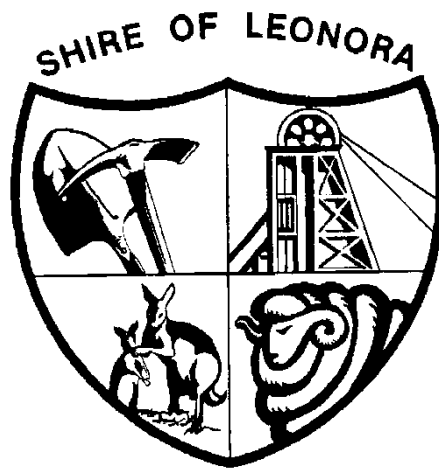


SHIRE OF LEONORA

NOTICE OF AN ORDINARY COUNCIL MEETING



DEAR COUNCIL MEMBER,
THE NEXT ORDINARY MEETING OF THE SHIRE OF LEONORA
WILL BE HELD ON TUESDAY, 18TH AUGUST, 2020 IN THE SHIRE
OF LEONORA COUNCIL CHAMBERS AT 9:30AM

JG EPIS
CHIEF EXECUTIVE OFFICER

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

SHIRE OF LEONORA

INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:-

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

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

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

JG EPIS
CHIEF EXECUTIVE OFFICER

COUNCIL MEETING INFORMATION NOTES

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

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

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

5. **Councillors** may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter **trivial, insignificant or in common with a significant number of electors or ratepayers**. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have financial interest in a matter in the Agenda. The member of staff must declare that interest and generally the Chairman of the meeting will advise the Officer if he/she is to leave the meeting.

6. Agendas including an Information Bulletin are delivered to the Councillors within the requirements of the Local Government Act 1995, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by staff. An Agenda item including a recommendation will then be submitted to Council for consideration.

The Agenda closes the Wednesday week prior to the Council Meeting (i.e. six (6) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

7. Agendas for Ordinary Meetings are available in the Leonora Shire office and Leonora library seventy-two (72) hours prior to the meeting and the public are invited to secure a copy.

8. Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendation until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).
9. Public Question Time – Statutory Provisions – Local Government Act 1995
Time is to be allocated for questions to be raised by members of the public and responded to at:
 - (a) Every ordinary meeting of Council; and
 - (b) Such other meetings of Council or committees as may be prescribed

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

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

Local Government (administration) Regulations 1996

- Reg 5 For the purpose of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are:
- (a) Every special meeting of a Council; and
 - (b) Every meeting of a committee to which the local government has delegated a power or duty.

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

- Reg 6 (1) The minimum time to be allocated for asking of and responding to questions raised by members of the public at ordinary meetings of Council and meetings referred to in regulation 5 is fifteen (15) minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

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

Local Government (Administration) Regulations 1996

- Reg 7 (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6 (1) are to be determined:
- (a) by the person presiding at the meeting; or
 - (b) in the case where the majority of the members of the Council or committee present at the meeting disagree with the person presiding, by the majority of the members, having regard to the requirements of sub regulations (2) and (3).

- (2) The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by Council or committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask a question and receive a response.
- (4) Nothing in sub regulation (3) requires:
 - (a) A Council to answer a question that does not relate to a matter affecting the local government;
 - (b) A Council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
 - (c) A committee to answer a question that does not relate to a function of the committee.

10. Public Inspection of Unconfirmed Minutes (Reg 13)

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

SHIRE OF LEONORA
ORDER OF BUSINESS FOR MEETING TO BE HELD
TUESDAY 18TH AUGUST, 2020.

*COLOUR
CODING*

1. **DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS/
FINANCIAL INTEREST DISCLOSURES**

At 10:45am: Ms Regina Alexandra Carson for Australian Citizenship
Presentation
2. **DISCLAIMER NOTICE**
3. **COUNCIL MEETING INFORMATION NOTES**
4. **RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE
(PREVIOUSLY APPROVED)**
5. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
6. **PUBLIC QUESTION TIME**
7. **APPLICATIONS FOR LEAVE OF ABSENCE**
8. **PETITIONS / DEPUTATIONS / PRESENTATIONS**
- White* 9. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**
(Sent out previously)
Draft motion: That the Minutes of the Ordinary Meeting held on 21st July, 2020,
and the Minutes of the Special Meeting of Council held on 28th July, 2020 be
confirmed as a true and accurate record.
10. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT
DISCUSSION**
- Pink* 11. **REPORTS OF OFFICERS**
 - 11.1 **Chief Executive Officer**
 - a) Road Dedication – Malcolm Dam Road
 - Blue* 11.2 **Deputy Chief Executive Officer**
 - a) Monthly Financial Statements – 31st July, 2020
 - b) Accounts for Payment
 - c) Purchasing Policy
 - Green* 11.3 **Environmental Health Officer**
 - a) Unmanned 24-hour Fuel Facility
12. **NEW BUSINESS OF AN URGENT NATURE
INTRODUCED BY DECISION OF THE MEETING**
 - a) Elected Members
 - b) Officers
13. **STATE COUNCIL AGENDA**
14. **NEXT MEETING Tuesday 15th September, 2020**
15. **CLOSURE OF MEETING**

11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(A) ROAD DEDICATION – MALCOLM DAM ROAD

SUBMISSION TO: Meeting of Council
Meeting Date: 18th August, 2020

AGENDA REFERENCE: 11.1 (A) AUG 20

SUBJECT: Road Dedication – Malcolm Dam Road

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Road Dedication 7.7

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 22nd July, 2020

BACKGROUND

In 1903 the “Malcolm Dam Road” was constructed by the Western Australian Government to service water supply for steam trains operating in the region. (see attached plan)

At that time, the road connected the Leonora-Laverton Road with the man-built Malcolm Dam. Malcolm Dam itself and surrounding area is protected by Recreation and Water Reserve 8946 over which the Shire of Leonora has management control.

Management goals of the Reserve are:

- i. to conserve the indigenous species of plants and animals, the aesthetic values and the natural environmental process occurring on the reserve; and
- ii. to facilitate the public enjoyment of the natural attributes of the reserve by providing for camping and passive recreational activities in a manner that does not compromise the conservation and other management activities.

The land between the Malcolm Dam Reserve and the Leonora-Laverton Road is protected by Common Reserve 7521, which again the Shire of Leonora has management control.

Even though the “Malcolm Dam Road” has never been surveyed nor dedicated, it is my understanding that the road has been continually maintained since 1903 by the Mount Malcolm Roads Board (1903 to 1917), Leonora-Malcolm Roads Board (1917 to 1930), Leonora Roads Board 1930 to 1961) and since that time, the Shire of Leonora.

In regards Heritage, it should be noted that this proposal/project is a land tenure project only. The object is to formalise the tenure under and adjacent to an existing formed road generally in accordance with existing improvements. No fencing exists. Road dedication formalities would have no affect on the normal day to day activities on the land.

Subject to the receipt of a local government resolution and at the completion of formal action, the Hon Minister for Lands would proceed to acquire and dedicate the subject land as road reserve and amend adjacent properties accordingly.

STATUTORY ENVIRONMENT

In accordance with Section 56 of the *Land Administration Act 1997* and Regulation 8 of the *Land Administration Regulations 1998*.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no costs involved in the dedication process however survey costs and drafting expenses could amount to about \$15,000.00.

STRATEGIC IMPLICATIONS

Upgrading of road will improve safety for all motorists.

RECOMMENDATIONS

That Council resolve to:

- (i) Request of the Minister for Lands that the road commonly known as the Malcolm Dam Road be dedicated as a public road reserve
- (ii) Provide notice to public utility providers and other government departments of Council's intention
- (iii) Indemnify in favour of the Minister for Lands against any claims for compensation (other than a claim for compensation in respect of land referred to in Section 56(6) of the *Land Administration Act 1997*) in an amount equal to the amount of all costs and expenses reasonably incurred by Department of Planning, Lands and Heritage on behalf of the Minister for Lands in considering and granting the request
- (iv) Engage the services of a Licenced Surveyor to undertake the survey works as required.

VOTING REQUIREMENT

Simple Majority Required

SIGNATURE

Chief Executive Officer

11.0 REPORTS OF OFFICERS
11.2 DEPUTY CHIEF EXECUTIVE OFFICER
11.2(A) MONTHLY FINANCIAL STATEMENTS

SUBMISSION TO: Meeting of Council
Meeting Date: 18th August, 2020

AGENDA REFERENCE: 11.2 (A) AUG 20

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: Linda Gray

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 12th August, 2020

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 July, 2020 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 31st July, 2020
- (c) Material Variances – 31st July, 2020

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 July, 2020 consisting of:

- (a) **Compilation Report**
- (b) **Statement of Financial Activity – 31st July, 2020**
- (c) **Material Variances – 31st July, 2020**

be accepted.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

12 August 2020

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

COMPILATION REPORT TO THE SHIRE OF LEONORA

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Leonora, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 July 2020. 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](http://www.moore-australia.com.au)

SHIRE OF LEONORA
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 July 2020

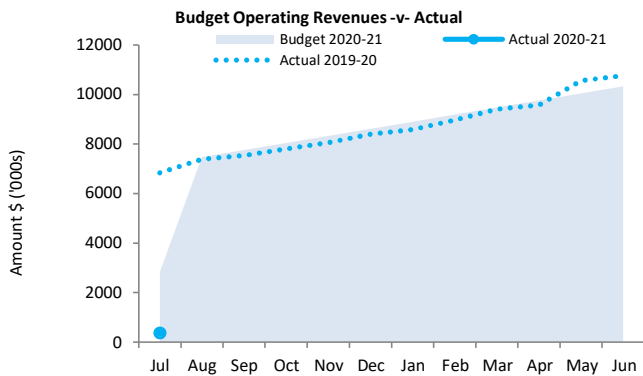
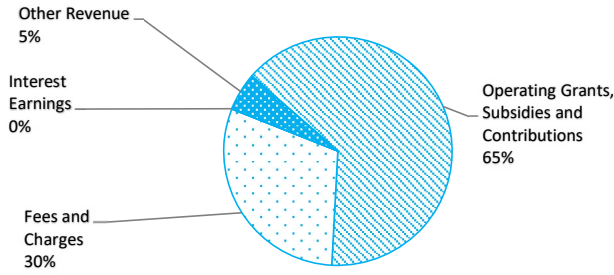
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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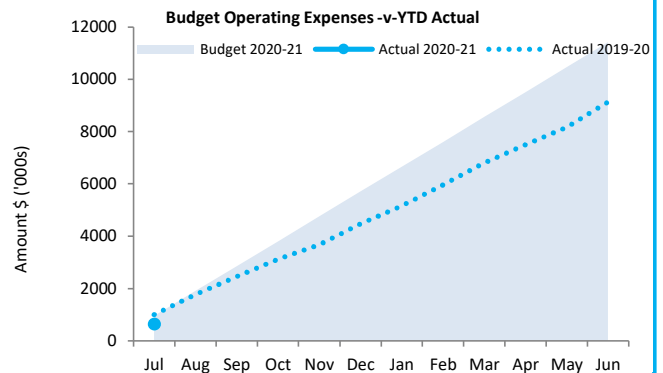
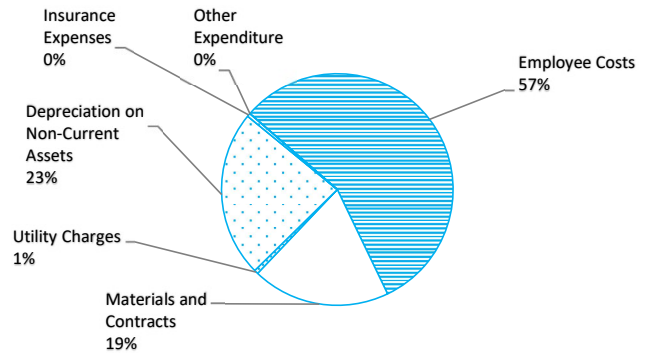
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OPERATING ACTIVITIES

OPERATING REVENUE

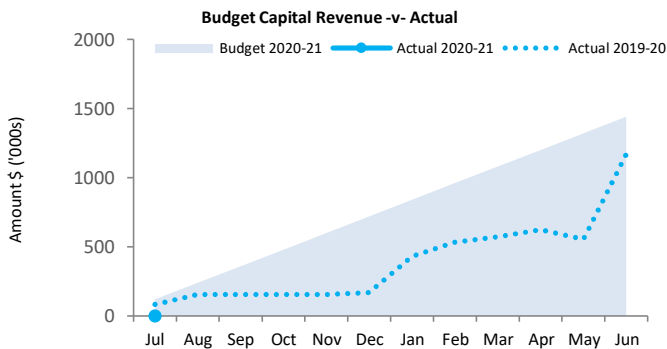


OPERATING EXPENSES

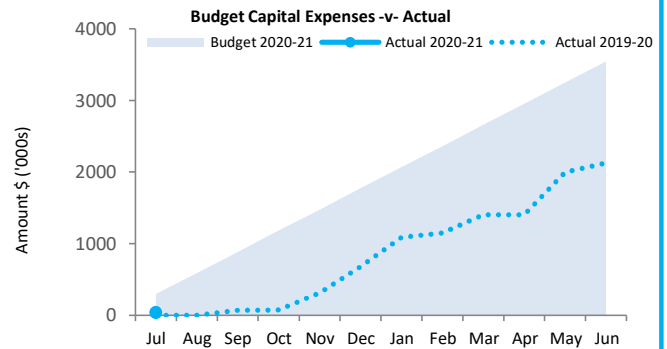


INVESTING ACTIVITIES

CAPITAL REVENUE

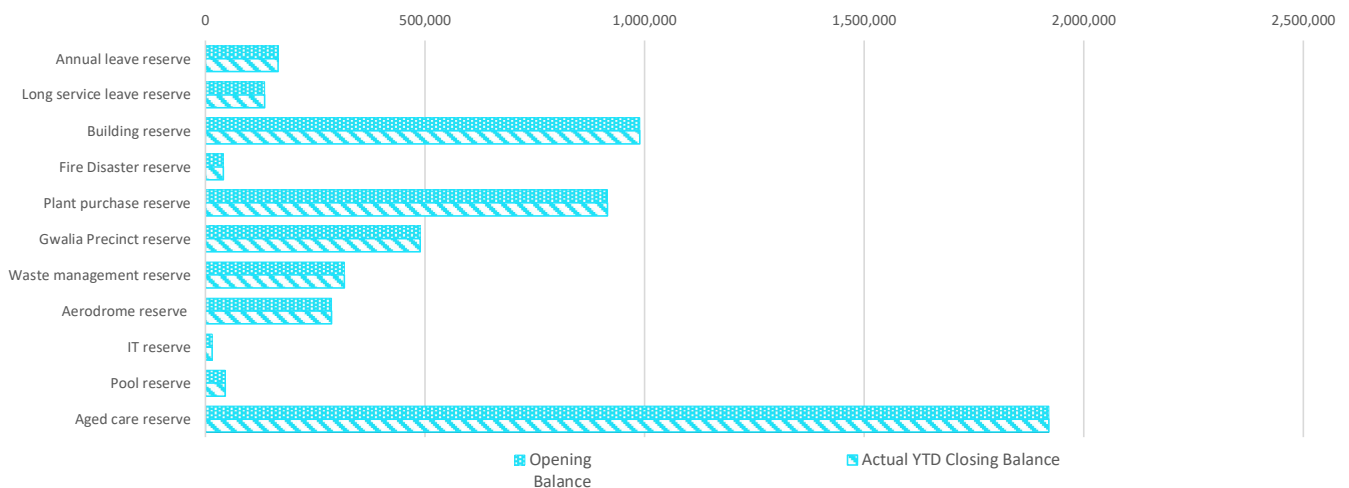


CAPITAL EXPENSES



FINANCING ACTIVITIES

RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)

| | Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
|---------|----------------|----------------|----------------|-----------------|
| Opening | \$2.68 M | \$2.68 M | \$2.65 M | (\$0.03 M) |
| Closing | \$0.00 M | \$1.96 M | \$2.50 M | \$0.54 M |

Refer to Statement of Financial Activity

Cash and cash equivalents

| | \$7.47 M | % of total |
|-------------------|----------|------------|
| Unrestricted Cash | \$2.15 M | 28.8% |
| Restricted Cash | \$5.32 M | 71.2% |

Refer to Note 2 - Cash and Financial Assets

Payables

| | \$0.14 M | % Outstanding |
|----------------|----------|---------------|
| Trade Payables | \$0.00 M | |
| Over 30 Days | | 0.0% |
| Over 90 Days | | 0% |

Refer to Note 5 - Payables

Receivables

| | \$0.38 M | % Collected |
|------------------|----------|-------------|
| Rates Receivable | \$0.17 M | 14.7% |
| Trade Receivable | \$0.38 M | |
| Over 30 Days | | 76.3% |
| Over 90 Days | | 2.9% |

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

| Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
|----------------|----------------|----------------|-----------------|
| \$0.68 M | (\$0.52 M) | (\$0.11 M) | \$0.40 M |

Refer to Statement of Financial Activity

Rates Revenue

| YTD Actual | \$0.00 M | % Variance |
|------------|----------|------------|
| YTD Budget | \$0.00 M | #DIV/0! |

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

| YTD Actual | \$0.25 M | % Variance |
|------------|----------|------------|
| YTD Budget | \$0.12 M | 104.8% |

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges

| YTD Actual | \$0.12 M | % Variance |
|------------|----------|------------|
| YTD Budget | \$0.14 M | (19.4%) |

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

| Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
|----------------|----------------|----------------|-----------------|
| (\$2.10 M) | (\$0.20 M) | (\$0.04 M) | \$0.16 M |

Refer to Statement of Financial Activity

Proceeds on sale

| YTD Actual | \$0.00 M | % |
|----------------|----------|----------|
| Adopted Budget | \$0.33 M | (100.0%) |

Refer to Note 7 - Disposal of Assets

Asset Acquisition

| YTD Actual | \$0.04 M | % Spent |
|----------------|----------|---------|
| Adopted Budget | \$3.54 M | (98.9%) |

Refer to Note 8 - Capital Acquisition

Capital Grants

| YTD Actual | \$0.00 M | % Received |
|----------------|----------|------------|
| Adopted Budget | \$1.11 M | (100.0%) |

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

| Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
|----------------|----------------|----------------|-----------------|
| (\$1.27 M) | (\$0.00 M) | (\$0.00 M) | \$0.00 M |

Refer to Statement of Financial Activity

Borrowings

| | |
|----------------------|----------|
| Principal repayments | \$0.00 M |
| Interest expense | \$0.00 M |
| Principal due | \$0.00 M |

Refer to Note 8 - Borrowings

Reserves

| | |
|------------------|----------|
| Reserves balance | \$5.32 M |
| Interest earned | \$0.00 M |

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.
- (b) Roads Grant - An unimproved road grant allocated by the Federal Government and again distributed by the Grants Commission utilising a pre-determined formula.
- (c) Administration costs allocated to grants refers to the costs associated in 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 JULY 2020**

STATUTORY REPORTING PROGRAMS

| | Ref Note | Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|-------------|---------------------|----------------------|----------------------|--------------------|-----------------------|------|
| | | \$ | \$ | \$ | \$ | % | |
| Opening funding surplus / (deficit) | 1(c) | 2,683,641 | 2,683,641 | 2,653,655 | (29,986) | (1.12%) | |
| Revenue from operating activities | | | | | | | |
| Governance | | 1,530 | 128 | 0 | (128) | (100.00%) | |
| General purpose funding - general rates | 6 | 6,903,219 | 0 | 0 | 0 | 0.00% | |
| General purpose funding - other | | 589,993 | 49,166 | 407 | (48,759) | (99.17%) | ▼ |
| Law, order and public safety | | 9,950 | 829 | 0 | (829) | (100.00%) | |
| Health | | 36,095 | 3,008 | 2,542 | (466) | (15.49%) | |
| Education and welfare | | 300,800 | 25,067 | 14,517 | (10,550) | (42.09%) | |
| Housing | | 44,795 | 3,733 | 5,428 | 1,695 | 45.41% | |
| Community amenities | | 423,146 | 35,262 | 7,291 | (27,971) | (79.32%) | ▼ |
| Recreation and culture | | 310,746 | 25,896 | 23,919 | (1,977) | (7.63%) | |
| Transport | | 776,870 | 64,739 | 210,912 | 146,173 | 225.79% | ▲ |
| Economic services | | 787,208 | 65,601 | 100,444 | 34,843 | 53.11% | ▲ |
| Other property and services | | 143,500 | 11,958 | 16,835 | 4,877 | 40.78% | |
| | | 10,327,852 | 285,387 | 382,295 | 96,908 | | |
| Expenditure from operating activities | | | | | | | |
| Governance | | (702,267) | (58,522) | (21,810) | 36,712 | 62.73% | ▲ |
| General purpose funding | | (418,515) | (34,876) | (29,526) | 5,350 | 15.34% | |
| Law, order and public safety | | (209,030) | (17,419) | (4,867) | 12,552 | 72.06% | |
| Health | | (877,273) | (73,106) | (75,964) | (2,858) | (3.91%) | |
| Education and welfare | | (777,829) | (64,819) | (56,534) | 8,285 | 12.78% | |
| Community amenities | | (361,499) | (30,125) | (62,201) | (32,076) | (106.48%) | ▼ |
| Recreation and culture | | (1,704,445) | (142,037) | (83,680) | 58,357 | 41.09% | ▲ |
| Transport | | (3,479,034) | (280,293) | (308,476) | (28,183) | (10.05%) | ▼ |
| Economic services | | (3,020,648) | (251,721) | (93,675) | 158,046 | 62.79% | ▲ |
| Other property and services | | (15,000) | 1,342 | 90,208 | 88,866 | 6621.91% | ▲ |
| | | (11,565,540) | (951,576) | (646,525) | 305,051 | | |
| Non-cash amounts excluded from operating activities | 1(a) | 1,920,718 | 147,841 | 150,353 | 2,512 | 1.70% | |
| Amount attributable to operating activities | | 683,030 | (518,348) | (113,877) | 404,471 | | |
| Investing Activities | | | | | | | |
| Proceeds from non-operating grants, subsidies and contributions | 12 | 1,110,213 | 92,518 | 0 | (92,518) | (100.00%) | ▼ |
| Proceeds from disposal of assets | 7 | 331,000 | 0 | 0 | 0 | 0.00% | |
| Payments for property, plant and equipment and infrastructure | 8 | (3,542,524) | (295,210) | (39,997) | 255,213 | 86.45% | ▲ |
| Amount attributable to investing activities | | (2,101,311) | (202,692) | (39,997) | 162,695 | | |
| Financing Activities | | | | | | | |
| Transfer from reserves | 9 | 250,000 | 0 | 0 | 0 | 0.00% | |
| Transfer to reserves | 9 | (1,515,360) | (213) | (213) | 0 | 0.00% | |
| Amount attributable to financing activities | | (1,265,360) | (213) | (213) | 0 | | |
| Closing funding surplus / (deficit) | 1(c) | 0 | 1,962,388 | 2,499,568 | | | |

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 13 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 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 JULY 2020

NATURE OR TYPE DESCRIPTIONS

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.

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 JULY 2020**

BY NATURE OR TYPE

| | Ref Note | Adopted Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|-------------|---------------------|----------------------|----------------------|--------------------|-----------------------|------|
| | | \$ | \$ | \$ | \$ | % | |
| Opening funding surplus / (deficit) | 1(c) | 2,683,641 | 2,683,641 | 2,653,655 | (29,986) | (1.12%) | |
| Revenue from operating activities | | | | | | | |
| Rates | 6 | 6,903,219 | 0 | 0 | 0 | 0.00% | |
| Operating grants, subsidies and contributions | 11 | 1,443,953 | 120,329 | 246,419 | 126,090 | 104.79% | ▲ |
| Fees and charges | | 1,717,206 | 143,101 | 115,270 | (27,831) | (19.45%) | ▼ |
| Interest earnings | | 44,000 | 3,667 | 307 | (3,360) | (91.63%) | |
| Other revenue | | 219,474 | 18,290 | 20,299 | 2,009 | 10.98% | |
| | | 10,327,852 | 285,387 | 382,295 | 96,908 | | |
| Expenditure from operating activities | | | | | | | |
| Employee costs | | (2,245,080) | (187,090) | (365,240) | (178,150) | (95.22%) | ▼ |
| Materials and contracts | | (6,736,538) | (561,378) | (124,233) | 437,145 | 77.87% | ▲ |
| Utility charges | | (305,200) | (25,433) | (3,649) | 21,784 | 85.65% | ▲ |
| Depreciation on non-current assets | | (1,774,091) | (147,841) | (150,353) | (2,512) | (1.70%) | |
| Insurance expenses | | (241,690) | (20,141) | (2,837) | 17,304 | 85.91% | ▲ |
| Other expenditure | | (116,314) | (9,693) | (213) | 9,480 | 97.80% | |
| Loss on disposal of assets | 7 | (146,627) | 0 | 0 | 0 | 0.00% | |
| | | (11,565,540) | (951,576) | (646,525) | 305,051 | | |
| Non-cash amounts excluded from operating activities | | | | | | | |
| | 1(a) | 1,920,718 | 147,841 | 150,353 | 2,512 | 1.70% | |
| Amount attributable to operating activities | | 683,030 | (518,348) | (113,877) | 404,471 | | |
| Investing activities | | | | | | | |
| Proceeds from non-operating grants, subsidies and contributions | 12 | 1,110,213 | 92,518 | 0 | (92,518) | (100.00%) | ▼ |
| Proceeds from disposal of assets | 7 | 331,000 | 0 | 0 | 0 | 0.00% | |
| Payments for property, plant and equipment and infrastructure | 8 | (3,542,524) | (295,210) | (39,997) | 255,213 | 86.45% | ▲ |
| Amount attributable to investing activities | | (2,101,311) | (202,692) | (39,997) | 162,695 | | |
| Financing Activities | | | | | | | |
| Transfer from reserves | 9 | 250,000 | 0 | 0 | 0 | 0.00% | |
| Transfer to reserves | 9 | (1,515,360) | (213) | (213) | 0 | 0.00% | |
| Amount attributable to financing activities | | (1,265,360) | (213) | (213) | 0 | | |
| Closing funding surplus / (deficit) | 1(c) | 0 | 1,962,388 | 2,499,568 | 537,180 | | |

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

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 , Regulation 34* . Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

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 report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 11 August 2020

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.

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. A separate statement of those monies

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.

(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) |
|--|-------|------------------|----------------|----------------|
| Non-cash items excluded from operating activities | | | | |
| | | \$ | \$ | \$ |
| Adjustments to operating activities | | | | |
| Add: Loss on asset disposals | 7 | 146,627 | 0 | 0 |
| Add: Depreciation on assets | | 1,774,091 | 147,841 | 150,353 |
| Total non-cash items excluded from operating activities | | 1,920,718 | 147,841 | 150,353 |

(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 2020 | This Time Last Year 31 July 2019 | Year to Date 31 July 2020 |
|--|----|-----------------------------------|-------------------------------------|------------------------------|
| Adjustments to net current assets | | | | |
| Less: Reserves - restricted cash | 9 | (5,315,507) | (3,330,780) | (5,315,720) |
| Add: Provisions - employee | 10 | 145,175 | 198,195 | 145,175 |
| Add: Wages liability | | 0 | 94,225 | 0 |
| Total adjustments to net current assets | | (5,170,332) | (3,038,360) | (5,170,545) |

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

| | | | | |
|--|------|--------------------|--------------------|--------------------|
| Current assets | | | | |
| Cash and cash equivalents | 2 | 7,545,391 | 4,891,479 | 7,469,701 |
| Rates receivables | 3 | 195,415 | 6,888,688 | 166,657 |
| Receivables | 3 | 274,070 | 489,870 | 377,857 |
| Other current assets | 4 | 89,353 | 102,985 | 76,347 |
| Less: Current liabilities | | | | |
| Payables | 5 | (55,067) | (761,996) | (143,342) |
| Contract liabilities | 10 | (80,000) | 0 | (131,932) |
| Provisions | 10 | (145,175) | (198,195) | (145,175) |
| Less: Total adjustments to net current assets | 1(b) | (5,170,332) | (3,038,360) | (5,170,545) |
| Closing funding surplus / (deficit) | | 2,653,655 | 8,374,471 | 2,499,568 |

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 |
|---------------------------|---------------------------|------------------|------------------|------------------|----------|--------------|---------------|---------------|
| | | \$ | \$ | \$ | | | | |
| Cash on hand | | | | | | | | |
| Municipal bank | Cash and cash equivalents | 2,152,711 | 0 | 2,152,711 | 0 | NAB | Variable | Nil |
| Petty cash and floats | Cash and cash equivalents | 1,270 | 0 | 1,270 | 0 | Cash on hand | Nil | Nil |
| Reserve bank | Cash and cash equivalents | 0 | 5,315,720 | 5,315,720 | 0 | NAB | Variable | Nil |
| Total | | 2,153,981 | 5,315,720 | 7,469,701 | 0 | | | |
| Comprising | | | | | | | | |
| Cash and cash equivalents | | 2,153,981 | 5,315,720 | 7,469,701 | 0 | | | |
| | | 2,153,981 | 5,315,720 | 7,469,701 | 0 | | | |

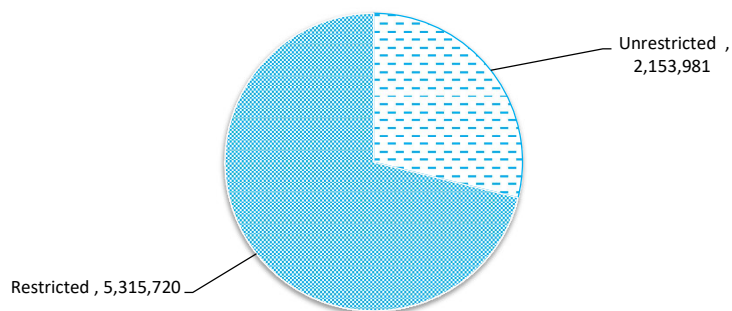
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 JULY 2020**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

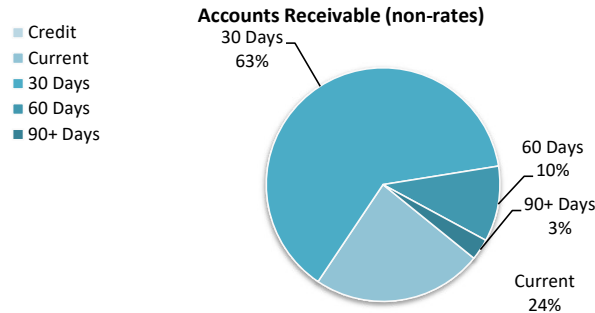
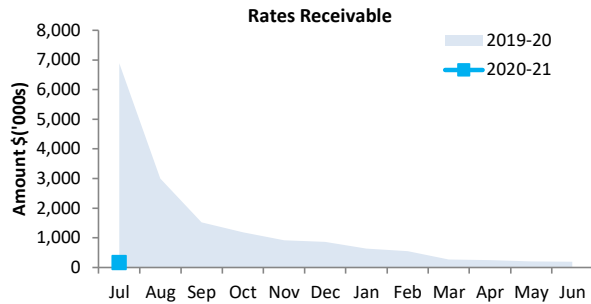
| Rates receivable | 30 Jun 2020 | 31 Jul 2020 |
|--------------------------------|----------------|----------------|
| | \$ | \$ |
| Opening arrears previous years | 165,403 | 195,415 |
| Levied this year | 6,448,237 | 0 |
| Less - collections to date | (6,418,225) | (28,758) |
| Equals current outstanding | 195,415 | 166,657 |
| Net rates collectable | 195,415 | 166,657 |
| % Collected | 97% | 14.7% |

| Receivables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|--------|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Receivables - general | 0 | 89,500 | 239,089 | 39,588 | 11,110 | 379,287 |
| Percentage | 0.0% | 23.6% | 63% | 10.4% | 2.9% | |
| Balance per trial balance | | | | | | |
| Sundry receivable | | | | | | 379,287 |
| Allowance for impairment of receivables | | | | | | (6,030) |
| Undeposited cash | | | | | | 4,600 |
| Total receivables general outstanding | | | | | | 377,857 |

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.



| Other current assets | Opening Balance 1 July 2020 | Asset Increase | Asset Reduction | Closing Balance 31 July 2020 |
|--|-----------------------------------|-------------------|--------------------|------------------------------------|
| | \$ | \$ | \$ | \$ |
| Inventory | | | | |
| Stores on hand | 89,353 | 0 | (13,006) | 76,347 |
| Total other current assets | 89,353 | 0 | (13,006) | 76,347 |
| Amounts shown above include GST (where applicable) | | | | |

KEY INFORMATION

Inventory

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

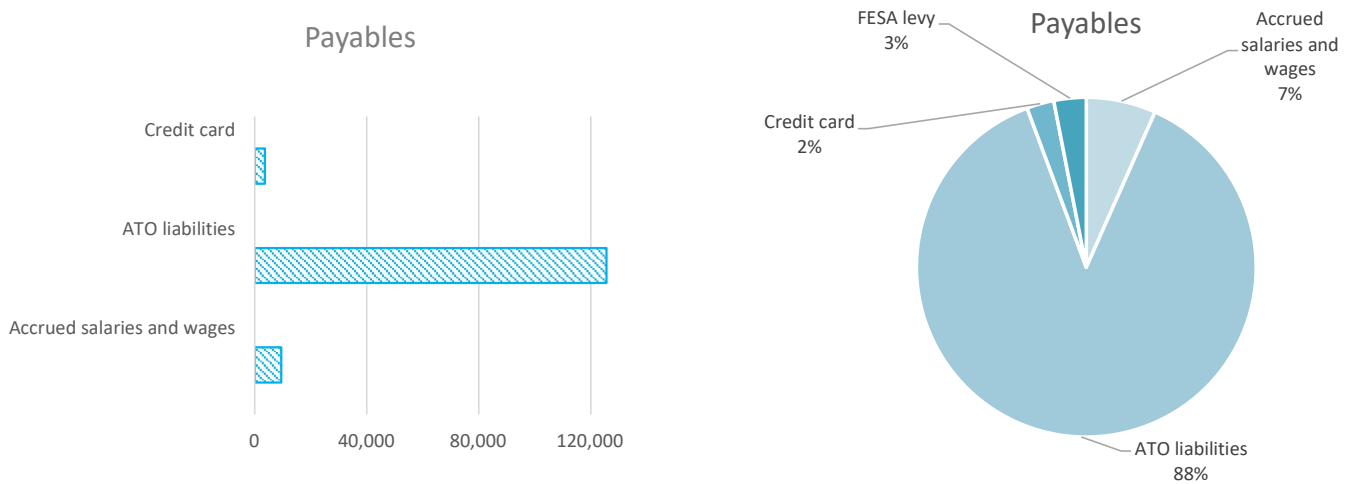
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

| Payables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|---|--------|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Payables - general | 0 | 0 | 0 | 0 | 0 | 0 |
| Percentage | 0% | 0% | 0% | 0% | 0% | 0% |
| Balance per trial balance | | | | | | |
| Accrued salaries and wages | | | | | | 9,534 |
| ATO liabilities | | | | | | 125,676 |
| Credit card | | | | | | 3,726 |
| FESA levy | | | | | | 4,406 |
| Total payables general outstanding | | | | | | 143,342 |

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.



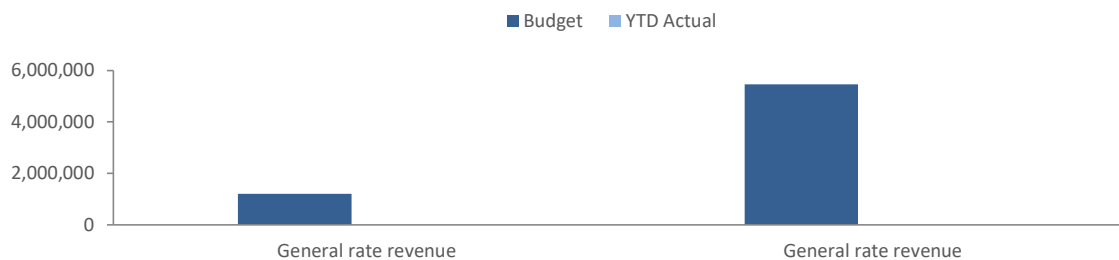
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

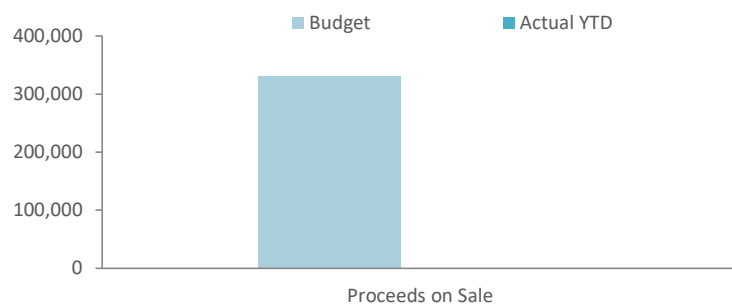
| General rate revenue | Budget | | | | | | | YTD Actual | | | |
|----------------------------|-----------------------|-------------------------|-------------------|------------------|-----------------|--------------|------------------|-----------------|------------------|---------------|------------------|
| | Rate in \$ (cents) | Number of Properties | Rateable Value | Rate Revenue | Interim Rate | Back Rate | Total Revenue | Rate Revenue | Interim Rates | Back Rates | Total Revenue |
| RATE TYPE | | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Gross rental value | | | | | | | | | | | |
| General rate revenue | 0.0706 | 586 | 15,222,674 | 1,074,721 | 134,000 | 0 | 1,208,721 | 0 | 0 | 0 | 0 |
| Unimproved value | | | | | | | | | | | |
| General rate revenue | 0.1550 | 1,415 | 34,965,661 | 5,419,677 | 40,000 | 0 | 5,459,677 | 0 | 0 | 0 | 0 |
| Sub-Total | | 2,001 | 50,188,335 | 6,494,398 | 174,000 | 0 | 6,668,398 | 0 | 0 | 0 | 0 |
| Minimum payment | Minimum \$ | | | | | | | | | | |
| Gross rental value | | | | | | | | | | | |
| General rate revenue | 323 | 61 | 120,189 | 29,393 | 0 | 0 | 29,393 | 0 | 0 | 0 | 0 |
| Unimproved value | | | | | | | | | | | |
| General rate revenue | 323 | 636 | 720,994 | 205,428 | 0 | 0 | 205,428 | 0 | 0 | 0 | 0 |
| Sub-total | | 697 | 841,183 | 234,821 | 0 | 0 | 234,821 | 0 | 0 | 0 | 0 |
| Total general rates | | | | | | | 6,903,219 | | | | 0 |

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.



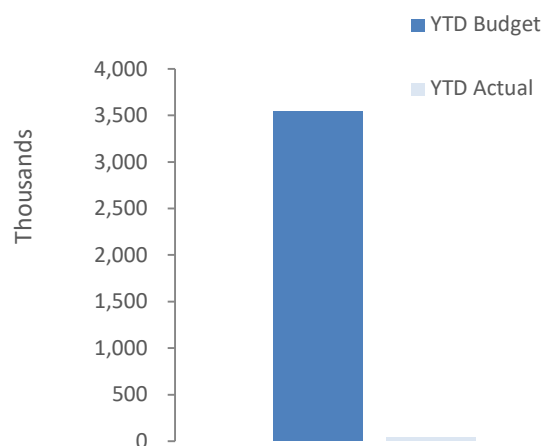
| Asset Ref. | Asset description | Budget | | | | YTD Actual | | | |
|------------------------------------|--|----------------|----------------|----------|------------------|----------------|----------|----------|----------|
| | | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Plant and equipment | | | | | | | | | |
| Transport | | | | | | | | | |
| 658 | 2018 Ford Ranger Grader Ute | 45,752 | 33,000 | 0 | (12,752) | 0 | 0 | 0 | 0 |
| 660 | Holden Colorado Space Cab Tray Top 4WD | 40,764 | 33,000 | 0 | (7,764) | 0 | 0 | 0 | 0 |
| 645 | Asset 645 John Deere 670G Grader 2014 | 235,000 | 140,000 | 0 | (95,000) | 0 | 0 | 0 | 0 |
| Other property and services | | | | | | | | | |
| PE70 | 2019 Nissan Patrol 4WD CEO | 68,145 | 52,000 | 0 | (16,145) | 0 | 0 | 0 | 0 |
| PE39 | 2019 Ford Everest 4WD DCEO | 51,179 | 38,000 | 0 | (13,179) | 0 | 0 | 0 | 0 |
| 658 | 2018 Amarok Dual Cab MWS | 36,787 | 35,000 | 0 | (1,787) | 0 | 0 | 0 | 0 |
| | | 477,627 | 331,000 | 0 | (146,627) | 0 | 0 | 0 | 0 |



| Capital acquisitions | Adopted | | YTD Actual | YTD Actual Variance |
|--|------------------|----------------|---------------|------------------------|
| | Budget | YTD Budget | | |
| | \$ | \$ | \$ | \$ |
| Buildings | 778,566 | 64,881 | 22,866 | (42,015) |
| Furniture and equipment | 7,000 | 583 | 0 | (583) |
| Plant and equipment | 1,037,500 | 86,458 | 0 | (86,458) |
| Infrastructure - roads | 500,000 | 41,667 | 0 | (41,667) |
| Infrastructure - parks, gardens, recreation facilities | 1,219,458 | 101,622 | 17,131 | (84,491) |
| Payments for Capital Acquisitions | 3,542,524 | 295,210 | 39,997 | (255,213) |
| Total Capital Acquisitions | 3,542,524 | 295,210 | 39,997 | (255,213) |
| Capital Acquisitions Funded By: | | | | |
| | \$ | \$ | \$ | \$ |
| Capital grants and contributions | 1,110,213 | 92,518 | 0 | (92,518) |
| Other (disposals & C/Fwd) | 331,000 | 0 | 0 | 0 |
| Cash backed reserves | | | | |
| Aerodrome reserve | 250,000 | 0 | 0 | 0 |
| Contribution - operations | 1,851,311 | 202,692 | 39,997 | (162,695) |
| Capital funding total | 3,542,524 | 295,210 | 39,997 | (255,213) |

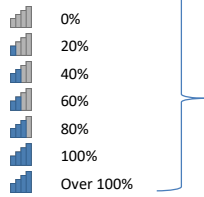
SIGNIFICANT ACCOUNTING POLICIES

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



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

| | | Adopted | | | |
|--------------------------------|---|------------------|----------------|---------------|-----------------------|
| Account Description | | Budget | YTD Budget | YTD Actual | Variance (Under)/Over |
| Buildings | | | | | |
| | 11A Walton Street | 25,000 | 2,083 | 0 | (2,083) |
| | Doctor's House | 40,000 | 3,333 | 0 | (3,333) |
| | 11 Queen Victoria Street | 35,000 | 2,917 | 0 | (2,917) |
| | 26 Queen Victoria Street | 15,000 | 1,250 | 0 | (1,250) |
| | 29 Hoover Street | 35,000 | 2,917 | 0 | (2,917) |
| | 40A Hoover Street | 25,000 | 2,083 | 0 | (2,083) |
| | 51 Gwalia Street | 35,000 | 2,917 | 0 | (2,917) |
| | 9 Cohen Street | 25,000 | 2,083 | 0 | (2,083) |
| | Oval Caretaker | 20,000 | 1,667 | 0 | (1,667) |
| | Container Scheme Modifications | 8,000 | 667 | 0 | (667) |
| | Renewable Energy Setup Lot 60 Tower St | 28,500 | 2,375 | 0 | (2,375) |
| | Renewable Energy Setup Lot 96 Tower St | 28,500 | 2,375 | 0 | (2,375) |
| | Playground- Tower Street Toilet | 73,202 | 6,100 | 0 | (6,100) |
| | Public Toilet - Town | 150,000 | 12,500 | 0 | (12,500) |
| LB10002 | Public Toilet - Gwalia Museum | 126,764 | 10,564 | 22,866 | 12,302 |
| | Porch - Gwalia Museum | 22,600 | 1,883 | 0 | (1,883) |
| | Records storage shed - Kalgoorlie (1/4) | 70,000 | 5,833 | 0 | (5,833) |
| | Renewable Energy Setup Admin Offices | 16,000 | 1,333 | 0 | (1,333) |
| | | 778,566 | 64,881 | 22,866 | (42,015) |
| Furniture and Equipment | | | | | |
| | Services Locator | 7,000 | 583 | 0 | (583) |
| | | 7,000 | 583 | 0 | (583) |
| Plant and Equipment | | | | | |
| | Tractor | 66,500 | 5,542 | 0 | (5,542) |
| | Backhoe | 145,000 | 12,083 | 0 | (12,083) |
| | Grader | 450,000 | 37,500 | 0 | (37,500) |
| | Grader Driver's Vehicle | 62,000 | 5,167 | 0 | (5,167) |
| | Solar Street Lights x 3 | 8,000 | 667 | 0 | (667) |
| | Solar Street Lights x 3 | 40,000 | 3,333 | 0 | (3,333) |
| | Reporting Officer's Vehicle | 62,000 | 5,167 | 0 | (5,167) |
| | MWS's Vehicle | 73,000 | 6,083 | 0 | (6,083) |
| | CEO's Vehicle Nissan | 76,000 | 6,333 | 0 | (6,333) |
| | DCEO's Vehicle Ford Everest | 55,000 | 4,583 | 0 | (4,583) |
| | | 1,037,500 | 86,458 | 0 | (86,458) |
| Infrastructure Roads | | | | | |
| | Grid renewals | 50,000 | 4,167 | 0 | (4,167) |
| | Leonora Nambi Road RRG | 450,000 | 37,500 | 0 | (37,500) |
| | | 500,000 | 41,667 | 0 | (41,667) |
| Infrastructure Other | | | | | |
| | Bowling Club internal fencing | 30,000 | 2,500 | 0 | (2,500) |
| IO10001 | Playground - Tower Street | 317,000 | 26,417 | 14,640 | (11,777) |
| | Pumptrack - Skate Park | 135,000 | 11,250 | 0 | (11,250) |
| | Standpipe | 30,000 | 2,500 | 0 | (2,500) |
| | Fencing - Shire Common | 25,000 | 2,083 | 0 | (2,083) |
| IO10005 | Airport Lights | 632,458 | 52,705 | 2,491 | (50,214) |
| | Information Bay Upgrade | 10,000 | 833 | 0 | (833) |
| | Malcom Dam Upgrade | 40,000 | 3,333 | 0 | (3,333) |
| | | 1,219,458 | 101,622 | 17,131 | (84,491) |
| | | 3,542,524 | 295,210 | 39,997 | (510,427) |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

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 |
|----------------------------|------------------|------------------------|------------------------|-------------------------|-------------------------|--------------------------|--------------------------|------------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Annual leave reserve | 165,344 | 0 | 7 | 0 | 0 | 0 | 0 | 165,344 | 165,351 |
| Long service leave reserve | 134,561 | 960 | 6 | 0 | 0 | 0 | 0 | 135,521 | 134,567 |
| Building reserve | 988,771 | 40,000 | 42 | 950,000 | 0 | 0 | 0 | 1,978,771 | 988,813 |
| Fire Disaster reserve | 39,922 | 460 | 2 | 0 | 0 | 0 | 0 | 40,382 | 39,924 |
| Plant purchase reserve | 915,193 | 7,500 | 39 | 0 | 0 | 0 | 0 | 922,693 | 915,232 |
| Gwalia Precinct reserve | 488,650 | 0 | 21 | 0 | 0 | 0 | 0 | 488,650 | 488,671 |
| Waste management reserve | 315,991 | 2,000 | 13 | 0 | 0 | 0 | 0 | 317,991 | 316,004 |
| Aerodrome reserve | 286,443 | 3,400 | 0 | 200,000 | 0 | (250,000) | 0 | 239,843 | 286,443 |
| IT reserve | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | 15,000 | 15,000 |
| Pool reserve | 45,040 | 40 | 2 | 300,000 | 0 | 0 | 0 | 345,080 | 45,042 |
| Aged care reserve | 1,920,592 | 11,000 | 81 | 0 | 0 | 0 | 0 | 1,931,592 | 1,920,673 |
| | 5,315,507 | 65,360 | 213 | 1,450,000 | 0 | (250,000) | 0 | 6,580,867 | 5,315,720 |

| Other current liabilities | Note | Opening Balance 1 July 2020 | Liability Increase | Liability Reduction | Closing Balance 31 July 2020 |
|---|------|-----------------------------------|-----------------------|------------------------|------------------------------------|
| | | \$ | \$ | \$ | \$ |
| Contract liabilities | | | | | |
| Unspent grants, contributions and reimbursements - operating | 11 | 80,000 | 77,899 | (25,967) | 131,932 |
| Total unspent grants, contributions and reimbursements | | 80,000 | 77,899 | (25,967) | 131,932 |
| Provisions | | | | | |
| Annual leave | | 97,678 | 0 | 0 | 97,678 |
| Long service leave | | 47,497 | 0 | 0 | 47,497 |
| Total Provisions | | 145,175 | 0 | 0 | 145,175 |
| Total other current assets | | 225,175 | 77,899 | (25,967) | 277,107 |
| Amounts shown above include GST (where applicable) | | | | | |

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

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

NOTE 11

OPERATING GRANTS AND CONTRIBUTIONS

| Provider | Unspent operating grant, subsidies and contributions liability | | | | | Operating grants, subsidies and contributions revenue | | |
|---------------------------------------|--|-----------------------------|--|--------------------------|-------------------------------------|---|----------------|-----------------------|
| | Liability 1 July 2020 | Increase in Liability | Liability Reduction (As revenue) | Liability 31 Jul 2020 | Current Liability 31 Jul 2020 | Adopted Budget Revenue | YTD Budget | YTD Revenue Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Operating grants and subsidies | | | | | | | | |
| General purpose funding | | | | | | | | |
| Grant - Equalisation | 0 | 0 | 0 | 0 | 0 | 273,399 | 22,783 | 0 |
| Grant - Roads (Untied) | 0 | 0 | 0 | 0 | 0 | 304,094 | 25,341 | 0 |
| Law, order, public safety | | | | | | | | |
| Operational Grant - Bush Fire | 0 | 0 | 0 | 0 | 0 | 2,000 | 167 | 0 |
| Education and welfare | | | | | | | | |
| Youth Support DCP Grant | 0 | 17,984 | (5,995) | 11,989 | 11,989 | 71,935 | 5,995 | 5,995 |
| Grant- Sustainability Child Ca | 0 | 0 | 0 | 0 | 0 | 78,865 | 6,572 | 0 |
| Recreation and culture | | | | | | | | |
| Indue agreement | 0 | 31,857 | (10,619) | 21,238 | 21,238 | 0 | 0 | 10,619 |
| CRC other grants | 0 | 0 | 0 | 0 | 0 | 132,887 | 11,074 | 2,500 |
| CRC grant funding | 0 | 28,058 | (9,353) | 18,705 | 18,705 | 0 | 0 | 9,353 |
| Transport | | | | | | | | |
| MRWA Direct | 0 | 0 | 0 | 0 | 0 | 159,050 | 13,254 | 159,049 |
| NGWG Consultant | 80,000 | 0 | 0 | 80,000 | 80,000 | 0 | 0 | 0 |
| Contrib. - Street Lights | 0 | 0 | 0 | 0 | 0 | 4,070 | 339 | 0 |
| Economic services | | | | | | | | |
| Weed control | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 |
| Lotterywest Gwalia Interpretation | 0 | 0 | 0 | 0 | 0 | 248,403 | 20,700 | 48,903 |
| Golden Gift Sponsorship | 0 | 0 | 0 | 0 | 0 | 115,000 | 9,583 | 0 |
| Golden Gift Grants | 0 | 0 | 0 | 0 | 0 | 54,250 | 4,521 | 0 |
| | 80,000 | 77,899 | (25,967) | 131,932 | 131,932 | 1,443,953 | 120,329 | 246,419 |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020**

NOTE 12

NON-OPERATING GRANTS AND CONTRIBUTIONS

| Provider | Unspent non operating grants, subsidies and contributions liability | | | | | Non operating grants, subsidies and contributions revenue | | |
|---|---|-----------------------------|--|--------------------------|-------------------------------------|---|---------------|------------------------------|
| | Liability 1 July 2020 | Increase in Liability | Liability Reduction (As revenue) | Liability 31 Jul 2020 | Current Liability 31 Jul 2020 | Adopted Budget Revenue | YTD Budget | YTD Revenue Actual (b) |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Non-operating grants and subsidies | | | | | | | | |
| Transport | | | | | | | | |
| Grant - Roads to Recovery | 0 | 0 | 0 | 0 | 0 | 178,236 | 14,853 | 0 |
| Grant - Infrastructure COVID-19 | 0 | 0 | 0 | 0 | 0 | 440,415 | 36,701 | 0 |
| RRG Funding | 0 | 0 | 0 | 0 | 0 | 300,000 | 25,000 | 0 |
| RADS Grant | 0 | 0 | 0 | 0 | 0 | 191,562 | 15,964 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 1,110,213 | 92,518 | 0 |

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 2020-21 year is \$15,000 or 8.00% whichever is the greater.

| Reporting Program | Var. \$ | Var. % | Timing/ Permanent | Explanation of Variance |
|---|----------|-----------|-------------------|---|
| | \$ | % | | |
| Revenue from operating activities | | | | |
| General purpose funding - other | (48,759) | (99.17%) | ▼ Timing | Accounting Standards Impact - Will be adjusted at end of quarter |
| Community amenities | (27,971) | (79.32%) | ▼ Timing | |
| Transport | 146,173 | 225.79% | ▲ Timing | |
| Economic services | 34,843 | 53.11% | ▲ Timing | |
| Expenditure from operating activities | | | | |
| Governance | 36,712 | 62.73% | ▲ Timing | Allocations to be reviewed as monthly split resulting in positive numbers |
| Community amenities | (32,076) | (106.48%) | ▼ Timing | |
| Recreation and culture | 58,357 | 41.09% | ▲ Timing | |
| Transport | (28,183) | (10.05%) | ▼ Timing | |
| Economic services | 158,046 | 62.79% | ▲ Timing | |
| Other property and services | 88,866 | 6621.91% | ▲ Timing | |
| Investing activities | | | | |
| Proceeds from non-operating grants, subsidies and contributions | (92,518) | (100.00%) | ▼ Timing | |
| Payments for property, plant and equipment and infrastructure | 255,213 | 86.45% | ▲ Timing | |

11.0 REPORTS OF OFFICERS
11.2 DEPUTY CHIEF EXECUTIVE OFFICER
11.2(B) ACCOUNTS FOR PAYMENT

SUBMISSION TO: Meeting of Council
Meeting Date: 18th August, 2020

AGENDA REFERENCE: 11.2 (B) AUG 20

SUBJECT: Accounts for Payment

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Linda Gray

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 12th August, 2020

BACKGROUND

Attached statements consist of accounts paid by Delegated Authority and Council Authorisation since the previous council meeting as follows:

1. Accounts paid by Delegated Authority, totalling **\$250,638.06**, consisting of:
 - a. Credit Card Payments for **July, 2020**, totalling **\$3,598.42**;
 - b. Direct Bank Transactions numbered from **1513** to **1544** and total **\$177,382.00**;
 - c. Batch Payment **40**, totalling **\$21,994.50**; and
 - d. Cheque from **25711** and Payroll Payments relating to **Pay Periods Ending 13/07/2020 & 29/07/2020**, totalling **\$51,266.56**.
2. Accounts paid by Council Authorisation, totalling **\$131,307.25**, consisting of:
 - a. Batch Payment **BP 41.01** to **BP 41.32** totalling **\$131,307.25**.

The total amount paid since the previous meeting is **\$381,950.31**.

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. Accounts paid by Delegated Authority, totalling **\$250,643.06**, consisting of:
 - a. Credit Card Payments for **July, 2020**, totalling **\$3,598.42**;
 - b. Direct Bank Transactions numbered from **1513** to **1544** and total **\$177,382.00**;
 - c. Batch Payment **40**, totalling **\$21,994.50**; and
 - d. Cheque from **25711** and Payroll Payments relating to **Pay Periods Ending 13/07/2020 & 29/07/2020**, totalling **\$51,266.56**.
2. Accounts paid by Council Authorisation, totalling **\$131,307.25**, consisting of:
 - a. Batch Payment **BP 41.01** to **BP 41.32** totalling **\$131,307.25**.

be accepted.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

| Shire of Leonora | | | | |
|---|-------------------|--------------------------------|--|---------------------------------------|
| Monthly Report – List of Credit Card Transactions Paid by Delegated Authority | | | | |
| Submitted to Council on the 18th August, 2020 | | | | |
| The following list of accounts relate to Credit Card Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Payments detailed are from statements for July, 2020 as per Direct Bank Transaction 1544 totalling \$3,598.42 . | | | | |
| CHIEF EXECUTIVE OFFICER | | | | |
| Reference | Date | Name | Item | Payment by Delegated Authority |
| DCEO 07/20 | 06/07/2020 | Aviation ID Australia Pty Ltd. | C Molloy ASIC Card (Security Clearance) | 257.00 |
| | 06/07/2020 | Aviation ID Australia Pty Ltd. | ARO ASIC Card for R Sprigg - Security Clearance | 257.00 |
| | 07/07/2020 | Shire Of Leonora | Refreshments for Staff during performance review | 11.50 |
| | 17/07/2020 | Child Australia | Webcast for Childcare Centre staff training - Child Protection | 76.00 |
| | 17/07/2020 | Natural Learning | Team event on Environmental Provocations, Programming Cycle and EL Framework for Childcare Staff | 550.00 |
| | 23/07/2020 | Golf WA | 2020 Country Club Fees & Affiliation Fee | 84.72 |
| | 28/07/2020 | St John Ambulance Association | Refund of amount for P Lockyer CPR training - unable to attend | (49.00) |
| | 28/07/2020 | National Australia Bank | Card Fee - July, 2020 | 9.00 |
| DCEO 07/20 | | | Total DCEO Card July, 2020 | \$1,196.22 |
| CEO 07/20 | 06/07/2020 | Bizness Apps | Monthly Subscription to hosting application for Geocaching App – July, 2020 | 143.25 |
| | 14/07/2020 | Foxtel | Foxtel, Internet and Phone for 35 Hoover Street July, 2020 | 211.94 |
| | 20/07/2020 | Qantas | Flight costs for J & M Epis – Travel September, 2020 | 1,859.44 |
| | 23/07/2020 | Coles Express Leonora | Fuel for P1 | 149.27 |
| | 28/07/2020 | Westnet Pty Ltd | Annual DNS hosting Recurring for the period 27/06/2020 – 27/06/2021 | 25.00 |
| | 28/07/2020 | National Australia Bank | Card Fee – June, 2020 | 9.00 |
| CEO 07/20 | | | TOTAL CEO Card July, 2020 | \$2,397.90 |
| Other Fees/Payments | 06/07/2020 | National Australia Bank | International Transaction Fee – Bizness Apps Subscription July, 2020 | 4.30 |
| Other Fees/Payments | | | Total Other Fees/Payments | \$4.30 |
| 1544 | 03/08/2020 | National Australia Bank | Credit Card Purchases for July, 2020 | \$3,598.42 |

Shire of Leonora**Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority****Submitted to Council on the 18th August, 2020**

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 **1513 to 1544** and totalling **\$177,382.00**

CHIEF EXECUTIVE OFFICER

| Transaction | Date | Name | Item | Payment by Delegated Authority |
|--------------------|-------------|-------------------------|--|---------------------------------------|
| 1513 | 21/07/2020 | Australian Super | Superannuation PPE:13/7/2020 | 1,250.88 |
| 1514 | 21/07/2020 | Christian Super | Superannuation PPE:13/7/2020 | 67.64 |
| 1515 | 21/07/2020 | CBUS | Superannuation PPE:13/7/2020 | 536.46 |
| 1516 | 21/07/2020 | Dazacom Superfund | Superannuation PPE:13/7/2020 | 243.46 |
| 1517 | 21/07/2020 | HESTA | Superannuation PPE:13/7/2020 | 159.94 |
| 1518 | 21/07/2020 | Hostplus Super | Superannuation PPE:13/7/2020 | 99.16 |
| 1519 | 21/07/2020 | MLC Super Fund | Superannuation PPE:13/7/2020 | 1,461.57 |
| 1520 | 21/07/2020 | MTAA Super | Superannuation PPE:13/7/2020 | 358.65 |
| 1521 | 21/07/2020 | Sunsuper | Superannuation PPE:13/7/2020 | 191.00 |
| 1522 | 21/07/2020 | WA Super | Superannuation PPE:13/7/2020 | 8,129.50 |
| 1 | 28/07/2020 | Shire of Leonora | Salaries & Wages PPE: 27/7/2020 | 77,058.70 |
| 1525 | 30/07/2020 | Australian Super | Superannuation PPE:27/7/2020 | 941.51 |
| 1526 | 30/07/2020 | Christian Super | Superannuation PPE:27/7/2020 | 72.30 |
| 1527 | 30/07/2020 | CBUS | Superannuation PPE:27/7/2020 | 910.24 |
| 1528 | 30/07/2020 | Dazacom Superfund | Superannuation PPE:27/7/2020 | 247.57 |
| 1529 | 30/07/2020 | HESTA | Superannuation PPE:27/7/2020 | 159.94 |
| 1530 | 30/07/2020 | Hostplus Super | Superannuation PPE:27/7/2020 | 112.34 |
| 1531 | 30/07/2020 | MLC Super Fund | Superannuation PPE:27/7/2020 | 1,496.22 |
| 1532 | 30/07/2020 | MTAA Super | Superannuation PPE:27/7/2020 | 358.65 |
| 1533 | 30/07/2020 | Sunsuper | Superannuation PPE:27/7/2020 | 295.16 |
| 1534 | 30/07/2020 | WA Super | Superannuation PPE:27/7/2020 | 8,547.70 |
| 1535 | 30/07/2020 | National Australia Bank | Connect Fee Access and Usage | 55.98 |
| 1536 | 27/07/2020 | National Australia Bank | Click Super July, 2020 | 28.05 |
| 1537 | 31/07/2020 | National Australia Bank | EFTPOS Merchant Fee - July 2020 - 7379314 - Rec Centre | 0.10 |
| 1538 | 31/07/2020 | National Australia Bank | EFTPOS Merchant Fee - July 2020 - 73780395 - CRC | 3.52 |
| 1539 | 31/07/2020 | National Australia Bank | EFTPOS Merchant Fee - July 2020 - 7374463 - Info Centre | 4.00 |
| 1540 | 31/07/2020 | National Australia Bank | EFTPOS Merchant Fee - July 2020 - 7374513 - Events | 6.31 |
| 1541 | 31/07/2020 | National Australia Bank | EFTPOS Merchant Fee - July 2020 - 7374471 - Airport | 66.21 |
| 1542 | 31/07/2020 | National Australia Bank | Account Fees - July, 2020 | 68.40 |
| 1543 | 31/07/2020 | National Australia Bank | EFTPOS Merchant Fee - July 2020 - 7381393 - Shire & Museum | 236.98 |
| 1544 | 3/08/2020 | National Australia Bank | Credit Card Purchases July, 2020 | 3,598.42 |
| 1 | 11/08/2020 | Shire of Leonora | Salaries & Wages PPE: 10/08/2020 | 70,615.44 |
| GRAND TOTAL | | | | \$177,382.00 |

Shire of Leonora**Monthly Report - List of Accounts Paid by Delegated Authority****Submitted to Council on the 18th August, 2020**

Batch Payment 40, consisting of **BP 40.01** to **BP 40.02** and totalling **\$21,994.50** was paid by delegated authority by the Chief Executive Officer and have 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.

CHIEF EXECUTIVE OFFICER

| Batch Reference | Date | Name | Item | Payment by delegated Authority |
|------------------------|-------------|--------------------|---|---------------------------------------|
| BP40.01 | 6/08/2020 | Dave Hadden | Environmental Health and Building Services for Shire of Leonora, Laverton and Menzies | 5,808.00 |
| BP40.02 | 6/08/2020 | Luck Thai Cleaning | Cleaning for Shire Buildings 6/7/2020-19/7/2020 and 20/07/2020-2/08/2020 | 16,186.50 |
| | | | GRAND TOTAL | \$21,994.50 |

Shire of Leonora**Monthly Report – List of Accounts Paid by Delegated Authority****Submitted to Council on the 18th August, 2020**

The following list of accounts has been paid under delegation by the Chief Executive Officer, since the previous list of accounts. Cheque **25711** (\$50,311.56), and Payroll Liability payments relating to **Pay Periods Ending 13/07/2020** (\$477.50) & **27/07/2020** (\$477.50), total **\$51,266.56**.

CHIEF EXECUTIVE OFFICER

| Cheque | Date | Name | Item | Payment by Delegated Authority |
|---------------|-------------|-------------------|--|---------------------------------------|
| PL13072020 | 17/07/2020 | Shire of Leonora | Payroll deductions PPE: 13/7/2020 | 457.00 |
| PL13072020 | 17/07/2020 | LGRCEU | Union Fee PPE: 13/7/2020 | 20.50 |
| PL29072020 | 29/07/2020 | Shire of Leonora | Payroll deductions PPE: 27/7/2020 | 457.00 |
| PL29072020 | 29/07/2020 | LGRCEU | Union Fee PPE: 27/7/2020 | 20.50 |
| 25711 | 1/08/2020 | Water Corporation | Water Usage Charges for Shire Properties | 50,311.56 |
| | | | GRAND TOTAL | \$51,266.56 |

| Shire of Leonora | | | | |
|--|-------------|---|---|--------------------|
| Monthly Report - List of Accounts Paid by Authorisation of Council | | | | |
| Submitted to Council on the 18th August, 2020 | | | | |
| <p>Batch Payment 41, referenced from BP 41.01 to BP 41.32 totalling \$131,307.25 submitted to each member of the Council on 18th August, 2020 has been checked and is fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.</p> | | | | |
| CHIEF EXECUTIVE OFFICER | | | | |
| Batch Reference | Date | Name | Item | Payment |
| BP 41.01 | 18/08/2020 | APRA Ltd | Music for Local Government - Rural. Period 1/07/2020 - 30/06/2020 | 350.00 |
| BP 41.02 | 18/08/2020 | AYA Group Pty Ltd | Consumables for Gwalia Museum, Shire Office and Child Care. Catering for School Holiday Program Disco | 1,454.72 |
| BP 41.03 | 18/08/2020 | Bidfood Kalgoorlie | Consumables for Gwalia Museum and Information Centre | 1,275.67 |
| BP 41.04 | 18/08/2020 | BOC Limited | Container Service - Daily Tracking for Period 28/06/2020-28/07/2020 | 140.73 |
| BP 41.05 | 18/08/2020 | Canine Control | Ranger Services for Shire of Leonora - Month of July, 2020 | 8,553.78 |
| BP 41.06 | 18/08/2020 | Cloud Collections Pty Ltd | Legal Costs Incurred for Recovery of Bad Debts - Rates | 520.32 |
| BP 41.07 | 18/08/2020 | Collins Distributors | Jewellery for Resale at Museum | 272.97 |
| BP 41.08 | 18/08/2020 | Concept Media | Full Page Advertisement for Gwalia | 2,079.00 |
| BP 41.09 | 18/08/2020 | CyberSecure Pty Limited | Monthly Data Protection Services for Shire of Leonora Month of August, 2020 | 250.80 |
| BP 41.10 | 18/08/2020 | Desert Inn Hotel | Accommodation for J. Epis 23/07/2020 | 130.00 |
| BP 41.11 | 18/08/2020 | DR Fitzgerald | Reimbursement Costs for Production of 40 Copies of 2020 Cactus Reports and Postage | 684.80 |
| BP 41.12 | 18/08/2020 | European Foods | Coffee beans for Gwalia | 315.00 |
| BP 41.13 | 18/08/2020 | Harvey Norman AV/IT Superstore Kalgoorlie | New Vacuum for Childcare and New Oven for 240 Hoover St | 1,698.00 |
| BP 41.14 | 18/08/2020 | Imagesource | PVC Banners with Pockets and Dowel Plus SAV as per Quote 96554 and Fabric Banners for Gwalia Museum | 4,672.70 |
| BP 41.15 | 18/08/2020 | Kleenheat Gas | Gas Bottles for Hoover House, 13 Fitzgerald Dr, 137B Hoover St and 11A Walton St | 458.78 |
| BP 41.16 | 18/08/2020 | Leonora Motor Inn | Accommodation for P. Craig and Ranger - July, 2020 | 270.00 |
| BP 41.17 | 18/08/2020 | Linkwest | Membership for Leonora CRC 2020/2021 | 3,162.00 |
| BP 41.18 | 18/08/2020 | Mandy Wynne - | Review of Shire of Leonora 20/21 Budget and Advice for Month of August - Re: Audit | 481.20 |
| BP 41.19 | 18/08/2020 | McLean Print | Supply of 100 Purchase Order Books | 1,265.00 |
| BP 41.20 | 18/08/2020 | McMahon Burnett Transport | Freight Charges for Stationery for Shire Office and Consumables for Gwalia Museum | 198.78 |
| | | | Sub Total | \$28,234.25 |

| Batch Reference | Date | Name | Item | Payment |
|------------------------|-------------|---------------------------------|---|---------------------|
| | | | Balance Brought Forward | \$28,234.25 |
| BP 41.21 | 18/08/2020 | Moore Stephens | Compilation of the Statement of Financial Activity for June, 2020 and Quarterly Fee (1/07/2020 - 31/09/2020) for the Provision of Statutory Compliance Services | 21,821.25 |
| BP 41.22 | 18/08/2020 | Netlogic Information Technology | Update Reckon to Reflect Tax Tables and Set up of CEO Working from Home | 1,305.00 |
| BP 41.23 | 18/08/2020 | Office National Kalgoorlie | Photocopier - Travel Costs for 31/07/2020 | 88.00 |
| BP 41.24 | 18/08/2020 | Pier Street Medical | Drug and Alcohol Screen for B. Felstead | 66.00 |
| BP 41.25 | 18/08/2020 | Prosegur Australia Pty Ltd | ATM Monthly Rental and Upkeep - June, 2020 | 5,930.67 |
| BP 41.26 | 18/08/2020 | PWT Electrical Pty Ltd | To assist Netlogic with upgrade of antenna on Admin Roof | 7,185.58 |
| BP 41.27 | 18/08/2020 | Randstad | Fee for Supply of Educator - Maria | 2,200.00 |
| BP 41.28 | 18/08/2020 | Royal Life Saving (WA Branch) | 2 Day Pool Lifeguard Course for I. Falanitama | 299.00 |
| BP 41.29 | 18/08/2020 | Shire Of Leonora - Rates | Annual Rates 2020/2021 financial year for Shire of Leonora Properties | 52,642.30 |
| BP 41.30 | 18/08/2020 | Squire Patton Boggs | Various Local Government Native Title Claims - Native Title Watching Brief: Nyalpa Pirnki | 393.80 |
| BP 41.31 | 18/08/2020 | State Law Publisher | Publication in Government Gazette - Determination - Basis of Rates for Shire of Leonora | 185.40 |
| BP 41.32 | 18/08/2020 | Studio Milton | Plinths, Cabinet and Jarrah Hex Frames designed and delivered to Museum | 10,956.00 |
| | | | GRAND TOTAL | \$131,307.25 |

11.0 REPORTS OF OFFICERS
11.2 DEPUTY CHIEF EXECUTIVE OFFICER
11.2(C) PURCHASING POLICY

SUBMISSION TO: Meeting of Council
Meeting Date: 18th August 2020

AGENDA REFERENCE: 11.2 (C) AUG 20

SUBJECT: Purchasing Policy

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 1.40

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Linda Gray

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 2ND August 2020

BACKGROUND

Currently, the Shire of Leonora policy manual contains a policy ‘A.2.3 Purchasing Policy’ which aims to deliver the best practice in the purchase of goods, services and works that align with the principles of transparency, probity and good governance.

In the process of compiling the Shire of Leonora’s 2020/21 Budget it was noted that in assessing expenditure for last year and going forward, there are opportunities for the Shire to be more transparent and efficient around when exemptions can be applied regarding sole providers. In the case of the ongoing Gwalia Interpretation Project, there is a degree of expertise and historical knowledge required that limits the choice of suppliers. Again, there are still queries from auditors as to why we do not test the market for our telecommunication costs, even though WALGA has previously done work to establish that Telstra is the only provider that can give sufficient mobile coverage in the Northern Goldfields.

For that reason and to ensure transparency it is proposed that the following amendment be made under the currently existing heading “*Sole Source of Supply* to the Shire’s procurement policy:

EXEMPTIONS TO THE ABOVE – SOLE PROVIDERS:

Whilst it is important that the Shire of Leonora should follow a process of continuous improvement, it is also important that it be “agile and smart”. It recognises that the achievement of value for money which allows the best possible outcome for the Shire can be also reliant on the supplier having a degree of expertise that specifically relates to the work involved, and/or historical knowledge, or a degree of technology that has the functionality to provide the required service to the Shire. Therefore, the Shire wishes to be more transparent and efficient by recognising these purchase types as sole providers and their exemption from procurement policy requirements. The status of these purchase types has been approved by Council due to their expertise and knowledge of the Shire of Leonora or because of regional limitations, and are listed below:

- Telecommunications
- Legal Services
- Heritage Architecture and/or Interpretation relating to Gwalia Historic Precinct specifically
- IT Services

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 3.57, *Local Government (Functions and General) Regulations 1996* and *State Records Act 2000* have been considered in amending this policy.

POLICY IMPLICATIONS

Purchasing Policy Review.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

This policy has been assessed in relation to its implications to the strategic plan and there does not appear to be any conflicts.

RECOMMENDATIONS

That Council adopt the amended policy 'A.2.3 Purchasing Policy' as attached.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

A.2.3 PURCHASING POLICY

Policy Adopted 20th February 2007 and amended 16th December 2011, 15th April 2014, 17th February 2015, 16th February 2016, 19th February, 2019, 18th February, 2020 and 18th August, 2020.

OBJECTIVE

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

POLICY STATEMENT

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

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

ETHICS AND INTEGRITY

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

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

VALUE FOR MONEY

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

PURCHASING THRESHOLDS

- Legislative/Regulatory Requirements:** The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General Regulations) 1996* and this Purchasing Policy.
- Policy:** Purchasing that is **below \$150,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (such as a WALGA Preferred Supply Contract).

Purchasing that **exceeds \$150,000** in total value (excluding GST) must be put to public tender **unless** a Regulatory Tender Exemption is utilised by the Shire. Tender exemptions apply in the following instances:

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

- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* that apply.

c) **Purchasing Value Definition**

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

- The actual or expected value of a contract over the full contract period (including all options to extend);
- The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased;
- Exclusive of Goods and Services Tax (GST); and
- Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

d) **Purchasing from Existing Contracts**

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

PURCHASING THRESHOLDS - REQUIREMENTS

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

**Purchasing
Thresholds
(excluding GST)**

Minimum Requirements

Up to \$10,000

Direct purchase from suppliers can be arranged by delegated officers.

OR

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

\$10,001 to \$ \$25,000

Obtain at least two (2) written quotations (eg email, fax or original copy). (Deputy CEO and Works and Services Manager delegated to approve).

OR

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

\$25,001 to \$149,999 Obtain at least three (3) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy. (CEO delegated to approve).

OR

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

\$150,000 and above Conduct a public tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this policy. (Full Council to approve).

OR

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

Emergency Purchases Section 6.8 of the *Local Government Act 1995* provides guidance for emergency purchases and reporting requirements.

Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply is to be obtained from the Panel suppliers.

If however, no member of the Panel of Pre-qualified Suppliers are available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in the context of the emergency requirements, with due regard to best and sustainable value considerations.

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

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

PURCHASING PROCEDURES

- a) **Tender or Request for Quotation through Tender Exempt Panels (\$150,000 or over in value):** For the procurement of goods, services or works where the value exceeds \$150,000, the Shire must either undertake:
- i) a public Tender process; or
 - ii) a Request for Quotation process from a tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government Requirements) or State Government Common Use Arrangements (where Local government access is permitted).

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

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

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

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

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

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

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

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

- The Request for Quotation documentation must include:
 - written specification that communicates the requirements(s) in a clear, concise and logical fashion;
 - selection criteria to be applied;
 - price schedule;
 - conditions of responding; and
 - validity period of offer.

- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

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

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

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

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

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

- Before Tenders are publicly invited, the Shire must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.
- The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchases. For Tenders with a total estimated value (ex GST) of between \$25,001 and \$149,999, the Evaluation Panel must contain a minimum of two (2) members. For Tenders with a total estimated value (ex GST) of \$150,000 and above, the Evaluation Panel must contain a minimum of three (3) members.
- A Tender Notice must be advertised in a State-wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.
- The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.
- The Tender Notice must include:
 - a brief description of the goods or services required;
 - information as to where and how Tenders may be submitted;
 - the date and time after which Tenders cannot be submitted; and
 - a contact person to supply more detailed information if required. Detailed information must include:

- such information as the Shire decides should be disclosed to those interested in submitting a Tender response;
 - detailed specifications of the goods or services required;
 - the criteria for deciding which Tender response should be accepted;
 - whether or not the Local Government has decided to submit a Tender response; and
 - whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.
- Tenders must not be made available (counter, mail, internet, referral or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire not to compromise its duty to be fair.
- If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.
- A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.
- No Tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the tender Deadline.
- Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire Officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present.
- The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two (2) Shire officers present at the opening of Tender responses.
- Where the Local Government has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:
 - a sufficient number of quotations are obtained;
 - the process follows the guidelines for seeking quotations (see Request for Quotation process);
 - the specification for goods and/or services remains unchanged; and
 - purchasing is arranged within six (6) months of the closing date of the lapsed Tender.
- Tender responses that have not been rejected must be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.
- If after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Shire and Tenderer have entered into a contract, a minor variation may be made by the Local Government. A minor variation may **not** alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.
- Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:
 - The name of the successful Tenderer.
 - The total value of consideration of the winning offer Excluding GST.
- The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONTRACT VARIATIONS

Pre-contract variations – above \$150,000

Pre-contract variations are permitted pursuant to regulation 20 of the *Local Government (Functions and General) Regulations 1996*. After a Tender has been publicly advertised and a preferred tenderer has been chosen, but before the Shire and tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation will not alter the nature of the goods or services, nor will it materially alter the specification provided for by the initial Tender.

In the event the chosen tenderer is unable or unwilling to enter into a contract that contains a minor variation, or if the tenderer and the Shire are unable to agree on any other variation to be included in the contract as a result of the minor variation, then that tenderer ceases to be the preferred tenderer. The Shire may then choose the tenderer who submitted the next most advantageous submission.

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

Post-contract variations – above \$150,000

Post contract variations may only occur when in accordance with legislation and authorised by the Chief Executive Officer. A report detailing any authorised post contract variations is to be prepared and reported to the next available Council meeting.

Contract or purchase variations – purchases other than tenders

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

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

RECORDS MANAGEMENT

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

For a Tender process, this includes:

- Procurement Planning
- Advertisement inviting tenders
- Request for Tender documentation.
- Enquiry and response documentation
- Copies of tenders received
- Evaluation documentation.
- Approval documentation.
- Notification and award documentation.
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

For a Request for Quotation Process, this includes:

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

EXPRESSION OF INTEREST

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

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

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

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, only qualitative.

ANTI-AVOIDANCE

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

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place the Shire in breach of Regulation 12 of the *Local Government (Functions and General) Regulations 1996*.

Where budgeted purchases of any service goods or works exceeds a purchasing threshold, justification for not including the total budgeted purchases in one purchase is required to be documented.

SOLE SOURCE OF SUPPLY

Whilst it is important that the Shire of Leonora should follow a process of continuous improvement, it is also important that it be “agile and smart”. It recognises that the achievement of value for money which allows the best possible outcome for the Shire can be also reliant on the supplier having a degree of expertise that specifically relates to the work involved, and/or historical knowledge, or a degree of technology that has the functionality to provide the required service to the Shire. Therefore, the Shire wishes to be more transparent and efficient by recognising these purchase types as a **Sole Source of Supply** and their exemption from procurement policy requirements. The status of these purchase types has been approved by Council due to their expertise and knowledge of the Shire of Leonora or because of regional limitations, and are listed below:

- Telecommunications
- Legal Services
- Heritage Architecture and/or Interpretation relating to Gwalia Historic Precinct specifically
- It Services

A sole source of supply arrangement may only be approved under delegation where the Purchasing Value is estimated to be over \$2,000.

- Purchasing requirement has been documented in a detailed specification;
- Specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- Market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced from more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a sole source of supply still genuinely exists.

Where the anticipated value exceeds \$150,000, an EOI must be completed, ensuring compliance with sections 21-24 of *the Local Government (Functions and General) regulations 1996*. The processes in line with inviting public tenders are to be adhered to.

SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

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

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

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

- (with regards to motor vehicles) feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- (with regards to new buildings and refurbishments) use renewable energy and technologies where available.

BUY LOCAL AND REGIONAL PRICE PREFERENCE

a) Buy Local:

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

A key goal in this policy is open and fair competition to ensure that Western Australian businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works that is purchased by the Shire will lend itself to supply by local businesses.

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

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

b) Regional Price Preference

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

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

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

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

PURCHASING FROM WA DISABILITY ENTERPRISES

- a) *Policy:* Pursuant to State Government policy, Local Governments are encouraged to consider the option of purchasing goods and services from registered WA Disability Enterprises. This is contingent on the provision of fair value and quality.

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

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

PURCHASING OFFICERS – FINANCIAL LIMITS OF AUTHORITY

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

| Officer: | Limit of Authority: |
|--------------------------------|---|
| Works and Services Manager | As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department. |
| Deputy Chief Executive Officer | As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department. |
| Chief Executive Officer | As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the organisation. |

PAYMENT METHODS

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

Where the Shire holds an account with a supplier, a purchase order should be issued in the first instance and the supplier's invoice must state the purchase order number. If the supplier does not accept purchase orders the following payment methods may be used in limited circumstances once a purchase order has been authorised:

- corporate credit card (the requirements of relevant Business Operating Procedure apply); or
- petty cash up to the value of \$50 (excluding GST); or
- request for payment (must provide detailed justification for why a purchase order was not completed prior to completion of works);
- reimbursements (N.B. these should be avoided as far as possible).

The use of blank purchase orders is prohibited.

PURCHASING POLICY NON-COMPLIANCE

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

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

A failure to comply with the requirements of this policy will be subject to investigation. Findings will be considered in context of the Shire's Code of Conduct and reasonable expectations for the officer's performance of their role. Where a breach is substantiated it may be treated as:

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

RECORD KEEPING

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.



SHIRE OF LEONORA

RECORD OF QUOTATIONS OBTAINED FOR PURCHASE

In accordance with the procedures contained in Council Policy *A.2.3 – Purchasing Policy*, the following quotations for goods/services have been obtained:

Goods/Services required:

Account No: _____

| Quotation No | Date Received | Goods & Services Provider | Amount |
|--------------|---------------|---------------------------|--------|
| | | | |
| | | | |
| | | | |

PLEASE PROVIDE EXPLANATION FOR CHOOSING GOODS AND SERVICES PROVIDER *eg:*
Local Provider or WALGA Preferred Supplier

SIGNATURE OF OFFICER SOURCING QUOTATIONS: _____

| AUTHORISATION FOR PURCHASE | |
|-------------------------------|--|
| PURCHASE ORDER NUMBER: | |
| DATE OF AUTHORISATION: | |
| AUTHORISING OFFICER: | |
| POSITION: | |
| SIGNATURE: | |

PLEASE NOTE: *Upon completion, this form is to be forwarded to the Accounts Officer along with all supporting quotations and Purchase Order.*

11.0 REPORTS OF OFFICERS

11.3 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR

11.3(A) UNMANNED 24-HOUR FUEL FACILITY

SUBMISSION TO: Meeting of Council
Meeting Date: 18th August, 2020

AGENDA REFERENCE: 11.3 (A) AUG 20

SUBJECT: Unmanned 24-Hour Fuel Facility

LOCATION / ADDRESS: Lot 11 Rochester Street Leonora

NAME OF APPLICANT: Eagle Petroleum

FILE REFERENCE: 21.1.0

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Dave Hadden

OFFICER: Environmental Health Officer/Building Surveyor

INTEREST DISCLOSURE: Nil

DATE: 12th August, 2020

Council resolved at its 21st July 2020 meeting to advertise the received application for an unmanned 24 hour fuel facility upon Lot 11 (882) Rochester Street Leonora. The advertising period has concluded and the application has now been returned to Council for its consideration.

Comment

No comments were received by Council during the advertising period of 21 days. Advertisement of the application was undertaken through a letter drop of immediate neighbouring property owners requesting comment on the application and advertising through the Kalgoorlie Miner over the same period.

STATUTORY ENVIRONMENT

Shire of Leonora Town Planning Scheme No 1.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That council resolve to grant formal planning consent for an Unmanned 24-Hour Fuel Facility upon 11 Rochester Street Leonora, subject to compliance with the following:

Conditions:

1. Development shall be in accordance with the approved plan(s) and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plan shall not be modified or altered without the prior written approval of the local government.
2. Any additions to or change of use of any part of the buildings or land (not the subject of this consent/approval) considered by the Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.

VOTING REQUIREMENT

Absolute Majority

SIGNATURE

Environmental Health Officer/Building Surveyor

**Application For Planning Approval
SHIRE OF LEONORA**

Town Planning Scheme No 1

Name of Owner of land on which development is proposed:

Surname: Distribution Management Services Pty Ltd

Other Names:

Address in Full: 11 Rochester Street, Leonora WA **Post Code :** 6438

Telephone No.: 08 9022 7711 **Fax:** 08 9022 7306 **Email:** admin@eaglepetroleum.com.au

Contact Person: Jessica Biddle

Signature: 

Date: 24/06/2020

Signature:

Date:

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

Applicant Details:

Name: (In full) Eagle Petroleum (WA) Pty Ltd – Jessica Biddle

Address in Full: 11 Rochester Street, Leonora WA **Post Code :** 6438

Telephone No.: 08 9022 7711 **Fax:** 08 9022 7306 **Email:** admin@eaglepetroleum.com.au

Contact Person for Correspondence: Jessica Biddle

Signature: 

Date: 24/06/2020

Property Details:

Street Name: 11 Rochester Street **Suburb/Town:** Leonora WA 6438

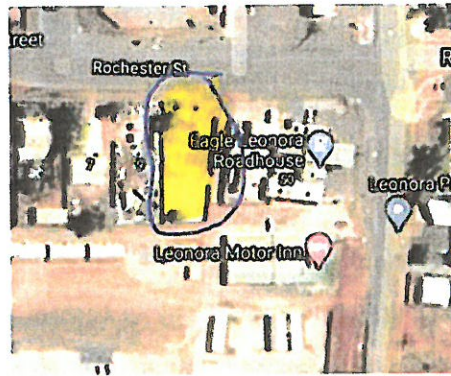
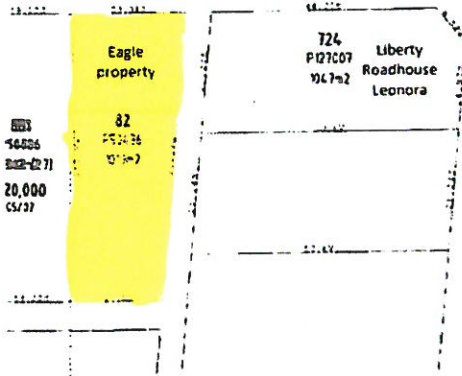
Nearest Street Intersection: Rochester Street & Tower Street, Leonora WA 6438

Lot No.: 82 **House No:** 11 **Location No.:**

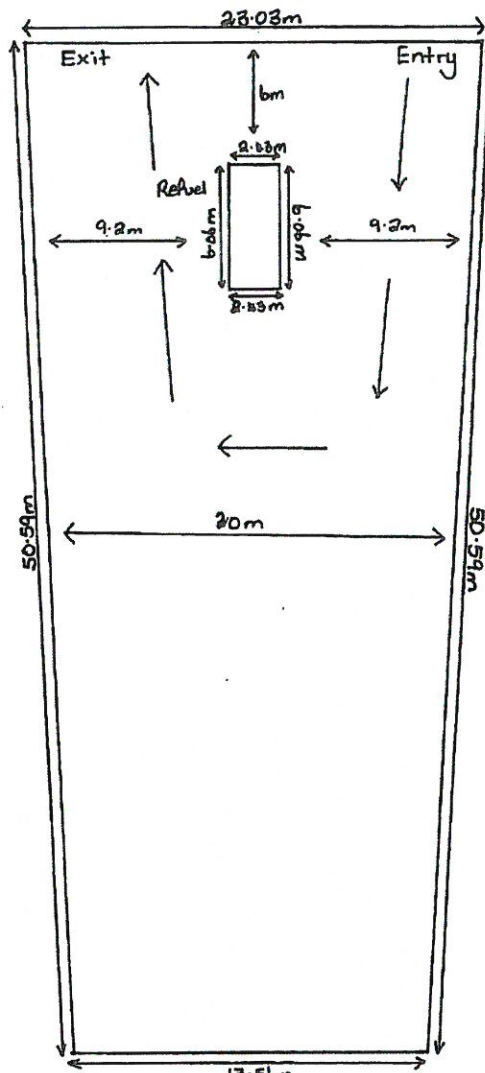
Diagram or Plan No.: **Certificate of Title No.:** **Folio:**

Title Encumbrances (e.g. easements, restrictive covenants):

11 Rochester Street, Leonora WA 6438



11 Rochester Street, Leonora WA 6438



Existing Building/Land Use:

Description of proposed development and/or use:
Nil buildings currently in place on the land.

Eagle Petroleum (WA) Pty Ltd is interested in placing a 29,350L safe fill self bunded diesel tank to service Eagle Petroleum (WA) Pty Ltd customers and people living in/transiting through Leonora WA.

Dangerous goods licence is not required as the 29,350L tank is less than 100,000L threshold. Below is an excerpt from the Government of Western Australia – Department of Mines, Industry Regulations and Safety website - <http://www.dmp.wa.gov.au/Dangerous-Goods/Applying-for-a-dangerous-goods-4431.aspx>.

For sites storing only combustible liquids (Diesel), the licensing threshold is 100,000 litres.

Specifications for FES Grande 30 self bunded tank attached.

Nature of any existing buildings and/or use: Nil buildings in place

.....
Approximate cost of proposed development: \$50,000.00

Estimated time of completion: 4 weeks from date of acceptance

Building Materials:

External Walls: N/A

Roof: N/A

Floor: N/A

Total Floor Area (M²): N/A

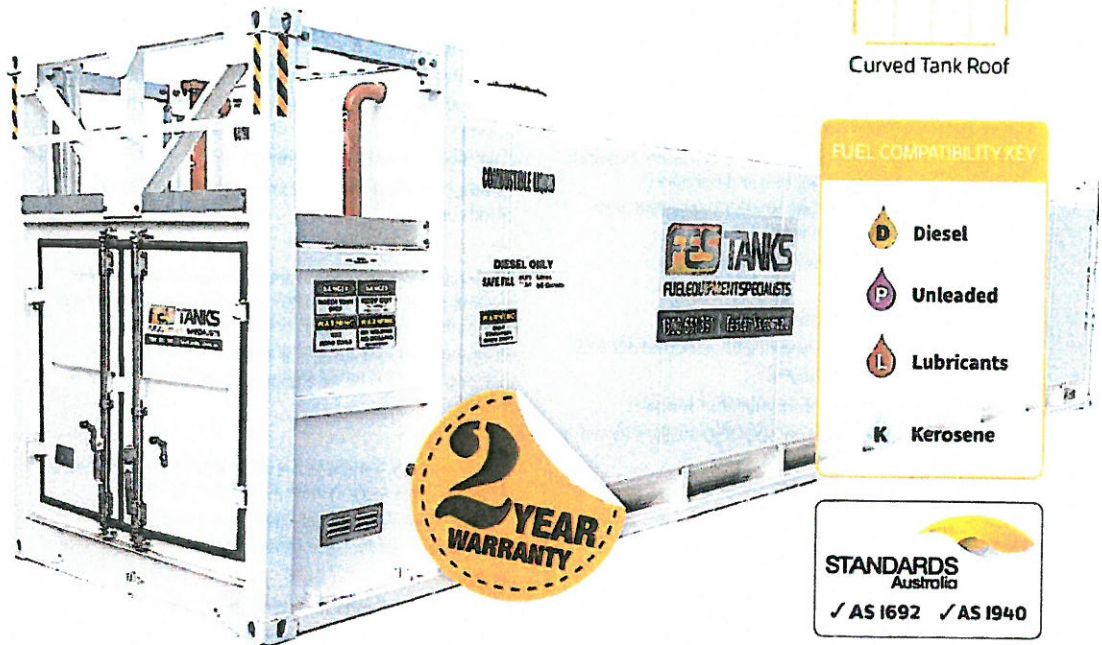
Office Use Only

Acceptance Officer's Initials: **Date Received:**

Leonora Shire Reference Number:

Fees Paid: **Date:** **Receipt No.:**

Grande Series



The FES Tanks Grande range offers self bunded storage tanks for combustible liquids as well as other non-hazardous liquids up to 110,000 litres. The Grande series is a premium fuel storage solution designed for harsh operating environments with minimal site preparation. Pressed corners and a reinforced top means a robust tank for your fuel storage needs.

The main points in this design is a curved tank roof finish, greater capacity for safe fill and the ability to see under the tank.

INCOMING FUEL / PRODUCT

- 80nb tanker fill pipework
- Fire safe flanged ball valve, camlock adaptor and cap
- Non return valve
- Hydraulic overfill valve with optional unload pump
- Internal pipe work serviceable
- High level alarm; hazardous rated and battery powered

OUTGOING FUEL / PRODUCT

- Anti-siphon valve (foot valve) x 2
- Pipe work terminating under walkway with ANSI flanges
- 6 inch sockets in both manholes for the mounting of submersible pumps standard
- Pump suction line size 50mm including priming point plug

The tanks are constructed to international ISO container footprints for ease of transport and transfer. The standard footprints are 3, 6, 12, and 14 metres utilising the container lock dimensions. This means these tanks can be transported without the need for specific costly logistics. The range of tanks are primarily designed for the storage and dispensing of combustible liquids.

All Grande Tanks are certified to Australian Standards by Australian Engineers.

PUMP BAY

- Bunded pump bay complete with water/product drain valves
- Internal access for hoses from pylon kits
- Pylon kits with counter weights (optional)
- Lockable bund doors with rubber dust seal
- Access ladder to work platform mounted on left or right hand side
- Bund ventilations
- Front earth connection
- Built in safety hand rail system
- Lighting (extra)
- Dual 50mm side wall cavity sockets

1300 651 391 | festanks.com.au

Grande Series

STANDARD SPECIFICATION

- Self-bunded tank designed and constructed to AS1692 and AS1940 Standards. Supplied with all statutory signage.
- Safe fill level capacities from 11,839Ltrs to 108,000Ltrs
- Curved tank roof finish externally
- Unit based on ISO style 20, 40 or 48ft foot cube shipping container foot print for easy lifting and transport
- In-built tank access ladder and platform designed and constructed to AS1657 Standard
- Dual 600mm manway tank access points
- Up draft vent pipe
- Calibrated aluminium anodized dipstick
- Interstitial space monitoring point with anodized dip stick
- Audible overfill protection alarm
- 6" sockets for installation of submersible pumps
- Extra paint thickness based on 300-350 microns for extra protection during harsh climates
- Transportable via tilt tray or side loader
- Bunded cowling and dispensing area
- Dual hose high mast retractable units
- Lockable doors on pump and dispensing area
- Suitable for fuel farm configuration (master and slave)

CUSTOM BUILD REFUELLING PACKAGES

Please discuss your requirements, so we can create a customised solution that meets your business needs.

GRANDE DISPENSING OPTIONS

- Tank fitted with AC/DC electrical or engine driven dispensing equipment
- Bowser, dispenser units or retractable hose reel systems available

- Heavy and / or light vehicle refueling
- Pump electrical switch box with start / stop / e-stop station fitted
- Flow rates from 40lpm to 400lpm (400+lpm on request)
- Bulk fuel dispensing unit (quick fill for onsite service trucks)
- Fuel Management System compatible
- Outdoor payment terminal compatible (EFTPOS and credit card)

OPTIONAL EXTRAS

Additional extras or optional add-ons can be reviewed at any time before, during or after your tank purchase to help achieve the most from your fuel equipment systems.

A fuel management system or inline filtration unit can go a long way to improve equipment and availability and longevity.

FLAMMABLE STORAGE

- Under AS1940 Standards it is possible to store flammable products up to 55,000 litres in self-bunded tanks.
- Please check the local regulation and install relevant emergency vent for flammable storage.

MULTI-COMPARTMENTS TANK

Including Ad Blue and fuel additive products

GRANDE tanks are based on container-sized footprints for ease of transportation and handling. They can be supplied with pumps, reels, meters and filtration ready to use. Standard and custom build add-on compartments can be specified to hold lubricants, coolant or waste oil as required. Multi products within same tank footprint are available if required.

End mounted security cabinets can be fitted including steel or roller shutter doors and internal spillage trays, to house

FES GRANDE TANK SPECIFICATIONS

Dimensions are nominal only. Alternative capacities available upon request.

| MODEL | CAPACITY | SFL | LENGTH (mm) | WIDTH (mm) | HEIGHT (mm) | WEIGHT (kg) | PUMP BAY |
|----------------|----------|----------|-------------|------------|-------------|-------------|----------|
| FES GRANDE 12 | 11,839L | 11,240L | 2,991 | 2,438 | 2,896 | 4,825 | YES |
| FES GRANDE 20 | 18,183L | 17,274L | 2,991 | 2,438 | 2,896 | 4,730 | NO |
| FES GRANDE 30 | 30,901L | 29,350L | 6,058 | 2,438 | 2,896 | 7,695 | YES |
| FES GRANDE 38 | 37,250L | 35,380L | 6,058 | 2,438 | 2,896 | 7,550 | NO |
| FES GRANDE 55 | 60,982L | 57,933L | 12,192 | 2,438 | 2,590 | 12,550 | YES |
| FES GRANDE 68 | 69,023L | 65,570L | 12,192 | 2,438 | 2,896 | 13,575 | YES |
| FES GRANDE 75 | 75,498L | 71,723L | 12,192 | 2,438 | 2,896 | 13,470 | NO |
| FES GRANDE 90 | 90,600L | 86,000L | 14,630 | 2,438 | 2,896 | 16,095 | NO |
| FES GRANDE 100 | 101,000L | 95,900L | 14,630 | 2,438 | 3,200 | 17,190 | NO |
| FES GRANDE 110 | 117,080L | 107,426L | 14,630 | 2,438 | 3,350 | 21,070 | NO |

* Additional bolt on bunded pump bays available on request.



YOUR LOCAL DISTRIBUTOR

Genset Hire and Sales Australia
28 Felspar Street, Welshpool, WA 6106

- sales@ghasa.com.au
- +61 08 9359 1988

1300 651 391 | festanks.com.au

compac
INTEGRATED BUSINESS SOLUTIONS

24/7
REFUELLING



1

Insert your pump nozzle



2

Select 'V' for 'Fuel'



3

Enter fuel amount on the keypad



4

No to pump and take fuel



5

Push button to start fuel delivery



Basic Fuel Dispenser Operation

To get fuel from tank
Select 1 for Fuel 6075R

Select pump 1 6075R on the Selection Pass pad



Insert Card then remove
Fuel nozzle 6075R

Pump ready for delivery
Left Nozzle and wait for 6075R to start after 1500ml

When fuel flow stops right or four flow on each flow display
Wipe up nozzle when flow

Return nozzle to tank on 6075R if nozzle is required
Nozzle will stop after 2.5 litres



COMBUSTIBLE LIQUID

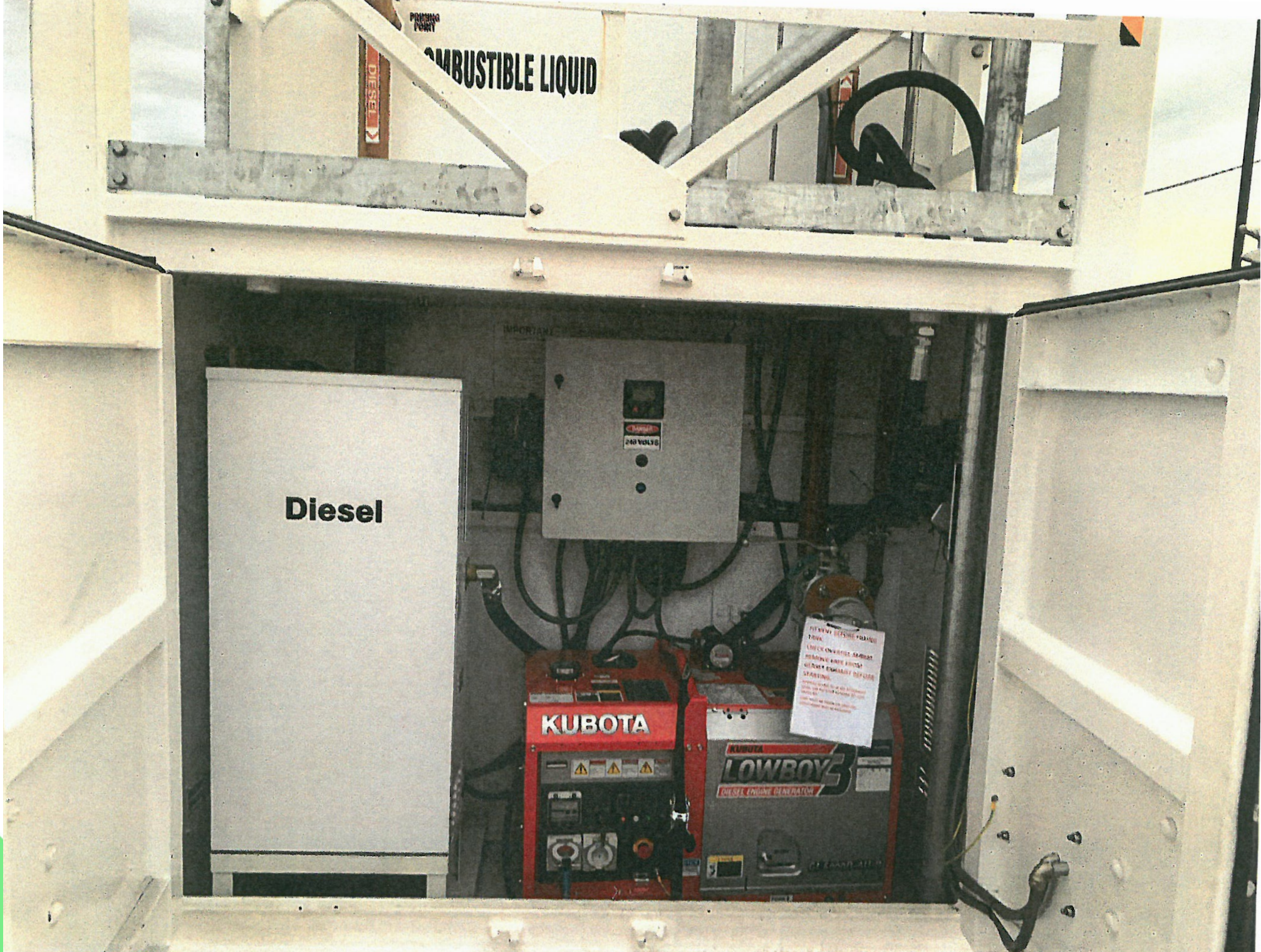
DIESEL ONLY
SAFE FILL 29.260 Litres
7.753 US Gallons

FESTANKS
FUEL EQUIPMENT SPECIALISTS
1300 651 391 | festanks.com.au

WARNING
ONLY TRANSPORT WHEN EMPTY

PRESS AND HOLD FOR 10 SECONDS

EMERGENCY STOP



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 15th September, 2020

15.0 CLOSURE OF MEETING