37
2142	05/11/2021	MTAA Superannuation Fund	Superannuation PPE: 01/11/2021	313.00
2143	05/11/2021	NGS Super	Superannuation PPE: 01/11/2021	898.59
2144	05/11/2021	Rest Super	Superannuation PPE: 01/11/2021	156.64
2145	05/11/2021	TWU Superannuation Fund	Superannuation PPE: 01/11/2021	708.52
2146	05/11/2021	Wealth Personal Super	Superannuation PPE: 01/11/2021	53.82
			<b>GRAND TOTAL</b>	<b>\$32,842.62</b>

<b>Shire of Leonora</b>				
<b>Monthly Report - List of Accounts Paid by Delegated Authority</b>				
<b>Submitted to Council on the 16th November, 2021</b>				
<p><b>Batch Payments 98, 99, 100, &amp; 101</b>, totalling <b>\$551,356.67</b> have been paid by delegated authority by the Chief Executive Officer and has been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.</p>				
<b>CHIEF EXECUTIVE OFFICER</b>				
<b>Batch Ref</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by delegated Authority</b>
BP 98.01	15/10/2021	BOC Limited	20l Liquid Nitrogen for Medical Centre	29.21
BP 98.02	15/10/2021	Bonnie West.	Travel Allowance for Childcare Relief	100.04
BP 98.03	15/10/2021	Bunnings Building Supplies Pty Ltd	Items for grounds Maintenance at Hoover House	445.18
BP 98.04	15/10/2021	ChemCentre	Provide Analysis of a Piece of Meat Believed to Contain Poisons	815.10
BP 98.05	15/10/2021	CyberSecure Pty Limited	Monthly Data Protection Services for Shire of Leonora September, 2021	250.80
BP 98.06	15/10/2021	D & S Building Service	Prepare Plot 60 Presbyterian Section of Leonora Cemetery in Readiness for Covering of Concrete and Fix Plaque to Feature Stone	1,232.00
BP 98.07	15/10/2021	Dave Hadden	Consulting/ Administration 2/10/21 - 9/10/21	6,407.50
BP 98.08	15/10/2021	Eagle Petroleum (WA) Pty Ltd	Fuel Cards for September, 2021	492.63
BP 98.09	15/10/2021	Elite Gym Hire	Hire of Gym Equipment for the Month of November, 2021	1,499.74
BP 98.10	15/10/2021	European Foods	Coffee for Hoover House	778.82
BP 98.11	15/10/2021	Goldfields Pest Control	Spraying of Road Verge, Laneways and Town St Verges	11,220.00
BP 98.12	15/10/2021	Hersey's Safety Pty Ltd	20l Toilet Chemical, Assorted Mechanical and Workshop Parts and 2 UHF Radios for Depot	3,353.97
BP 98.13	15/10/2021	Horizon Power	Power Supplied for Street Lights 1/9/21 - 30/9/21	5,340.14
BP 98.14	15/10/2021	Juwest Pty Ltd	Supply Only 25mpa Concrete for Lot 240 Hoover Street	2,886.40
BP 98.15	15/10/2021	Kayla Scott.	Reimbursement for Consumables for Hoover House and Linen for 11B Walton St	1,412.88
BP 98.16	15/10/2021	Leinster District Racing Club Inc	Leinster Community Grant 2021 - Supplier and Install Patio at Leinster Race Track	9,762.50
BP 98.17	15/10/2021	Leonora Motor Inn	Accommodation for P Craig for 6th October, 2021	145.00
BP 98.18	15/10/2021	LGISWA	Second Instalment Property Cover 2021-2022	61,974.40
BP 98.19	15/10/2021	Luck Thai Cleaning	Cleaning of Shire Facilities	7,722.00
BP 98.20	15/10/2021	Marketforce	Advertising - Public Notice Road Closure Laverton & Leonora	331.23
BP 98.21	15/10/2021	McMahon Burnett Transport	Fright for Depot and Main Office	376.94
BP 98.22	15/10/2021	Meglen Maintenance	Install New Shed at Lot 240 Hoover Street	7,260.00
BP 98.23	15/10/2021	Moore Australia	Accounting Services and 3 Days Onsite Support and Assistance with Review and Finalisation	32,615.73
BP 98.24	15/10/2021	NAPA Auto Parts	Supply 1 Heavy Duty Pressure Washer for Depot	8,354.50
BP 98.25	15/10/2021	Office National Kalgoorlie	Stationery for Main Office, Gwalia and Dr	790.93
BP 98.26	15/10/2021	Outback Parks&Lodges	Meals and Accommodation for J Spark	205.00
BP 98.27	15/10/2021	Penns Cartage Contractors	Freight for Pool	347.60
BP 98.28	15/10/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	874.15
			<b>Batch 98 Sub Total</b>	<b>\$167,024.39</b>

Batch Ref	Date	Name	Item	Payment by Delegated Authority
			<b>Batch 98 Balance Brought Forward</b>	<b>\$167,024.39</b>
BP 98.29	15/10/2021	Pier Street Medical	Medicals for New Employees for Depot	130.00
BP 98.30	15/10/2021	Prime Media Group Ltd	Promoting Leonora TV 12 Months Airtime September, 2021	1,100.00
BP 98.31	15/10/2021	Reward Hospitality	Catering Suppliers for Hoover House	163.87
BP 98.32	15/10/2021	Sigma Chemicals	Service Iclander Calibrate Photometer for Pool	434.50
BP 98.33	15/10/2021	Telstra	Fees and Charges for Camping Requisites 8/10/21 - 7/11/21	90.00
BP 98.34	15/10/2021	Toll Transport Pty Ltd	Fright for Depot and Pool	138.26
BP 98.35	15/10/2021	Vanguard Press	Fright and Handling of Northern Goldfields Maps and Brochures for the Month of September, 2021	316.80
BP 98.36	15/10/2021	WA Reticulation Supplies	Supply New Sprinklers for Oval	3,319.90
BP 98.37	15/10/2021	Western Australian Local Government Ass.	Advertising for 2021 Election and Enrolment of K Lord in Council Member Essentials eLearning Courses	2,350.00
BP 98.38	15/10/2021	Xstra Group Pty Ltd	PABX Hosting, Provision and Support per Extension. Service Rental per Month: November, 2021	523.02
			<b>Batch 98 Total</b>	<b>\$175,590.74</b>
BP 99.01	22/10/2021	Air Liquide W.A. Ltd	Medical Centre equipment	25.22
BP 99.02	22/10/2021	Canine Control	Ranger Services 13th - 17th October, 2021	4,215.24
BP 99.03	22/10/2021	Choices Flooring	Partial Replacement of Blinds for 1260 Fitzgerald Street	7,073.00
BP 99.04	22/10/2021	Dunning's	Deliver Approximate 30,000L of Diesel @ \$1.4572 Pre Litre Inc GST	43,714.64
BP 99.05	22/10/2021	Eagle Petroleum (WA) Pty Ltd	1000L Titan Truck Plus 15W40 Oil and 6 Boxes of Grease for Depot	5,545.32
BP 99.06	22/10/2021	Hood Haulage PTY LTD	Hire of Roadtrain Sidetipper 204hr @ \$200 per hour ex GST for Various Re-Sheeting Works Within S...	44,880.00
BP 99.07	22/10/2021	Jason Signmakers	Sign for Childcare Center	4,411.04
BP 99.08	22/10/2021	Juwest Pty Ltd	Replace Toilet Cistern, Replace Sink Mixer at Gwalia and Repair Burst Water Line at Depot	1,472.46
BP 99.09	22/10/2021	Kleenheat Gas	Rental Fees for 11A, 11B Walton St and 40B Hoover St	206.79
BP 99.10	22/10/2021	Landgate	Mining Schedule M2021/9	50.10
BP 99.11	22/10/2021	Leonora Bush Missions.	Financial Contribution Towards Costs Associated with the Youth Bush Mission During Annual School...	5,500.00
BP 99.12	22/10/2021	Leonora Drive Connectors	1 Flat Face Hydraulic Coupling and Supply 10m Fuel Delivery Hose for Depot	935.00
BP 99.13	22/10/2021	Marie Pointon.	6 Homemade Cakes for Hoover House	390.00
BP 99.14	22/10/2021	Marketforce	Advertising for Disposal of 13 Kurrajong St	261.14
BP 99.15	22/10/2021	McMahon Burnett Transport	Freight for Gwalia	112.49
BP 99.16	22/10/2021	Modern Teaching Aids Pty Ltd	Cleaning Supplies for Childcare Centre	83.63
BP 99.17	22/10/2021	Moore Australia	2 X Nuts and Bolts Course for K Scott and K Dubberley	1,782.00
BP 99.18	22/10/2021	Natural Gold Nuggets & Jewellery	Jewellery for Resale at Gwalia Plus Shipping	636.90
BP 99.19	22/10/2021	Northern Goldfields Electrical Pty Ltd	Disconnect Wiring in Kitchen, Replace All Power Points and Light Switches and Move Internet Conn...	1,760.00
BP 99.20	22/10/2021	Outback Parks&Lodges	3 Nights Accommodation for B West for Childcare Relief and Accommodation for Ranger	815.01
			<b>Batch 99 Sub Total</b>	<b>\$123,869.98</b>

Batch Ref	Date	Name	Item	Payment by Delegated Authority
			<b>Batch 99 Balance Brought Forward</b>	<b>\$123,869.98</b>
BP 99.21	22/10/2021	Penns Cartage Contractors	Fright for Childcare Centre and Pool	666.60
BP 99.22	22/10/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	649.85
BP 99.23	22/10/2021	Pilbara Environmental	Opuntionid Cactus Management Program	30,808.80
BP 99.24	22/10/2021	Randstad	Relief Staff for Childcare Centre Plus Meal Allowance 4/10/21 - 10/10/21	2,924.09
BP 99.25	22/10/2021	Receptive Security	New CCTV System Hard Drive Box Unit	935.00
BP 99.26	22/10/2021	Satellite Television & Radio Australia	Balance Remaining for Annual Remote Monitoring and On-site Inspection / Maintenance 2021	2,951.85
BP 99.27	22/10/2021	Sigma Chemicals	Repair Fee Robotic Cleaner at Pool	1,168.50
BP 99.28	22/10/2021	Specialised Tree Lopping	Prune, Remove and Grind Stumps to All Identified Trees and Prune Street Trees to Western Power S...	38,500.00
BP 99.29	22/10/2021	Telstra	Camping Requisites Fees and Charges 8/10/21 - 9/11/21 and Fees and Charges for CRC 10/10/21 - 11/11/21	4,135.00
BP 99.30	22/10/2021	Toll Transport Pty Ltd	Freight for Gwalia	52.57
BP 99.31	22/10/2021	Warren Neil Roper	Reimbursement for Police Check	57.60
BP 99.32	22/10/2021	Wurth Australia Pty Ltd	Parts and Consumables for Depot	177.94
BP 99.33	22/10/2021	Yogazeit Ltd.	Leonora Community Grant - Mindful Movement Education Program 'Mindful Hearts'	6,201.80
			<b>Batch 99 Total</b>	<b>\$213,099.58</b>
BP 100.01	29/10/2021	AYA Group Pty Ltd	Consumables for Information Centre, Main Office, Childcare Centre and Hoover House	1,857.79
BP 100.02	29/10/2021	Bidfood Kalgoorlie	Cleaning Supplies for Childcare Centre	127.75
BP 100.03	29/10/2021	Bunnings Building Supplies Pty Ltd	Building Supplies for Lot 240 Hoover Street	1,628.58
BP 100.04	29/10/2021	Dave Hadden	Consulting / Administration from 13/10/21 - 22/10/21	9,064.00
BP 100.05	29/10/2021	Documentary Services Pty Ltd	Transfer of 43 & 45 Gwalia Street, Leonora	1,208.43
BP 100.06	29/10/2021	Harvey Norman AV/IT Superstore Kalgoorlie	1 Rangehood for Lot 240 Hoover Street	160.00
BP 100.07	29/10/2021	Harvey Norman Furniture Kalgoorlie	Furniture for Lot 240 Hoover Street	4,373.00
BP 100.08	29/10/2021	Hocking Heritage Studio	Site visit for Prepare Content for Eyejack App	13,045.26
BP 100.09	29/10/2021	Horizon Power	Fees and Charges from 18/08/21 - 18/10/21 for Shire Properties	22,872.57
BP 100.10	29/10/2021	Jason Signmakers	Provide Services and Materials for Sign at Childcare Centre	1,265.00
BP 100.11	29/10/2021	Juwest Pty Ltd	Form and Pour Shed Slab at Lot 289 Queen Victoria	14,160.52
BP 100.12	29/10/2021	Kleenheat Gas	1 House Hold Gas Bottle for Hoover House and Lot 1142 Walton (North)	287.90
BP 100.13	29/10/2021	Leonora Motor Inn	Meals and Accommodation for R Clarke and G Dewar from Creative Spaces	540.00
BP 100.14	29/10/2021	Luck Thai Cleaning	Cleaning of Shire Facilities 11/10/21 - 24/10/21	7,425.00
BP 100.15	29/10/2021	Marketforce	Advertising in West Australian for Proposed Making of Local Laws - Cat Local Law, Dog Local Law ...	994.81
BP 100.16	29/10/2021	Moore Australia	Accounting Services for the September, 2021	20,350.00
BP 100.17	29/10/2021	Multiple Trades and Maintenance	Plumbing Work for Womens Group Labour and Consumables	1,610.57
BP 100.18	29/10/2021	NAPA Auto Parts	Supply 2 Compressors	1,100.00
			<b>Batch 100 Sub Total</b>	<b>\$102,071.18</b>

Batch Ref	Date	Name	Item	Payment by Delegated Authority
			<b>Batch 100 Balance Brought Forward</b>	<b>\$102,071.18</b>
BP 100.19	29/10/2021	Nature Play Solutions	Design and Construct Playground - Tower Street 40% Progress	165,147.40
BP 100.20	29/10/2021	Netlogic Information Technology	Resolve Minor Computer Issues for Staff for the Month of October, 2021	487.50
BP 100.21	29/10/2021	NGT Downer	Leonora Townsite CCTV Maintenance and Network Monitoring and Supply, Install and Commission Wireless Network Equipment Upgrade and Upgrade Field Network Switch	59,973.10
BP 100.22	29/10/2021	Northern Goldfields Electrical Pty Ltd	Reimbursement of Cost Paid for 90cm Dual Fuel Freestanding Cooker for Leonora Bowls Club, Repair Electrical Fault at White House Gwalia, Repair Electrical Fault at White House Gwalia, Test and Tag for all Shire Commercial Properties 2021 and Replacement/ Upgrade Lighting Inside and Out at Rec Centre	65,620.40
BP 100.23	29/10/2021	Office National Kalgoorlie	Stationary for Main Office, Gwalia and Pool	318.85
BP 100.24	29/10/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	719.85
BP 100.25	29/10/2021	Randstad	Relief Staff for Childcare Centre Plus Meal Allowance 11/10/21 - 17/10/21	6,314.23
BP 100.26	29/10/2021	ResOnline Pty Ltd	Hosting of Online Booking Console for Hoover House Annual Subscription	1,016.40
BP 100.27	29/10/2021	Stephen Peacock Construction	Lining and renovation of storage shed to high standard so that it can become the Collections Sto...	18,700.00
BP 100.28	29/10/2021	Toll Transport Pty Ltd	Freight for Main Office, Pool, Gwalia and Depot	559.20
			<b>Batch 100 Total</b>	<b>\$420,928.11</b>
BP 101.01	05/11/2021	AFGRI Equipment Australia Pty Ltd	A/C Parts and 400hr Service for P2431	7,995.94
BP 101.02	05/11/2021	Alan Cutting	Reimbursement for 11 Queen Vic St and 40B Hoover St	43.71
BP 101.03	05/11/2021	BOC Limited	Container Service Supplied to Depot and Dr	127.57
BP 101.04	05/11/2021	Canine Control	Ranger Services 26th - 28th October, 2021	4,215.24
BP 101.05	05/11/2021	Coastline Mowers	Supply Water Pump, Gasket and Bolts for P15	310.15
BP 101.06	05/11/2021	Conway Highbury Pty Ltd	Changes to Existing Local Laws	1,485.00
BP 101.07	05/11/2021	Creative Spaces	Progress for Design Work Undertaken for Gwalia Museum	9,916.23
BP 101.08	05/11/2021	Eagle Petroleum (WA) Pty Ltd	Fuel Cards for October, 2021	467.32
BP 101.09	05/11/2021	Goldfields Locksmiths	Supply 2 Patio Bolts for Youth Services Building Keyed to 12.1	279.14
BP 101.10	05/11/2021	Heatley's Sales Pty Ltd	Supply Toilet Paper to Airport, Recreation Centre, Public Toilets and Depot	352.00
BP 101.11	05/11/2021	Horizon Power	Fees and Charges for LOT 16 Tower St 25/09/21 - 26/10/21	342.84
BP 101.12	05/11/2021	Hurst Contracting.	Dry Hire of Mach Water Cart for 21 Days on Wonganoo Road @ \$300 per Day	6,930.00
BP 101.13	05/11/2021	In A Box Holdings Pty Ltd	Domain Registration for Leonora Golden Gift Website (24 Month Service 18/01/2022-17/01/2024)	56.00
BP 101.14	05/11/2021	Jim Epis -	Recreation Allowance as per Contract	6,660.97
BP 101.15	05/11/2021	Juwest Pty Ltd	Locate Stormwater Pipe Through Retaining Wall and Connect Patio and Main Roof to it at Lot 240 Hoover St and Supply and Replace Water Filter at Day Childcare Centre	1,030.48
BP 101.16	05/11/2021	Komatsu Australia Pty Ltd	Full Set of Cutting Edges for P202	3,189.37
BP 101.17	05/11/2021	Landgate	Online Transactions for October, 2021	299.20
			<b>Batch 101 Sub Total</b>	<b>\$43,701.16</b>

Batch Ref	Date	Name	Item	Payment by Delegated Authority
			<b>Batch 101 Balance Brought Forward</b>	<b>\$43,701.16</b>
BP 101.18	05/11/2021	Leonora Painting Services	Full Interior Paint of Lot 240 Hoover Street Including Hole and Crack Patching, Interior Painting to Walls at Depot and Painting Out Graffiti on Fences and Building Within Leonora Townsite	12,320.00
BP 101.19	05/11/2021	Leonora Post Office	Postage for Main Office, Gwalia and Info Centre, External Hard Drive for Childcare CCTV and 14 \$...	1,360.80
BP 101.20	05/11/2021	McGinty and Co Pty Ltd	To construct Gable Roof Shed and Additional Works Identified as a Result of the Construction Stratco Gable Roof Shed at 35 Hoover St	15,169.00
BP 101.21	05/11/2021	NAPA Auto Parts	Supply 1 New Alternator of the Grader Camp Genset	223.30
BP 101.22	05/11/2021	Natural Gold Nuggets & Jewellery	Gold Plated Playing Cards for Resale at Gwalia	2,365.00
BP 101.23	05/11/2021	Netlogic Information Technology	Resolve Minor Computer Issues for Staff for the Month of October	270.08
BP 101.24	05/11/2021	Nicholas Justin Gahan	To Provide Labouring Service to Assist During Creative Spaces Visit	2,860.00
BP 101.25	05/11/2021	Office National Kalgoorlie	Stationery for Main Office and Gwalia and 2 X Flip Top Tables for Womens Group	1,325.02
BP 101.26	05/11/2021	Outback Parks&Lodges	Accommodation for Ranger and 5 nights Accommodation for B Parker and R Kither	2,760.00
BP 101.27	05/11/2021	Peter Craig.	President's Allowance 2021	30,000.00
BP 101.28	05/11/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	925.65
BP 101.29	05/11/2021	Pier Street Medical	Pre Employment Medical and Instant D&A for New Depot Employee	196.00
BP 101.30	05/11/2021	Prosegur Australia Pty Ltd	Monthly Fees for ATM September, 2021	3,045.06
BP 101.31	05/11/2021	Randstad	9 Days Relief Staff for Childcare Centre T Watson Plus Mean Allowance 11/10/21 - 24/10/21	3,749.10
BP 101.32	05/11/2021	Ross Norrie -	Deputy President's Allowance 2021	7,500.00
BP 101.33	05/11/2021	Royal Life Saving (WA Branch)	HSI Smart Pads Adult and Child for Pool	126.50
BP 101.34	05/11/2021	Slater-Gartrell Sports	3 Netballs and 2 Sets of Bibs for Rec Centre	220.00
BP 101.35	05/11/2021	Stratco (WA) Pty Ltd	Materials for Fence at Lot 240 Hoover Street	543.44
BP 101.36	05/11/2021	Toll Transport Pty Ltd	Freight for Pool and Depot	125.05
BP 101.37	05/11/2021	WesTrac Pty Ltd	1 Turbo, Studs, Nuts and Gaskets	1,063.97
BP 101.38	05/11/2021	Wurth Australia Pty Ltd	Parts and Consumables for Depot	579.43
			<b>Batch 101 Total</b>	<b>\$130,428.56</b>
			<b>GRAND TOTAL BATCH PAYMENTS</b>	<b>\$551,356.67</b>

<b>Shire of Leonora</b>				
<b>Monthly Report – List of Accounts Paid by Delegated Authority</b>				
<b>Submitted to Council on the 16th November, 2021</b>				
The following list of accounts has been paid under delegation by the Chief Executive Officer, since the previous list of accounts. <b>Cheques 25817 to 25818</b> , and Payroll Liability payments since the previous list of accounts paid by Delegated Authority totalling <b>\$247,996.58</b>				
<b>CHIEF EXECUTIVE OFFICER</b>				
<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>
PPE18102021	19/10/2021	Shire of Leonora	Salaries & Wages PPE: 18/10/2021	91,832.45
25817	21/10/2021	Australian Taxation Office	Bas September, 2021	70,296.00
PL19102021	21/10/2021	Shire of Leonora	Payroll liabilities PPE: 18/10/2021	1,395.28
25818	27/10/2021	Australian Taxation Office	VOID: Penalty for Failure to Lodge Activity Statement on Time July, 2021 - Used Existing Credit	0.00
PPE02112021	02/11/2021	Shire of Leonora	Salaries & Wages PPE: 1/11/2021	82,853.97
PL03112021	04/11/2021	Shire of Leonora	Payroll liabilities PPE: 1/11/2021	1,618.88
			<b>GRAND TOTAL</b>	<b>247,996.58</b>

**11.0 REPORTS OF OFFICERS**

**11.3 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR**  
Nil

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

**A. ELECTED MEMBERS**

Nil

**B. OFFICERS**

Nil

**13.0 STATE COUNCIL AGENDA**  
Nil

**14.0 NEXT MEETING**  
Tuesday 21<sup>st</sup> December, 2021

**15.0 CLOSURE OF MEETING**  
There being no further business, the Shire President Cr PJ Craig declared the meeting closed at **11:17am.**