

# **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 MAY, 2021 IN THE SHIRE OF  
LEONORA COUNCIL CHAMBERS AT 9:30AM

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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 MAY, 2021.**

**COLOUR  
CODING**

1. **DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS/  
FINANCIAL INTEREST DISCLOSURES**  
**At 10:00am:** Representation from Horizon Power to outline Future Energy Systems for Leonora  
**At 10:45am** Mr Stewart Craig, Business Relations Manager, Minesite Recycling to answer questions of concern in regards Proposed Landfill Site and Solid Waste Depot.  
**At 11:15am** APA Key project team members for the Northern Goldfields Interconnect Pipeline Project to provide overview of planned activities
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**
9. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**  
(Sent out previously)  
Draft motion: That the Minutes of the Ordinary Meeting held on 20th April, 2021 be confirmed as a true and accurate record.
10. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
11. **REPORTS OF OFFICERS**
  - 11.1 **Chief Executive Officer**
    - a) Review of Delegations
    - b) Global Navigation Satellite System
    - c) Policy Amendment – A 3.6 Appointment of Acting Chief Executive Officer
  - 11.2 **Deputy Chief Executive Officer**
    - a) Monthly Financial Statements – 30th April, 2021
    - b) Accounts for Payment
  - 11.3 **Environmental Health Officer**  
Nil
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 June, 2021**
15. **CLOSURE OF MEETING**

*White*

*Pink*

*Blue*

*Green*

**11.0 REPORTS OF OFFICERS**  
**11.1 CHIEF EXECUTIVE OFFICER**  
**11.1(A) REVIEW OF DELEGATIONS**

**SUBMISSION TO:** Meeting of 18<sup>th</sup> May, 2021

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

**SUBJECT:** Delegation Register Review

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** N/A

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

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 10<sup>th</sup> May, 2021

**BACKGROUND**

The delegations included in the attached register allow officers to undertake day to day operational activities in the Shire without continual referral to Council. These delegations are often made subject to the confines of policy that give general direction in the decision making process.

One new delegation, A14 – Appointment of Complaints Officer(s) has now been included in the attached register, (Page 32), as per adoption at the Ordinary Council Meeting held 16<sup>th</sup> February, 2021.

It is advised that the members carefully check all delegations to ensure that the Council is satisfied as to the level of delegation.

**STATUTORY ENVIRONMENT**

Section 5.46 of the Local Government Act requires a local government to review its delegations at least once every twelve months.

**POLICY IMPLICATIONS**

Following the review of Council's policy manual in December 2011, a clear linkage between delegation and policy is now documented where relevant.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

**RECOMMENDATIONS**

That the Council adopt the Register of Delegations as attached to this report.



## **VOTING REQUIREMENT**

Absolute Majority

## **SIGNATURE**

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Chief Executive Officer



# **SHIRE OF LEONORA**

## **REGISTER OF DELEGATIONS**

*Presented to Council 18th May, 2021*

## **THE LOCAL GOVERNMENT ACT 1995 GIVES LOCAL AUTHORITIES THE POWERS OF DELEGATION**

### **Delegation of some powers and duties to certain committees:**

- 5.16 (1) Absolute majority required to delegate; cannot delegate power of delegation.
  - (2) To be in writing and may be general or conditional.
  - (3) Can be for a period of time or indefinite.
  - (4) Doesn't prevent Council acting through another.
- 5.17 Limits on delegations to committees.
- 5.18 Register of Delegations to be kept and reviewed annually.

### **Delegation of some powers and duties to CEO:**

- 5.42 (1) Absolute majority required to delegate.
  - (2) To be in writing and may be general or conditional.
- 5.43 Limits on delegations to CEO.
- 5.44 CEO may delegate to others, but not the power of delegation.
- 5.45 (1) (a) Can be for a period of time or indefinite.
  - (b) Absolute majority required to amend or revoke.
  - (2) Doesn't prevent Council or CEO acting through another.
- 5.46 (1) & (2) Register of Delegations to be kept and reviewed annually.
  - (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

### **Admin Reg 19.**

“Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty had been delegated is to keep a written record of –

- (a) how the person exercised the power or discharged the duty;
- (b) when the person exercised the power or discharged the duty;
- (c) the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty”.

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## FINANCE

### F01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS

***Function to be performed:*** To make payments from the Municipal Fund Bank Accounts for payment of creditors and payroll between Council meetings.

***Delegated to:*** Chief Executive Officer

***On delegated to:*** Deputy Chief Executive Officer

***Conditions:*** Compliance with Regulations 12 and 13 of the Local Government (Financial Management) Regulations 1996.

The authority extends only to making of investments, the payment of salaries and wages, payment for fuel and supplies, loan repayments, petty cash recoups, freight, contract progress payments, group tax, FBT, GST, utilities, advance recoup and the payment of general trade creditors accounts.

The authority extends only to payments for items previously authorised by the council by inclusion in the budget.

The Chief Executive Officer is to ensure the relevant debt was incurred by a person who is properly authorized to do so and that the goods and services to which each account relates were provided in a satisfactory standard as the case requires.

Each payment from the Municipal Fund Bank Accounts and is to be noted on a list compiled each month showing:

- 1) The payee's name
- 2) The amount of the payment
- 3) The date of the payment
- 4) Sufficient information to identify the transaction

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

The vouchers, supporting invoices and other relevant documents be made available for inspection by Councillors at any time following the date of payment and at the next ordinary meeting of Council.

Records to be kept under the provision of **General Disposal Authority for Local Government Records** Legislation.

***Reference:*** S5.42/5.44, S6.10 – Local Government Act 1995  
Local Government (Financial Management) Regulations 1996

<b><i>Council Policy:</i></b>	N/A.
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18 <sup>th</sup> May, 2021
<b><i>Date Reviewed &amp; Amended:</i></b>	15 <sup>th</sup> February 2011

## **F02 INVESTMENTS**

***Function to be performed:***

1 To invest money held in the Municipal or Trust Funds that is not required for the time being for any purpose in accordance with Part III of the Trustees Act 1962 or in an investment approved by the Minister.

2 To establish and document internal control procedures to be followed to ensure control over the investments.

***Delegated to:***

Chief Executive Officer

***On delegated to:***

Deputy CEO

***Conditions:***

1) The establishing of documental internal control procedures to be followed to ensure control over the investments.

2) Compliance with Clause 19(2) Local Government (Financial Management) Regulations 1996

3) Council Policy (where applicable)

4) Investments in Managed Funds require the approval of Council.

***Record of Use:***

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

***Reference:***

S5.42/S5.44, S6.14 Local Government Act, 1995 (As Amended)

***Council Policy:***

A.2.1

***Date Adopted:***

15<sup>th</sup> February 2011

***Date Reviewed:***

18<sup>th</sup> May, 2021

***Date Reviewed and Amended:***

N/A



### **F03            HIRE FEES & CHARGES – RECREATION CENTRE**

<b><i>Function to be performed:</i></b>	To adjust/vary recreation centre, halls, and oval hire fees and charges as determined in the budget.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<p>Subject to Regulations 5, 8 and 10 of the Local Government (Financial Management) Regulations 1996; and</p> <ul style="list-style-type: none"><li>• where it is considered that there is the need due to extenuating circumstances, unusual kind of use</li><li>• The cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s.</li><li>• One-off usage discounts being supported in favour of regular use discounts.</li><li>• The participation of children/juniors in the program.</li><li>• The benefits to the Shire, its staff and the community in general.</li><li>• The costs to the Shire, including any forfeited opportunity costs.</li><li>• Any other circumstances that warrant consideration to a discount or waiving of fees.</li></ul>
<b><i>Record of Use:</i></b>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	S5.42, S6.10 Local Government Act (As Amended).
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	N/A

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

<b><i>Function to be performed:</i></b>	<p>1 To reimburse all reasonable expenses to members and staff incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include registration fees, accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses.</p> <p>2 The payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councillor to be accompanied by another person.</p> <p>3 The payment of expenses of partners when the CEO has specifically approved that it is appropriate for a staff member to be accompanied by another person.</p>
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<p>Obtain from the Councillor or staff member receipts or other appropriate proof that the expense was incurred. Obtain a declaration that the expense was incurred wholly whilst on Council business.</p> <p>Attendance will enhance the professional development of the officer or elected member, provide benefits to Council and is relevant to the duties and responsibilities of the officer or elected member.</p>
<b><i>Record of Use:</i></b>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Act 1995.
<b><i>Council Policy:</i></b>	A.3.2 + A.3.3
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011, 21 <sup>st</sup> February 2017

**F05                    EXPENDITURE PRIOR TO ADOPTION OF BUDGET**

<b><i>Function to be performed:</i></b>	To incur operating expenditures from the Municipal Fund prior to the adoption of the annual budget.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	This delegation refers to operating expenditure only.
<b><i>Record of Use:</i></b>	List of accounts for payment to Council
<b><i>Reference:</i></b>	Local Government Act (As Amended).
<b><i>Council Policy:</i></b>	A.2.6
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	N/A

**F06            INSURANCE**

***Function to be performed:***            To enter into appropriate contracts of insurance.

***Delegated to:***                            Chief Executive Officer

***On delegated to:***                        N/A

***Conditions:***                             Nil

***Record of Use:***                         Insurance Policies held by the Council.

***Reference:***                                Part 3 of Local Government Act (As Amended).

***Council Policy:***                         A.2.5

***Date Adopted:***                         15<sup>th</sup> February 2011

***Date Reviewed:***                        18th May, 2021

**Date Reviewed and Amended:**        N/A

## **F07 RATE RECORDS AND RECOVERY OF RATES AND SERVICE CHARGES**

### ***Function to be performed:***

1. Where appropriate or necessary, to amend the rate record of the local government for the 5 years preceding the current financial year as contemplated by section 6.39 (2)(b).
2. To enter into agreements in accordance with Section 6.49 of the Local Government Act 1995 for the payment of rates and service charges.
3. To determine the dates that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995, such that the due payment of a rate or service charge, or the first installment thereof as the case may be, shall become due and payable 35 days after the date noted on the rate notice as the date the rate notice was issued;
4. To take any or all of the actions pursuant to the provisions of the Act as reasonable and proper, to recover rates and service charges due to the local government;
5. Pursuant to section 6.64 (3) of the Act, to lodge caveats on land where the rates or service charges are in arrears, and it is considered that the interests of the Council should be protected; and to subsequently withdraw such caveats once arrears of rates have been settled.
6. To exercise discretion in regard to granting an extension of time for the service of objections to the rate record in accordance with Section 6.76(4) of the Local Government Act 1995;
7. To allow or disallow in accordance with section 6.76 (5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection on accordance with Section 6.76(6)
8. To discharge the obligations specified in section 6.39(1) of the Local Government Act 1995 (as amended).
9. The service of notices of valuation and rates referred to in section 6.41(1) of the Local Government Act 1995.
10. The powers conferred on Section 6.40 of the Local Government Act 1995.
11. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the Local Government Act 1995.
12. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.

### ***Delegated to:***

Chief Executive Officer

### ***On delegated to:***

N/A

### ***Conditions:***

Nil

### ***Record of Use:***

List of rate arrears submitted to Council when requested.

### ***Reference:***

Local Government Act (As Amended).

### ***Council Policy:***

A.2.4

***Date Adopted:*** 20<sup>th</sup> May 1997

***Date Reviewed:*** 18th May, 2021

***Date Reviewed and Amended:*** 15<sup>th</sup> February 2011

**F08            SURPLUS EQUIPMENT, MATERIALS, TOOLS**

<b><i>Function to be performed:</i></b>	To sell surplus equipment, materials, tools, etc with an estimated value of less than \$2,000 which are no longer required, or are out moded, or are no longer serviceable.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	By calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means. Where it has not been possible to dispose of surplus equipment, materials, tools, and such like as outlined above, dispose of such things by other nominated means, including scrapping, after a listing of such items and the proposed disposal method has been provided to Council.
<b><i>Record of Use:</i></b>	Information on File and advice provided to Council. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Act (As Amended) Sect 3.58 & 5.42 and Financial Management Regulation 5.2
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

## **F09 PURCHASE ORDER AUTHORISATION**

**Function to be performed:**

- 1 To sign Purchase Orders for items contained within the current budget.
- 2 This delegation includes authorisation to accept a tender for purchase up to an amount of \$150,000 (Local Government Act 1995 section 5.43 (b)).

**Delegated to:** Chief Executive Officer

**On delegated to:** As follows:

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

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

**Conditions:** Officers must adhere to requirements of purchasing policy i.e. purchases up to \$10,000 can be arranged by delegated officers, \$10,001-\$25,000 must receive two quotes Deputy CEO & Works and Services Manager delegated to approve, \$25,001-\$149,999 must receive three quotes with CEO delegated to approve, \$150,000 and above tenders are to be called in line with tender regulations with full Council to approve.

**Record of use:** Duplicate of purchase order to be handed to Accounts Officer.  
Triplicate stored in original purchase order book.  
Completed order books to be returned to Administration Officer for archiving. Register to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

**Reference:** S5.42 & 3.57 Local Government Act 1995 (As Amended).

**Council Policy:** A.2.3

**Date Adopted:** 20<sup>th</sup> February 2007

**Date Reviewed:** 18th May, 2021

**Date Reviewed and Amended:** 15<sup>th</sup> February 2011, 17<sup>th</sup> February 2015, 16<sup>th</sup> February 2016, 21<sup>st</sup> February 2017 & 18<sup>th</sup> February, 2020



## **F10            RECOVERY OF DEBTS**

<b><i>Function to be performed:</i></b>	The Chief Executive Officer is delegated authority to negotiate with debtors unable to pay debts due to particular hardships. The Chief Executive Officer is delegated authority to initiate legal action for the recovery of debts either through the local court or by Council's solicitors, as the case may warrant, when all other reasonable attempts at collection have been exhausted.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Deputy CEO
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"><li>1) The establishing of written records of any action taken.</li><li>2) Compliance with relevant sections of the Local Government (Financial Management) Regulations 1996 and Local Government Act 1995.</li></ol>
<b><i>Record of Use:</i></b>	Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	S5.42 Local Government Act, 1995 (As Amended)
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

## **F11 LAND VALUATIONS**

<b><i>Function to be performed:</i></b>	To obtain from the Valuer General or a qualified private Valuer, the value of any land or property that is subject of a report or submission to the Council involving negotiations for the purchase or sale of property.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Deputy CEO
<b><i>Conditions:</i></b>	Provisions to be included in budget for land valuation expenses.
<b><i>Record of Use:</i></b>	Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	S5.42 Local Government Act, 1995 (As Amended)
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	N/A

## **ADMINISTRATION**

### **A01            USE OF SHIRE VEHICLES**

<b><i>Function to be performed:</i></b>	To make appropriate private use arrangements with all staff having use of a Council vehicle.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Deputy Chief Executive Officer
<b><i>Conditions:</i></b>	Nil
<b><i>Record of Use:</i></b>	Vehicle Log Book. (Where applicable)
<b><i>Reference:</i></b>	S5.42 Local Government Act, 1995 (As Amended)
<b><i>Council Policy:</i></b>	T.6.3
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	N/A

## **A02        STAFF HOUSING**

<b><i>Function to be performed:</i></b>	To make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by the Council.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<p>1     In exercising this delegation regard shall be given to any Council policy in place from time to time.</p> <p>2     In the event that any Council provided accommodation is at anytime not required for Council employees, the Chief Executive Officer is delegated authority to rent or lease the accommodation to persons other than Council employees or organisations</p> <p>3     The rental to other persons or organisations is subject to an appropriate tenancy agreement and period that does not unduly impact on the Shires requirements for the property.</p>
<b><i>Record of Use:</i></b>	Employee Files.
<b><i>Reference:</i></b>	Nil.
<b><i>Council Policy:</i></b>	Nil.
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	Nil.

### **A03            LIQUOR – SALE & CONSUMPTION AT COUNCIL PROPERTY**

<b><i>Function to be performed:</i></b>	To approve applications for the sale of liquor from the Councils facilities and impose any conditions relating to its sale as considered appropriate, and to approve applications to consume liquor on property under the care, control and management of Council.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	In exercising this delegation, the Chief Executive Officer shall have regard to the provisions of the appropriate State Legislation regarding consumption and sale of liquor and shall, when appropriate, consult with local Police.
<b><i>Record of Use:</i></b>	Applications and approvals to be kept in Filing System.
<b><i>Reference:</i></b>	S5.42 Local Government Act, 1995 (As Amended). Sections 59 and 119 of the Liquor Licensing Act 1988.
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

#### **A04            IMPOUNDING GOODS – AUTHORISED EMPLOYEE**

<b><i>Function to be performed:</i></b>	To authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding;
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Pt 6.
<b><i>Record of Use:</i></b>	Report to Council.
<b><i>Reference:</i></b>	Local Government Act, 1995 (As Amended) – S5.42 Local Government Act, 1995 – S3.39
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	Nil

**A05            AWARD / INDUSTRIAL MATTERS**

<b><i>Function to be performed:</i></b>	To instruct the local government's consultants in workplace relations if considered appropriate to act on the Council's behalf in any general Industrial/Award matter and any industrial dispute involving an employee or employees of the Council.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Nil
<b><i>Record of Use:</i></b>	File records of authorisations given.
<b><i>Reference:</i></b>	Local Government Act, 1995.
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	Nil

**A06            CONTRACT VARIATIONS**

<b><i>Function to be performed:</i></b>	To approve minor variations to contracts which have been entered into by the Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Nil
<b><i>Record of Use:</i></b>	Contract Register
<b><i>Reference:</i></b>	Local Government Act, 1995 and Tender Regulations
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	Nil



**A07        LEGAL ADVICE**

<b><i>Function to be performed:</i></b>	To obtain such legal advice and opinions as considered is necessary in the management of the Local Government.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Subject to existing budgetary provisions for that purpose
<b><i>Record of Use:</i></b>	Information on File and advice provided to Council. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Local Government Act, 1995.
<b><i>Council Policy:</i></b>	A.1.3
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	Nil

## **A08            ENFORCEMENTS AND LEGAL PROCEEDINGS**

<b><i>Function to be performed:</i></b>	1) To appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of local laws. 2) To issue to each person authorised to enforce local laws a certificate stating that the person is so authorised and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person. 3) To appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Subject to compliance with the following: <ul style="list-style-type: none"><li>• Local Government Act 1995</li><li>• Dog Act 1976</li><li>• Bush Fire Act 1954</li><li>• Health Act 1911</li><li>• Local Government (Miscellaneous Provisions) Act 1960</li><li>• Local Laws, Parking and Dogs</li><li>• Council Policy</li></ul>
<b><i>Record of Use:</i></b>	Retention of file copy of relevant correspondence.
<b><i>Reference:</i></b>	S5.42/S5.44, S9.10, S9.19, S9.20 and S9.23 Local Government Act, 1995 (As Amended) Section 44.9 Local Government (Miscellaneous Provisions) Act 1960.
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	Nil

## **A09            DELEGATION OF POWER**

<b><i>Function to be performed:</i></b>	Where the Deputy Chief Executive Officer is authorised to act as the Chief Executive Officer, all delegations to the Chief Executive Officer may be performed / undertaken by the Acting Chief Executive Officer.
<b><i>Delegated to:</i></b>	Deputy Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	In the absence of Chief Executive Officer and when authorised in writing, the Deputy Chief Executive Officer shall act as the Chief Executive Officer.
<b><i>Record of use:</i></b>	Retention of file copy of relevant appointment in Personnel File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	S5.42 Local Government Act 1995 (As Amended).
<b><i>Council Policy:</i></b>	A.3.6
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	Nil

## **A10 COUNCIL/MEMBERS - REGISTER OF DELEGATIONS TO COMMITTEES**

<b><i>Function to be performed:</i></b>	1 To keep a Register of the Delegations made by the Council to Committees, the Register being required in accordance with the provisions of Section 5.18 of the Act.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	The Register is only required if Committees are in existence and have delegated powers of duties. Council acknowledges that this task could be interpreted to be a function of the CEO under Section 5.41 (d) – management of day to day operations.
<b><i>Record of use:</i></b>	Register
<b><i>Reference:</i></b>	S5.42 and S5.18 Local Government Act 1995 (As Amended).
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	Nil

## **A11 TENDERS**

### ***Function to be performed:***

(1) To make determinations about the following matters contemplated by the Local Government (Functions and General) Regulations 1996 in relation to the supply of goods and services by tender, unless Council has already done so in any instance:

a) to determine whether or not tenders should be publicly invited having regard to the circumstances contemplated by a clause 11 subclause (2) paragraphs (ba) (iii) (II) and (f) of the regulations;

(b) before publicly inviting tenders, to determine appropriate criteria for deciding which tender should be accepted as contemplated by clause 14 subclause (2a) of the regulations;

(c) to ensure that there is an adequate specification upon which to invite tenders for goods or services and to decide upon the extent of detailed information to be made available to interested tenderers to satisfy clause 14 subclauses 3 (b) and (4) (a) of regulations, and to vary that information where required whilst having regard to the provisions of subclause (5);

(d) to make a determination as to whether or not the local government will submit a tender, and advise other interested tenders accordingly as required by clause 14 subclause (4) (d) of the regulations;

(e) to assess tenders by written evaluation against the assessment criteria as provided for by clause 18 (4) of the regulations

(f) where the circumstances contemplated by clause 18 (6) and (7) of the regulations prevail and the tender has been awarded by the CEO pursuant to Part (B)(a) of this delegation, to deal with the matter according to that clause and applicable subclause;

(g) where the circumstances contemplated by clause 20 (1) of the regulations prevail, upon becoming aware of the need for any minor variation/s, to deal with the matter according to that clause/subclause, including being satisfied that the extent of the variation constitute a minor variation under clause 20 (3);

(h) where the circumstances contemplated by clause 20 (2) of the regulations prevail and the tender has been awarded by the CEO pursuant to Part (B) (a) of this delegation, to deal with the matter according to that clause/subclause;

(i) to make determination about seeking expressions of interest in lieu of public tenders as contemplated by clause 21 (1) of the regulations; and

(j) evaluating expressions of interest as to determining which would be capable of satisfactorily supplying the goods or services.

(2) Unless otherwise specified by the Council for a particular case, where the consideration involved does not

exceed \$30,000 and is acceptable or advantageous to the local government.

(a) to accept a tender provided that the appropriate provision has been made in Council's Budget; and

(b) to decline to accept a tender where none is deemed acceptable or advantageous to the Local Government.

***Delegated to:***

Chief Executive Officer

***On delegated to:***

N/A

***Conditions:***

1. Provision must be included in budget for CEO to call tenders without referring to Council.

2. On receipt of the tenders, the CEO shall report on tenders received to the next Council meeting.

***Record of use:***

Report to Council and file of correspondence and actions. Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

***Reference:***

Local Government Tender Regulations and Local Government Act 1995 (As Amended).

***Council Policy:***

Nil

***Date Adopted:***

20<sup>th</sup> May 1997

***Date Reviewed:***

18th May, 2021

***Date Reviewed and Amended:***

15<sup>th</sup> February 2011

## **A12        TRADE/VENDOR LICENCES**

<b><i>Function to be performed:</i></b>	To negotiate with traders/vendors to operate within the townsite, and if trader/vendor is unable to obtain suitable premises from which to operate within the central business area, the Chief Executive Officer is delegated authority to approve a suitable location within the townsite boundary provided no nuisance is created by the nature of that business.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Nil
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"><li>1. The nature of the business and the type of goods sold</li><li>2. The effect the business has on local traders.</li><li>3. The duration of the stay</li><li>4. No nuisance is created by the nature of the business</li></ol>
<b><i>Record of use:</i></b>	Record to be kept on appropriate file.
<b><i>Reference:</i></b>	Local Government Miscellaneous Provisions Act 1996
<b><i>Council Policy:</i></b>	T.6.5
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> October 1998
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

## **A13            ANIMALS – UNLAWFUL RELEASE FROM POUND**

<b><i>Function to be performed:</i></b>	To instruct Council's solicitors to commence legal proceedings against any person/s who, in the opinion of the Chief Executive Officer has: a) Unlawfully rescued or released, or attempted to rescue or release, dogs lawfully impounded or seized for the purpose of being impounded. b) Damaged a Council pound c) Committed a breach of procedures enabling dogs to escape from Council pound.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Nil
<b><i>Conditions:</i></b>	The CEO is to report particulars of instructions issued to Council's solicitors to the next following meeting of Council.
<b><i>Record of use:</i></b>	Record to be kept on appropriate file.
<b><i>Reference:</i></b>	S5.94 Local Government Act 1995 (As Amended).
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011



#### **A14          APPOINTMENT OF COMPLAINTS OFFICER(S)**

<b><i>Function to be performed:</i></b>	To appoint one or more persons to the role of Complaints Officer for the purposes of Division 3, Section 11(3) of the Code of Conduct for Council Members, Committee Members, and Candidates.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Model Code of Conduct) Regulations 2021.
<b><i>Record of Use:</i></b>	Retention of file copy of relevant correspondence. Records to be kept under the provision of General Disposal Authority for Local Government Records Legislation.
<b><i>Reference:</i></b>	Local Government Act, 1995 (As Amended) – S5.42 & S5.104
<b><i>Council Policy:</i></b>	A.1.9 External Complaints Management
<b><i>Date Adopted:</i></b>	16 <sup>th</sup> February, 2021
<b><i>Date Reviewed:</i></b>	18 <sup>th</sup> May, 2021
<b><i>Date Reviewed and Amended:</i></b>	N/A

## ENGINEERING

### E01 TEMPORARY RURAL ROAD CLOSURES

<i>Function to be performed:</i>	To temporarily close a street or a portion of a street for a period not exceeding 30 days to vehicles in cases of emergency, in connection with Council works, by reason of heavy rain, a street likely to be damaged by the passage of traffic of any particular class.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Manager of Works
<i>Conditions:</i>	Compliance with the Local Government (Functions and General) Regulations 1996.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<i>Reference:</i>	Local Government Act 1995 (As Amended) – S5.42, S3.50, S3.51 Local Government (Function and General) Regulations 1996. Executive Function S3.18
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 <sup>th</sup> May 1997
<i>Date Reviewed:</i>	18th May, 2021
<i>Date Reviewed and Amended:</i>	15 <sup>th</sup> February 2011

## **E02          ROAD TRAINS AND EXTRA MASS PERMITS**

<b><i>Function to be performed:</i></b>	To determine any application for the use of such roads granting approval with or without conditions and, subject to assessment and approval of the use of the road/s by Main Roads WA.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Have regard for any policy of the Council in relation to the use of local roads by restricted access vehicles
<b><i>Record of Use:</i></b>	Correspondence on File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation
<b><i>Reference:</i></b>	Road Traffic Vehicle Standard Regulations
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**E03            TRAFFIC CONTROL SIGNALS, ROAD REGULATORY SIGNS & STREET SIGNS**

<i><b>Function to be performed:</b></i>	1        To make application to Main Roads WA for approvals to install stop and give-way signs at such places as considered warranted other than in accordance with any urban or rural traffic management plan adopted by Council, 2        Arrange installation of “school bus stop” signs and other appropriate traffic warning, advisory or directional signs at such places on local roads as considered necessary. 3        Proceed with the provision and erection of new street name plates and the replacement of damaged name plates.
<i><b>Delegated to:</b></i>	Chief Executive Officer
<i><b>On delegated to:</b></i>	N/A
<i><b>Conditions:</b></i>	Due regard to limit of funds within budget
<i><b>Record of Use:</b></i>	Correspondence on File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation
<i><b>Reference:</b></i>	Road Traffic Code 2000
<i><b>Council Policy:</b></i>	Nil
<i><b>Date Adopted:</b></i>	20 <sup>th</sup> May 1997
<i><b>Date Reviewed:</b></i>	18th May, 2021
<i><b>Date Reviewed and Amended:</b></i>	15 <sup>th</sup> February 2011

#### **E04            CONTRACTERS – USE OF WORKS**

<b><i>Function to be performed:</i></b>	To engage private contractors to assist and complement Council's work staff in carrying out any works and services.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<p>In exercising this delegated authority, the Chief Executive Officer shall have due regard to the following:</p> <ul style="list-style-type: none"><li>• It must be demonstrated that by engaging the private contractors, it will be in the best interests of the Council;</li><li>• Appropriate funds are provided in the budget.</li></ul>
<b><i>Record of Use:</i></b>	<p>Correspondence on File.</p> <p>Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation</p>
<b><i>Reference:</i></b>	Section 3.50 Local Government Act 1995
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

## **E05          PLANT – USE BY EMPLOYEES**

<b><i>Function to be performed:</i></b>	Permit Council employees to utilise Council plant after hours.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"><li>1. Usage will be permitted within the townsite area, to those employees who are competent with the operating capabilities of the plant that they propose to use and subject to their agreement to accept full responsibility for any loss or damage caused by negligence to the plant.</li><li>2. Where the use, or intended use, of plant is likely to conflict with usage of Council, of that plant, then permission will not be given.</li></ol>
<b><i>Record of Use:</i></b>	Correspondence on File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation
<b><i>Council Policy:</i></b>	T.6.2
<b><i>Reference:</i></b>	Section 5.42 Local Government Act 1995
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

## **E06            DAMAGE TO ROADS AND FOOTPATHS**

<b><i>Function to be performed:</i></b>	Issue accounts for repairs to damage caused to roads, kerbing and footpaths where the Chief Executive Officer is of the opinion that the damage was clearly caused by the Party. The Chief Executive Officer is also authorised to take legal action to recover the costs if the accounts remain unpaid after a reasonable time and notice has been given.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Nil
<b><i>Record of Use:</i></b>	Correspondence on File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation
<b><i>Council Policy:</i></b>	Nil
<b><i>Reference:</i></b>	Section 5.42 Local Government Act 1995
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**E07 PRIVATE WORKS**

<b><i>Function to be performed:</i></b>	Carry out private works utilising Council employees and plant.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	<ol style="list-style-type: none"><li>1. Private works will only be undertaken when time permits to ensure there is no disruption to Council's works programme.</li><li>2. Requests for private works for the time other than that suited to the Council shall be completed outside the Council's normal working hours and charged at the appropriate penalty rates.</li></ol>
<b><i>Record of Use:</i></b>	Correspondence on File. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation
<b><i>Council Policy:</i></b>	Nil
<b><i>Reference:</i></b>	Section 5.42 Local Government Act 1995
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> May 1997
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011



## HEALTH

### H01 ENVIRONMENTAL HEALTH

<b><i>Function to be performed:</i></b>	In accordance with the provisions of Section 26 of the Health Act 2016 the Chief Executive Officer is appointed and authorised to exercise and discharge the following powers and functions: <ol style="list-style-type: none"><li>1. Issue such Health Act notices and orders as appropriate;</li><li>2. Determine applications for license under the Health Act.</li></ol>
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	To any person appointed by the local authority to the position of Authorised Officer.
<b><i>Conditions:</i></b>	Subject to the provisions of the Health Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights. A detailed report to the monthly Council meeting
<b><i>Record of use:</i></b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Health Act 2016 (As Amended)
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	15 <sup>th</sup> February 2011
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	21 <sup>st</sup> February 2017

## H02

## LOCAL GOVERNMENT SEPTIC TANK APPROVALS

### *Function to be performed:*

Pursuant to the provisions of Section 26 of the Health Act 1911, the Authorised Officer is hereby appointed and authorized to exercise and discharge powers and functions conferred on local government for the purpose of Regulation 4 of the Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974:

1. For the purpose of section 107(2)(a) of the Act, an apparatus is to be approved a local government if it is intended to serve:
  - a. A single dwelling
  - b. Any other building that produces not more than 540 litres of sewerage per day;
2. A person may apply for approval by:
  - a. Completing an application in a form approved by the Executive Director, Public Health
  - b. Forwarding application to the Shire of Leonora together with any documents required under Regulation 5 and the fee specified in Item 1, of Schedule 1;
3. The Shire of Leonora upon application will as soon as practicable after receiving the application:
  - a. Grant approval, or
  - b. Refuse to grant approval;
4. Where the Shire refuses to grant approval it shall provide to the applicant written notice:
  - a. Advising the person of the refusal, and
  - b. Setting out the reasons for the refusal;

### *Delegated to:*

To any person appointed by the local authority to the position of Authorised Officer.

### *On delegated to:*

Nil.

### *Conditions:*

Subject to the provisions of the Health Act, Local Laws and Council Policies.

The applicant being advised of objections and/or appeal rights.

### *Record of use:*

Retention of file copy of relevant correspondence.

Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

### *Reference:*

Health Act 2016 (As Amended), Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974

### *Council Policy:*

Nil

### *Date Adopted:*

19<sup>th</sup> August 1997

### *Date Reviewed:*

18th May, 2021

### *Date Reviewed and Amended:*

21<sup>st</sup> February 2017

### **H03            DEALING WITH NUISANCES**

<b><i>Function to be performed:</i></b>	In accordance with the provisions of Section 184 of the Health Act 2016 the Chief Executive Officer is authorised to deal with nuisances.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	To any person appointed by the local authority to the position of Authorised Officer.
<b><i>Conditions:</i></b>	Subject to the provisions of the Health Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
<b><i>Record of use:</i></b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Health Act 2016 (As Amended)
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	19 <sup>th</sup> May 1998
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011 & 21 <sup>st</sup> February 2017

#### **H04            CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND**

<b><i>Function to be performed:</i></b>	To grant approval to an applicant wishing to camp on land or a period of up to three (3) months in any twelve month period.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	Nil.
<b><i>Conditions:</i></b>	Subject to the approval being in accordance with the provisions of Regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997.
<b><i>Record of use:</i></b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Health Act 1911 (As Amended)
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	19 <sup>th</sup> May 1998
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011

**H05            FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)**

<b><i>Function to be performed:</i></b>	In accordance with the provisions of Section 122 of the Food Act 2008, the Chief Executive Officer is appointed and authorized to exercise and carry out enforcement action for the purposes of this act.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	To any person appointed by the local authority to the position of Authorised Officer
<b><i>Conditions:</i></b>	Subject to the provisions of the Food Act 2008 and Council Policies, the businesses being advised of appeal rights and a detailed report to the monthly Council Meeting.
<b><i>Record of use:</i></b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<b><i>Reference:</i></b>	Food Act 2008
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	17 <sup>th</sup> June, 2014
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	21 <sup>st</sup> February 2017

**H06                    APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016**

<b><i>Function to be performed:</i></b>	In accordance with section 17 pf the Public Health Act, the Chief Executive Officer is authorised to appoint Authorised Officers to carry out functions under the Public Health Act 2016.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Subject to Section 18 of the Public Health Act 2016.
<b><i>Record of use:</i></b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<b><i>Reference:</i></b>	Public Health Act 2016
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> December 2016
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	N/A

## **H07                    AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY**

<b><i>Function to be performed:</i></b>	In accordance with the provisions of Section 24 and Section 30 of the Public Health Act 2016, the Chief Executive Officer is authorised to designate a person or class of persons as an Authorised Officer and issue Certificates of Authority.
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Subject to provisions of Section 24, 30 and 312 of the Public Health Act 2016.
<b><i>Record of use:</i></b>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<b><i>Reference:</i></b>	Public Health Act 2016
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	20 <sup>th</sup> December 2016
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	N/A

## BUILDING

**B01            WORKS - UNLAWFUL**

*Date Adopted:* 20<sup>th</sup> May 1997

*Date Reviewed:* 18th February, 2014

*Date Reviewed and Amended:* 15<sup>th</sup> February 2011

***Date Deleted:*** 18<sup>th</sup> February, 2014



**B02. BUILDING LICENCES**

*Date Adopted:* 20<sup>th</sup> May 1997

*Date Reviewed:* 18th February, 2014

*Date Reviewed and Amended:* 15<sup>th</sup> February 2011

*Date Deleted:* 18<sup>th</sup> February, 2014

## B03 DEMOLITION LICENSES

*Date Adopted:* 20<sup>th</sup> May 1997

***Date Reviewed:*** 18th February, 2014

***Date Reviewed and Amended:*** 15<sup>th</sup> February 2011

*Date Deleted:* 18<sup>th</sup> February, 2014

## B04 ISSUE OF SECTION 401 NOTICES

*Date Adopted:* 20<sup>th</sup> May 1997

***Date Reviewed:*** 18th February, 2014

*Date Reviewed and Amended:* 15<sup>th</sup> February 2011

*Date Deleted:* 18<sup>th</sup> February, 2014

**B05 REMOVAL OF NEGLECTED AND RENOVATIONS OF DILAPIDATED BUILDINGS**

*Date Adopted:* 20<sup>th</sup> May 1997

***Date Reviewed:*** 18th February, 2014

*Date Reviewed and Amended:* 15<sup>th</sup> February 2011

***Date Deleted:*** 18<sup>th</sup> February, 2014

**B06 DWELLINGS UNFIT FOR HABITATION**

<b><i>Function to be performed:</i></b>	To declare that a house, or any part thereof is unfit for human habitation in accordance with the provisions of Section 135 of the Health Act 1911 (as amended).
<b><i>Delegated to:</i></b>	Chief Executive Officer
<b><i>On delegated to:</i></b>	To the person occupying the office of Environmental Health Officer/Building Surveyor
<b><i>Conditions:</i></b>	Subject to the provisions of Section 135 of the Health Act 1911 (as amended).
<b><i>Record of use:</i></b>	Certificates issued and correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Section 135 of the Health Act 1911 (as amended).
<b><i>Council Policy:</i></b>	Nil
<b><i>Date Adopted:</i></b>	19 <sup>th</sup> May 1998
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	15 <sup>th</sup> February 2011 & 18 <sup>th</sup> February 2014

**B07 DWELLINGS TO BE REPAIRED**

<i><b>Function to be performed:</b></i>	Require owner of a house declared unfit for habitation or in a poor state of repair, to make repairs and render clean such a house.
<i><b>Delegated to:</b></i>	Chief Executive Officer.
<i><b>On delegated to:</b></i>	To the person occupying the office of Environmental Health Officer/Building Surveyor.
<i><b>Conditions:</b></i>	The order is accordance with the provisions of Section 139 of the Health Act 1911 (as amended).
<i><b>Record of use:</b></i>	Notices and correspondence issued. Records to be kept under the provisions of <u><b>General Disposal Authority for Local Government Records</b></u> Legislation.
<i><b>Reference:</b></i>	Section 139 of the Health Act 1911 (as amended).
<i><b>Council Policy:</b></i>	Nil
<i><b>Date Adopted:</b></i>	19 <sup>th</sup> May 1998
<i><b>Date Reviewed:</b></i>	18th May, 2021
<i><b>Date Reviewed and Amended:</b></i>	15 <sup>th</sup> February 2011 & 18 <sup>th</sup> February 2014

## B08 BUILDING CONVERSION TO A DWELLING

*Date Adopted:* 19<sup>th</sup> May 1998

***Date Reviewed:*** 18th February, 2014

***Date Reviewed and Amended:*** 15<sup>th</sup> February 2011

*Date Deleted:* 18<sup>th</sup> February, 2014

**B09            PARK HOMES**

<i><b>Function to be performed:</b></i>	To grant approval to any person wishing to bring a Park Home on to a Caravan Park.
<i><b>Delegated to:</b></i>	Chief Executive Officer
<i><b>On delegated to:</b></i>	The person holding the office of Building Surveyor.
<i><b>Conditions:</b></i>	Nil
<i><b>Record of use:</b></i>	Building licenses issued and correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<i><b>Reference:</b></i>	Caravan Parks and Camping Grounds Regulations 1997 (11(2)(a))
<i><b>Council Policy:</b></i>	Nil
<i><b>Date Adopted:</b></i>	19 <sup>th</sup> May 1998
<i><b>Date Reviewed:</b></i>	18th May, 2021
<i><b>Date Reviewed and Amended:</b></i>	15 <sup>th</sup> February 2011



**B10 BUILDING/DEMOLITION PERMITS**

<i><b>Function to be performed:</b></i>	To approve/refuse applications submitted under section 20 and 21 of the Building Act 2011.
<i><b>Delegated to:</b></i>	Chief Executive Officer.
<i><b>On delegated to:</b></i>	N/A
<i><b>Conditions:</b></i>	Subject to provisions of section 20 and 21 of the Building Act 2011.
<i><b>Record of use:</b></i>	Records to be kept under the provisions of <u><b>General Disposal Authority for Local Government Records</b></u> Legislation.
<i><b>Reference:</b></i>	Building Act 2011.
<i><b>Council Policy:</b></i>	T.6.10
<i><b>Date Adopted:</b></i>	18 <sup>th</sup> February 2014
<i><b>Date Reviewed:</b></i>	18th May, 2021
<i><b>Date Reviewed and Amended:</b></i>	18 <sup>th</sup> February, 2020

**B11 BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE**

<i><b>Function to be performed:</b></i>	To approve/refuse applications submitted under section 32 of the Building Act 2011.
<i><b>Delegated to:</b></i>	Chief Executive Officer.
<i><b>On delegated to:</b></i>	N/A
<i><b>Conditions:</b></i>	Subject to provisions of section 32 of the Building Act 2011.
<i><b>Record of use:</b></i>	Records to be kept under the provisions of <u><b>General Disposal Authority for Local Government Records</b></u> Legislation.
<i><b>Reference:</b></i>	Building Act 2011.
<i><b>Council Policy:</b></i>	N/A
<i><b>Date Adopted:</b></i>	18 <sup>th</sup> February 2014
<i><b>Date Reviewed:</b></i>	18th May, 2021
<i><b>Date Reviewed and Amended:</b></i>	18 <sup>th</sup> February, 2020

## **B12 BUILDING ORDERS**

<b><i>Function to be performed:</i></b>	1. To make building orders pursuant to Division 5, Section 110 and 117 of the Building Act 2011 in relation to: <ul style="list-style-type: none"><li>a. Building Work</li><li>b. Demolition Work</li><li>c. An existing building or incidental structure</li></ul> 2. To revoke building orders pursuant to Section 17 of the Building Act 2011
<b><i>Delegated to:</i></b>	Chief Executive Officer.
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Subject to provisions of Division 5, Section 110 and 117 of the Building Act 2011.
<b><i>Record of use:</i></b>	Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Building Act 2011.
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	18 <sup>th</sup> February 2014
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	18 <sup>th</sup> February, 2020

**B13 GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL  
CERTIFICATE**

***Function to be performed:*** To approve, modify or refuse to approve applications submitted under Section 58 of the Building Act 2011.

***Delegated to:*** Chief Executive Officer.

***On delegated to:*** N/A

***Conditions:*** Subject to provisions of Section 58 of the Building Act 2011.

***Record of use:*** Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

***Reference:*** Building Act 2011.

***Council Policy:*** N/A

***Date Adopted:*** 18<sup>th</sup> February 2014

***Date Reviewed:*** 18th May, 2021

***Date Reviewed and Amended:*** 18<sup>th</sup> February, 2020

**B14                    EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT  
OR BUILDING APPROVAL CERTIFICATE**

*Function to be performed:* To approve or refuse applications submitted under Section 65 of the Building Act 2011.

*Delegated to:* Chief Executive Officer.

*On delegated to:* N/A

*Conditions:* Subject to provisions of Section 65 of the Building Act 2011.

*Record of use:* Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

*Reference:* Building Act 2011.

*Council Policy:* N/A

*Date Adopted:* 18<sup>th</sup> February 2014

*Date Reviewed:* 18th May, 2021

*Date Reviewed and Amended:* 18<sup>th</sup> February, 2020

**B15                      AUTHORISED PERSONS – BUILDING ACT 2011**

<i><b>Function to be performed:</b></i>	The CEO is Delegated Authority as “Authorised Persons” under the provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
<i><b>Delegated to:</b></i>	Chief Executive Officer.
<i><b>On delegated to:</b></i>	N/A
<i><b>Conditions:</b></i>	Subject to provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
<i><b>Record of use:</b></i>	Records to be kept under the provisions of <u><b>General Disposal Authority for Local Government Records</b></u> Legislation.
<i><b>Reference:</b></i>	Building Act 2011.
<i><b>Council Policy:</b></i>	N/A
<i><b>Date Adopted:</b></i>	18 <sup>th</sup> February 2014
<i><b>Date Reviewed:</b></i>	18th May, 2021
<i><b>Date Reviewed and Amended:</b></i>	18 <sup>th</sup> February, 2020

**B16                      CERTIFICATE OF DESIGN COMPLIANCE**

<b><i>Function to be performed:</i></b>	To issue Certificates of Design Compliance pursuant to Section 127 of the Building Act 2011.
<b><i>Delegated to:</i></b>	Chief Executive Officer.
<b><i>On delegated to:</i></b>	N/A
<b><i>Conditions:</i></b>	Subject to provisions of Section 127 of the Building Act 2011.
<b><i>Record of use:</i></b>	Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<b><i>Reference:</i></b>	Building Act 2011.
<b><i>Council Policy:</i></b>	N/A
<b><i>Date Adopted:</i></b>	18 <sup>th</sup> February 2014
<b><i>Date Reviewed:</i></b>	18th May, 2021
<b><i>Date Reviewed and Amended:</i></b>	18 <sup>th</sup> February, 2020

## OTHER – BUSHFIRE CONTROL

### BF01 USE OF COUNCIL PLANT

<i>Function to be performed:</i>	To place Shire plant and operators at the disposal of the Bush Fire Control Officer in the event of an emergency for bush fire prevention and/or control measures.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In situations where shire plant is required, the persons requesting such assistance must first guarantee payment of all costs incurred.
<i>Record of use:</i>	Copies of correspondence issued. Records to be kept under the provisions of <b><u>General Disposal Authority for Local Government Records</u></b> Legislation.
<i>Reference:</i>	Bushfires Act 1954
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 <sup>th</sup> May 1997
<i>Date Reviewed:</i>	18th May, 2021
<i>Date Reviewed and Amended:</i>	15 <sup>th</sup> February 2011



## PLANNING

### P01 DEVELOPMENT APPLICATIONS

***Function to be performed:***

Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to approve or refuse applications for planning consent, with or without conditions, is extended to the Chief Executive Officer, subject to compliance with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, Local Planning Policies and the additional conditions set out below.

***Delegated to:***

Chief Executive Officer

***On delegated to:***

N/A

***Conditions:***

1. Applications for types of land use or development as defined by the following symbols A and X against relevant zones in Table 3-Zoning Table cannot be determined under delegated authority and all such applications shall be referred to Council for consideration.
2. Applications for planning approval that must be assessed under the provisions of Clause 18.4.a.bc of the Scheme shall be referred to Council for consideration.
3. The provisions of 1, and 2 above shall not apply to renewals of planning approval, minor works, extensions and/or expansions associated with existing lawful land-uses, wherein the application may be approved, with or without conditions under delegated authority.
4. All uses listed as 'P', 'I', & 'D' in the Zoning Table may be approved under delegated authority, with or without conditions, unless, in the opinion of the delegated officer, approval of the application would detrimentally impact upon the amenity and proper planning of the locality, wherein the application shall be referred to Council for consideration.
5. Where an application has been advertised pursuant to Clause 64 of the Scheme and:
  - a) No written, author-identified submissions were received, then the delegated officer may assess the application on its merits and approve the application with or without conditions, under delegated authority.
  - b) Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, but, in the opinion of the delegated officer, the points raised in the submission are of a non-substantive nature and/or can be satisfactorily addressed via condition/s, then the delegated officer shall liaise with the applicant and the person/s who lodged the submission prior to determining the

- application. If either party requires, the application shall be referred to Council for consideration.
- c) Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, and, in the opinion of the delegated officer, the points raised in the submission are of a substantive nature and/or cannot be satisfactorily addressed via condition/s, then the application shall be referred to Council for consideration.
6. Where an application has been refused or a conditional approval issued under delegated authority, and the applicant feels aggrieved by the decision, the applicant may require that the application be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for consideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the application to be reconsidered.
7. Notwithstanding the above, any application may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.

***Record of use:***

A summary of planning approvals for the preceding calendar month shall be provided in the Information Bulletin presented to Council each month. For each application determined during the preceding calendar month/s, the summary shall identify;

- The application number;
- The name/s of the applicant/s and owners;
- The particulars of the affected property;
- The dates of application and determination;
- Whether the application was approved or refused; and
- Whether the decision was made under a sub delegation.

***Reference:***

Local Government Act 1995 (Section 5.42) & Planning and Development Act 2005

***Council Policy:***

Nil

***Date Adopted:***

21st May, 2019

***Date Reviewed:***

18th May, 2021

***Date Reviewed and Amended:***

N/A

## **P02 SUBDIVISION APPLICATIONS**

### ***Function to be performed:***

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

### ***Delegated to:***

Chief Executive Officer

### ***On delegated to:***

N/A

### ***Conditions:***

- 1.1 Applications proposing the amalgamation of existing lots without any other changes to the boundaries of any of the lots affected by the application.
- 1.2 Applications affecting 'Residential' zoned land
- 1.3 Applications for boundary adjustments other than 'Residential' zoned land where the total number of lots within the area affected by the application will not increase, the size of the smallest lot within the application area will not decrease by greater than 10%, there will be no increase in the number of lots below 100 hectares in size and the proposal represents a rationalisation of boundaries to ensure greater consistency with physical and/or cadastral boundaries.
- 1.4 Applications consistent with an endorsed Subdivision Guide Plan or Structure Plan.
- 1.5 Applications involving the creation of lots for the purposes of public or servicing authorities, where the application does not involve the creation of any new roads.

- 1.6 Amended plans for applications that have been considered by Council within the last two years and the amendments are of a minor nature.
- 1.7 Applications previously determined by Council where the Western Australian Planning Commission period of approval has expired (or will imminently expire) and a new application has been required to be lodged.
- 2.1 Where the Australian Planning Commission has not been advised in respect of any particular application pursuant to the delegations outlined in Function 1 above, Council may, when giving consideration to the application identify any of the recommended conditions as being conditions that need to be referred to Council for consideration prior to clearing.
- 2.2 Where clearance of conditions is to be determined pursuant to this clause and the applicant feels aggrieved by any decision of the delegated officer, the applicant may require that the matter be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for reconsideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the matter to be reconsidered

***Record of use:***

A summary of decisions made pursuant to Functions 1 and 2 shall be provided in the Information Bulletin presented to Council. For each decision made during the preceding calendar month/s, the summary shall identify;

- The WAPC reference number;
- The names of the proponents and owners;
- The particulars of the affected property;
- A short description of the proposal;
- The date of determination;
- Whether the decision was made pursuant to Function 1 or 2; and
- If the decision was made under a sub-delegation.

***Reference:***

Local Government Act 1995 (Section 5.42) & Planning and Development Act 2005

***Council Policy:***

Nil

***Date Adopted:***

21st May, 2019

***Date Reviewed:***

18th May, 2021

***Date Reviewed and Amended:***

N/A

**Audit & Risk Committee**

**Membership:** As determined by the Council's resolution.

**Role:** To fulfill Council's statutory requirements pursuant to the Local Government (Audit) Regulations.

**Delegated Duties and Responsibilities**

The following duties/responsibilities are delegated to the Audit & Risk Committee by Council:

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

**Date Adopted:** 19th February, 2013

**Date Reviewed:** 18th May, 2021

**Date Reviewed and Amended:** 21<sup>st</sup> February 2017

## REGISTER OF DELEGATIONS

01 To: Chief Executive Officer

### Delegations

In accordance with Local Government Act Section 5.42(1), I advise that the Council of the Shire of Leonora on 18<sup>th</sup> May, 2020 resolved, by absolute majority, to delegate the following duties and powers to you:

<b>FINANCE</b>	<b>5</b>
01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS	5
02 INVESTMENTS	7
03 HIRE FEES & CHARGES – RECREATION CENTRE	8
04 CONFERENCES / SEMINARS / TRAINING – EXPENSES OF COUNCILLORS AND STAFF	9
05 EXPENDITURE PRIOR TO ADOPTION OF BUDGET	10
06 INSURANCE	11
07 RATE RECORDS AND RECOVERY OF RATES AND SERVICE CHARGES	12
08 SURPLUS EQUIPMENT, MATERIALS AND TOOLS	14
09 PURCHASE ORDER AUTHORISATION	15
10 RECOVERY OF DEBTS	16
11 LAND VALUATIONS	17
<b>ADMINISTRATION</b>	<b>18</b>
01 USE OF SHIRE VEHICLES .....	18
02 STAFF HOUSING.....	19
03 LIQUOR – SALE AND CONSUMPTION OF AT COUNCIL PROPERTY.....	20
04 IMPOUNDING GOODS –AUTHORISED EMPLOYEE .....	21
05 AWARD / INDUSTRIAL MATTERS.....	22
06 CONTRACT VARIATIONS.....	23
07 LEGAL ADVICE .....	24
08 ENFORCEMENTS AND LEGAL PROCEEDINGS.....	25
09 DELEGATION OF POWER .....	26
10 COUNCIL MEMBERS – REGISTER OF DELEGATIONS TO COMMITTEES ..	27
11 TENDERS .....	28
12 TRADE/VENDOR LICENCES .....	30
13 ANIMALS – UNLAWFUL RELEASE FROM POUND .....	31
14 APPOINTMENT OF COMPLAINTS OFFICER(S) .....	32
<b>ENGINEERING</b>	<b>33</b>
01 TEMPORARY RURAL ROAD CLOSURES.....	33
02 ROADTRAINS AND EXTRA MASS PERMITS .....	34
03 TRAFFIC CONTROL SIGNALS AND ROAD REGULATORY DEVICES.....	35
04 CONTRACTORS – USE OF WORKS .....	36
05 PLANT – USE BY EMPLOYEES .....	37
06 DAMAGE TO ROADS AND FOOTPATHS .....	38
07 PRIVATE WORKS .....	39
<b>HEALTH</b>	<b>40</b>
01 ENVIRONMENTAL HEALTH.....	40

02	LOCAL GOVERNMENT SEPTIC TANK APPROVALS.....	41
03	DEALING WITH NUISANCES .....	42
04	CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND .....	43
05	FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122).....	44
06	APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016 .....	45
07	AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY.....	46

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02	BUILDING LICENSES.....	48
03	DEMOLITION LICENSES .....	49
04	BUILDING – ISSUE OF SECTION 401 LICENSE .....	50
05	REMOVAL OF NEGLECTED AND RENOVATIONS OF DILAPIDATED .....	51
06	DWELLINGS UNFIT FOR HABITATION .....	52
07	DWELLINGS TO BE REPAIRED .....	53
08	BUILDING CONVERSION TO A DWELLING .....	54
09	PARK HOMES.....	55
10	BUILDING/DEMOLITION PERMITS .....	56
11	BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE.....	57
12	BUILDING ORDERS .....	58
13	GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL CERTIFICATE.....	59
14	EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE.....	60
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01	DEVELOPMENT APPLICATIONS.....	64
02	SUBDIVISION APPLICATIONS.....	66

.....  
Shire President

**REGISTER OF DELEGATIONS**

02                    To: Deputy Chief Executive Officer

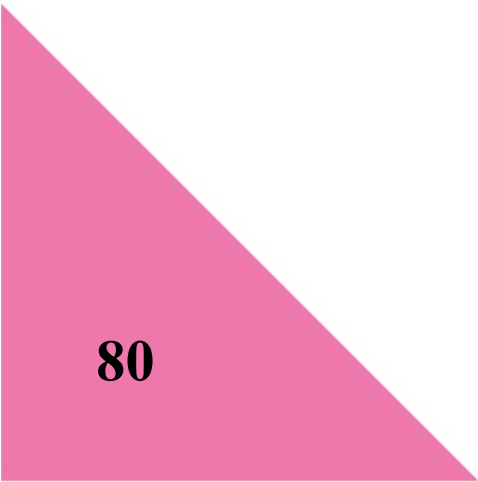
**Delegations**

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

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

.....  
Chief Executive Officer





## **REGISTER OF DELEGATIONS**

03 To: Environmental Health Officer / Building Surveyor

### **Delegations**

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

<b>HEALTH</b>	<b>40</b>
02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS	41
03 DEALING WITH NUISANCES	42
05 FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)	44
06 APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016	45
07 AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY	46
 <b>BUILDING</b>	 <b>47</b>
06 DWELLINGS UNFIT FOR HABITATION	52
07 DWELLINGS TO BE REPAIRED	53
09 PARK HOMES	55

.....  
Chief Executive Officer

**REGISTER OF DELEGATIONS**

04                    To: Manager of Works

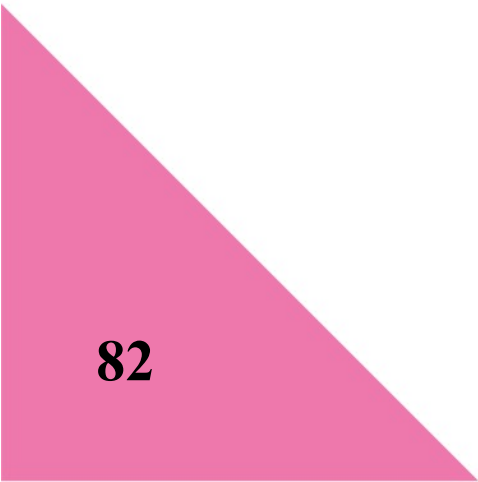
**Delegations**

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

<b>FINANCE</b>	<b>5</b>
09    PURCHASE ORDER AUTHORISATION	15
 <b>ENGINEERING</b>	 <b>33</b>
01    TEMPORARY RURAL ROAD CLOSURES	33

.....  
Chief Executive Officer



## 11.0 REPORTS OF OFFICERS

### 11.1 CHIEF EXECUTIVE OFFICER

#### 11.1(B) GLOBAL NAVIGATION SATELLITE SYSTEM

**SUBMISSION TO:** Meeting of 18<sup>th</sup> May, 2021

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

**SUBJECT:** Global Navigation Satellite System

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Geoscience Australia

**FILE REFERENCE:** Geoscience Australia 6.19

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 10<sup>th</sup> May, 2021

#### BACKGROUND

In late 2019 the Western Australian Land Information Authority (Landgate) entered into a Collaborative Project Agreement with the Commonwealth of Australia, represented by Geosciences Australia. As part of this Agreement, a number of existing Global Positioning System (GPS) / Continuously Operating Reference Stations (CORS) have been transferred from State Government to Geoscience Australia. This is necessary to effectively deliver a national positioning capability and capitalise on past investments into Australia's positioning infrastructure. Geoscience Australia is now responsible for the GPS/CORS, more commonly referred to as Global Navigation Satellite System (GNSS) ground stations.

Geoscience Australia will upgrade all the existing GNSS ground stations and establish approximately 70 new sites across Australia by June, 2022. This will ensure a coordinated national network that provides instant, accurate and reliable positioning information for the whole country. This data will provide Australians with positioning information improved from the current 5-10m accuracy down to 3-5cm within areas of mobile coverage, and 10cm in all other areas.

Geoscience Australia is now seeking advice from all local government authorities in relation to any specific development or building requirements that may apply to the proposed site upgrade works.

The GNSS ground station upgrade works constitute public work under the *Public Works Act 1902* in that they will be:

**Government work** means any work constructed or intended to be constructed by or under the control of the Crown, or the Governor, or the Government of Western Australia, or any Minister of the Crown;

**Public work and work** mean and include –

(g) observatory;

Within the Shire of Leonora one existing GNSS ground station will be upgraded as follows:

- Existing elements and equipment will be replaced with modern, similar size and shape equivalents
- Site layouts may be reconfigured, an additional outdoor field cabinet, solar panels and automatic weather station (on a 3m high pole mount) may be installed/replaced
- All upgrade works will remain within the current area of occupation and will be undertaken by suitably qualified and licensed personnel

Detailed, site specific scopes of works and maps has been provided for further reference. (See attached).

The Leonora Aerodrome is owned freehold by the Shire of Leonora Certificate of Title Volume 2687 Folio 617, Lot 51 on Deposited Plan 59908 and Lot 3 on Deposited Plan 126500.

The existing GNSS ground station within the airport grounds will be upgraded as follows:

- Existing elements and equipment will be replaced with modern, similar size and shape equivalents
- The existing automatic weather station will be replaced, mounted on new 3m high pole
- All upgrade works to be undertaken by suitably qualified, licensed personnel

In order to formalise tenure over the existing ground station site at Leonora, Geoscience Australia, in consultation with the Western Australia's Land Information Authority (Landgate) and the Government of Western Australia, Department of Planning, Lands and Heritage propose to establish a new freehold lease agreement between the Shire of Leonora as the landowner and Geoscience Australia.

Geoscience Australia has provided a generic Lease Agreement. The draft Lease Agreement is intended as a starting point for further discussion only. Geoscience Australia is committed to working in good faith with all landowners, to ensure the terms and conditions of any formal tenure agreement is acceptable to both parties.

As part of the resolution I'll be recommending that Council seek legal advice in regards content of the Lease Agreement.

## **STATUTORY ENVIRONMENT**

Section 3.1 of the *Local Government Act 1995* states that "the general function of a Local Government is to provide for the good government of persons in its district".

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

Geoscience Australia is prepared to pay all reasonable legal costs in relation to the preparation, review, negotiations, execution and registration of a formal tenure arrangement provided costs don't exceed \$2,000.00 (including GST).

## **STRATEGIC IMPLICATIONS**

When we know exactly where we are, we can deliver better services and make better decisions, even in poor weather. Flying and landing planes in remote communities across Australia will become easier. This will improve our access to search and rescue services and medical services such as the Royal Flying Doctor Service.

Currently, we can target our position within 5-10 metres. Upgrading our existing ground stations will improve our positioning to within 3-5 centimetres of the target.

Improved positioning will help to manage a broad range of needs. This includes; land erosion, road and bridge building, health technology, mining and infrastructure. There will be great advantage for regional and remote communities. Access to this technology will provide innovation opportunities for all Australians, and allow us to be safer, and work smarter.

## **RECOMMENDATIONS**

That Council resolve:

- (i) that in principle, a formal tenure agreement be prepared between the Lessee, being Commonwealth of Australia, represented by Geoscience Australia and the Lessor being the Shire of Leonora; and
- (ii) that the draft generic Lease Agreement be forwarded to Squire Patton Boggs, Lawyers for their further scrutiny and advice.

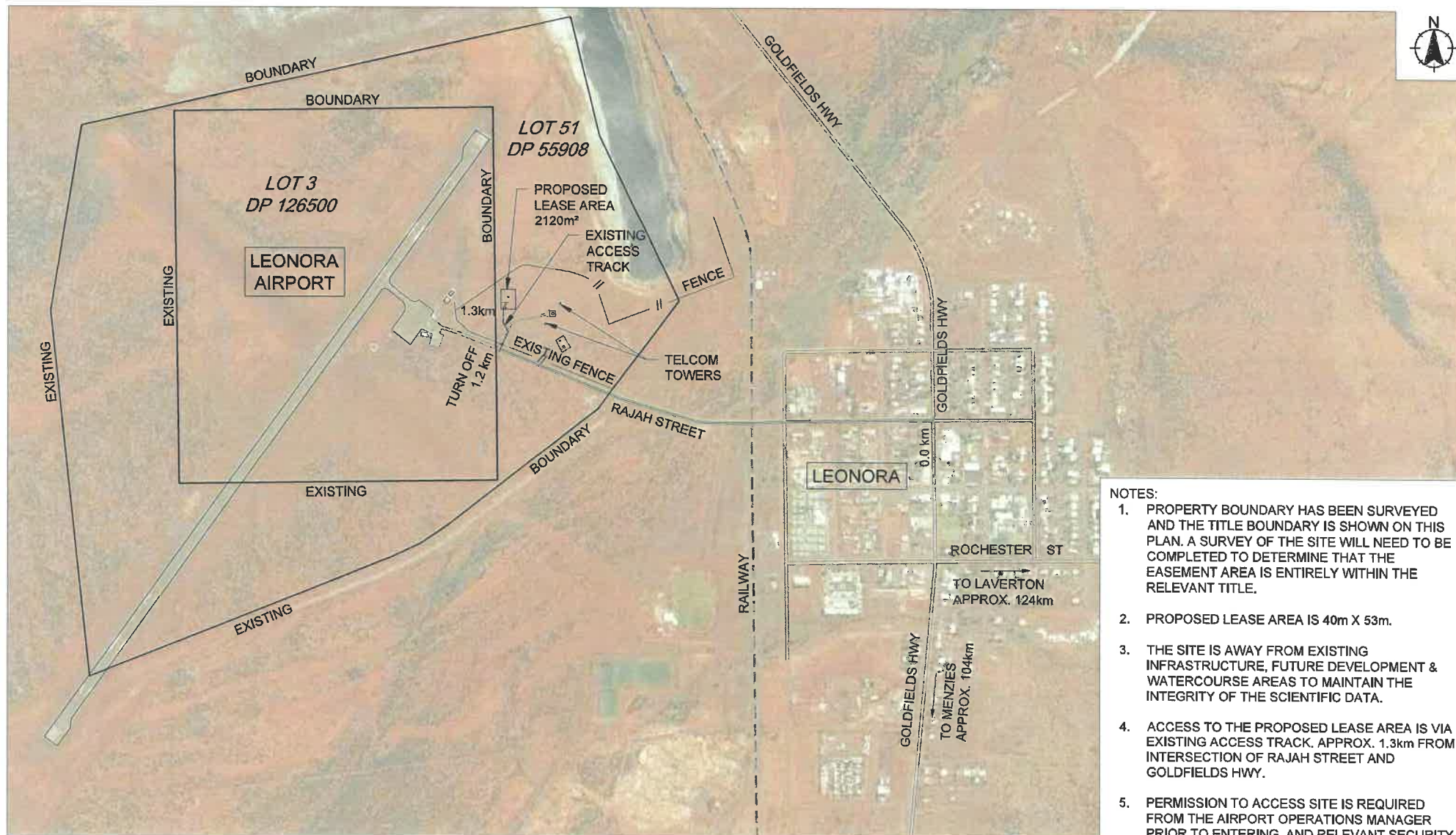
## **VOTING REQUIREMENT**

Simple Majority

## **SIGNATURE**

---

Chief Executive Officer



#### NOTES:

1. PROPERTY BOUNDARY HAS BEEN SURVEYED AND THE TITLE BOUNDARY IS SHOWN ON THIS PLAN. A SURVEY OF THE SITE WILL NEED TO BE COMPLETED TO DETERMINE THAT THE EASEMENT AREA IS ENTIRELY WITHIN THE RELEVANT TITLE.
2. PROPOSED LEASE AREA IS 40m X 53m.
3. THE SITE IS AWAY FROM EXISTING INFRASTRUCTURE, FUTURE DEVELOPMENT & WATERCOURSE AREAS TO MAINTAIN THE INTEGRITY OF THE SCIENTIFIC DATA.
4. ACCESS TO THE PROPOSED LEASE AREA IS VIA EXISTING ACCESS TRACK, APPROX. 1.3km FROM INTERSECTION OF RAJAH STREET AND GOLDFIELDS HWY.
5. PERMISSION TO ACCESS SITE IS REQUIRED FROM THE AIRPORT OPERATIONS MANAGER PRIOR TO ENTERING, AND RELEVANT SECURITY CLEARANCES AND PROCEDURES MAY ALSO APPLY.

#### LOCALITY PLAN



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#### UNLESS OTHERWISE NOTED

DIMENSIONS SHOWN ARE IN METRES.  
COORDINATES SHOWN ARE Z51 GDA2020.  
ALL COORDINATES AND DIMENSIONS SHOWN ARE APPROXIMATE ONLY.

SUBJECT PROPERTY:  
Land Description: LOT51 DP55908 'Crown Land in the name of the State of Western Australia'  
Tenure: Crown Land  
Shire: Leonora

DRAWN	KD	DATE	29.07.2020
CHECKED	JK	DATE	29.07.2020
DESIGNED	KD	DATE	29.07.2020
APPROVED	JK	DATE	29.07.2020



CNR JERRABOMBERRA AVE  
& HINDMARSH DR  
SYMONSTON ACT 2609  
www.ga.gov.au  
ABN 80 091 799 039

TITLE  
Proposed Site Locality - Leonora CORS

REV  
0 A3

SCALE  
DO NOT SCALE

DRAWING NUMBER  
NPI\_WA\_LONA\_LP1

SHEET  
1 of 2

CAD FILE No.  
GA\_PA\_Site  
Plan\_TEMPLATE\_200429

86

JK	29.07.2020	ISSUE FOR USE		
BY	DATE	REVISION	ZONE	





## 11.0 REPORTS OF OFFICERS

### 11.1 CHIEF EXECUTIVE OFFICER

#### 11.1(C) POLICY AMENDMENT – A.3.6 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

**SUBMISSION TO:** Meeting of 18<sup>th</sup> May, 2021

**AGENDA REFERENCE:** 11.1 (C) MAY 21

**SUBJECT:** Policy Amendment – A.3.6 Appointment of Acting Chief Executive Officer

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** Policy Manual – 1.52

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 11<sup>th</sup> May, 2021

#### BACKGROUND

As part of the *Local Government Act 1995* review, a requirement has been introduced that requires a local government to prepare and adopt a policy that sets out the process to be followed by the local government in relation to the following:

- the employment of a person in the position of Chief Executive Officer for a term not exceeding 1 year;
- the appointment of an employee to act in the position of Chief Executive Officer for a term not exceeding 1 year.

Currently, the Shire of Leonora Policy A.36 – Appointment of Acting Chief Executive Officer sets out the Shire of Leonora's policy to appoint a suitably qualified Acting Chief Executive Officer during limited absences of the Chief Executive Officer, in accordance with the provisions of the *Local Government Act 1995*.

This policy currently states that the Chief Executive Officer is authorised to appoint the Deputy Chief Executive Officer or another designated employee as defined within the *Local Government Act 1995* to the role of Acting Chief Executive Officer for a period between five consecutive working days and three months, with council decision being required to appoint a designated employee for a period greater than three months.

Under the draft policy, the Chief Executive Officer would be responsible for appointing an acting Chief Executive Officer for periods of absence of no longer than three months, with all other temporary appointments or employment for the Chief Executive Officer position to be determined by Council, including situations where the Chief Executive Officer was unable to exercise the appointment. Further, the specification of the maximum period for this policy to apply has been included, after which recruitment will need to commence as per the Shire of Leonora's Standards for CEO Recruitment, Performance and Termination.

#### STATUTORY ENVIRONMENT

Section 5.39C of the *Local Government Act 1995* states:

##### 5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt\* a policy that sets out the process to be followed by the local government in relation to the following —
  - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
  - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

\* *Absolute majority required.*
- (2) A local government may amend\* the policy.

\* *Absolute majority required.*



- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

### **POLICY IMPLICATIONS**

Policy A.3.6 will be amended, including a change of name to "A.36 Temporary Employment or Appointment of a Chief Executive Officer"

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

Adoption of the updated policy will comply with the Shire of Leonora's Strategic Community Plan's Leadership Objective, Outcome 4.5 – Strong Leadership and planning, section 4.5.3 – Continue to develop strategic plans and ensure legislative compliance.

### **RECOMMENDATIONS**

That Council adopt by absolute majority the amended policy "A.3.6 Temporary Employment or Appointment of a Chief Executive Officer".

### **VOTING REQUIREMENT**

Absolute Majority

### **SIGNATURE**

---

Chief Executive Officer

## **A.3.6 TEMPORARY EMPLOYMENT OR APPOINTMENT OF A CHIEF EXECUTIVE OFFICER**

Policy adopted 16<sup>th</sup> December 2011, amended 18<sup>th</sup> February, 2020 and 18<sup>th</sup> May, 2021

### **OBJECTIVE**

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

### **POLICY STATEMENT**

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

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

In accordance with the legislative requirements, the Council has determined persons appointed as the permanent incumbent to a role which has been classified as a designated employee as defined within the Local Government Act 1995 (i.e. senior employee) are suitably qualified to act as Chief Executive Officer.

Senior employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer, giving consideration to operational requirements and performance.

All appointments to the role of Acting Chief Executive Officer shall be made in writing and are not to exceed a period of three months. A Council resolution is required for appointments exceeding three months but not exceeding one year.

In the event of unforeseen absences of the Chief Executive Officer (such as illness), the default Acting Chief Executive Officer will be the permanent incumbent of the role Deputy Chief Executive Officer, with a Council resolution required if the appointment is for a term exceeding three months, but not exceeding one year.

A Council resolution will be required for the employment of a person in the position of Chief Executive Officer for a term not exceeding one year.

The employment of a person in the position of Chief Executive Officer for a term exceeding one year must be in accordance with legislation and the model standards for CEO recruitment, performance and termination specified in section 5.39A of the *Local Government Act 1995*.

## AMENDMENTS TO THIS POLICY

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

## RELEVANT DOCUMENTATION

- *Local Government Act 1995*
- *Local Government Administration Regulations 1996*
- Shire of Leonora Delegation A09 – Delegation of Power
- Shire of Leonora CEO Standards for Recruitment, Performance and Termination

DRAFT

## 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 May, 2021

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

**SUBJECT:** Monthly Financial Statements

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Nil

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

**NAME:** Linda Gray

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 11<sup>th</sup> February, 2021

#### BACKGROUND

In complying with the Local Government Financial Management Regulations 1996, a monthly statement of financial activity must be submitted to an Ordinary Council meeting within 2 months after the end of the month to which the statement relates. The statement of financial activity is a complex document but gives a complete overview of the “cash” financial position as at the end of each month. The statement of financial activity for each month must be adopted by Council and form part of the minutes.

It is understood that parts of the statement of financial activity have been submitted to Ordinary Council meetings previously. In reviewing the Regulations the complete statement of financial activity is to be submitted, along with the following reports that are not included in the statement.

Monthly Financial Statements for the month ended 30th April, 2021 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 30th April, 2021
- (c) Material Variances – 30th April, 2021

#### STATUTORY ENVIRONMENT

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

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

(1A) *In this regulation —*

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

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

34. (2) *Each statement of financial activity is to be accompanied by documents containing —*

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

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

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

## **STRATEGIC IMPLICATIONS**

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

## **RECOMMENDATIONS**

That the Monthly Financial Statements for the month ended 30th April, 2021 consisting of:

- (a) *Compilation Report*
- (b) *Statement of Financial Activity – 30th April, 2021*
- (c) *Material Variances – 30th April, 2021*

be accepted.

## **VOTING REQUIREMENT**

Simple Majority

## **SIGNATURE**

---

Deputy Chief Executive Officer

7 May 2021

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

### COMPILATION REPORT TO THE SHIRE OF LEONORA

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Leonora, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 30 April 2021. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

### THE RESPONSIBILITY OF THE SHIRE OF LEONORA

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

### OUR RESPONSIBILITY

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

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

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



Russell Barnes  
Director  
Moore Australia (WA) Pty Ltd

**SHIRE OF LEONORA**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 April 2021**

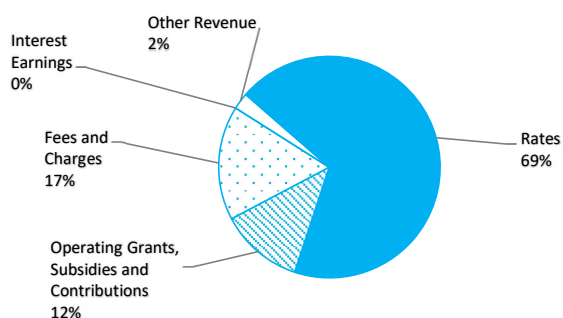
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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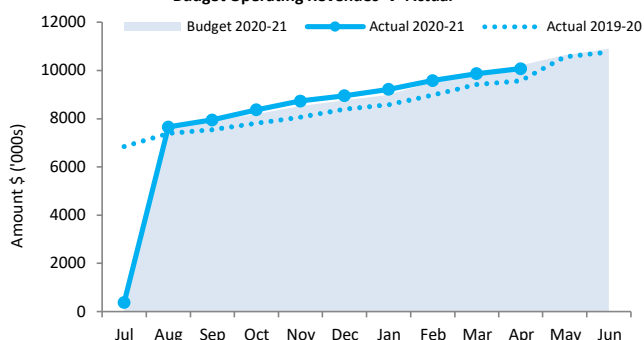
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OPERATING ACTIVITIES

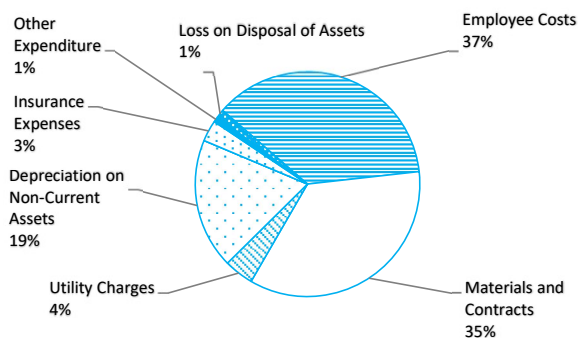
OPERATING REVENUE



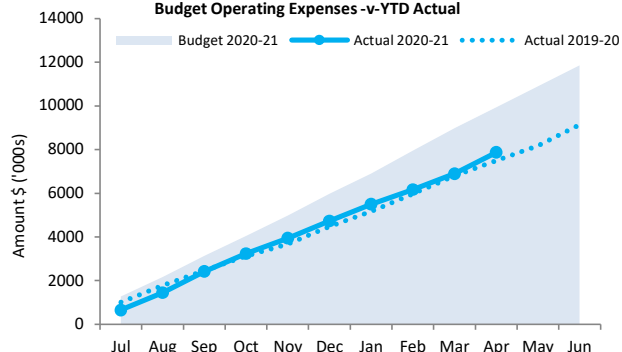
Budget Operating Revenues -v- Actual



OPERATING EXPENSES



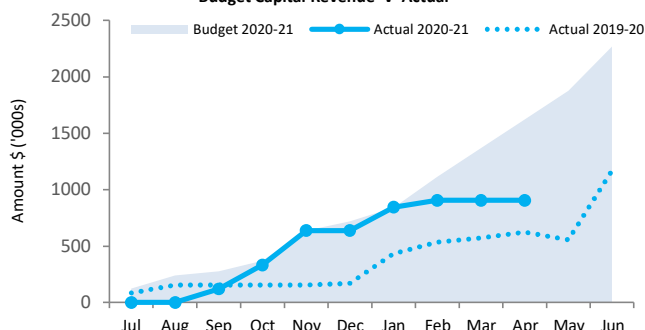
Budget Operating Expenses -v- YTD Actual



INVESTING ACTIVITIES

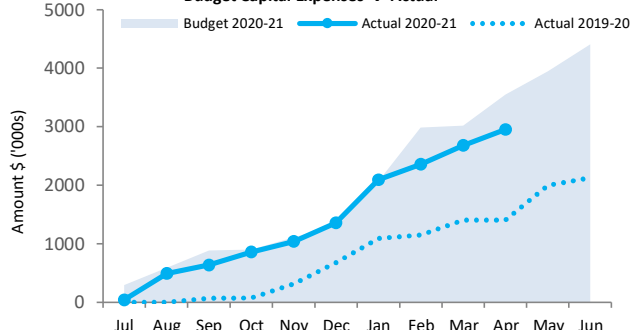
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



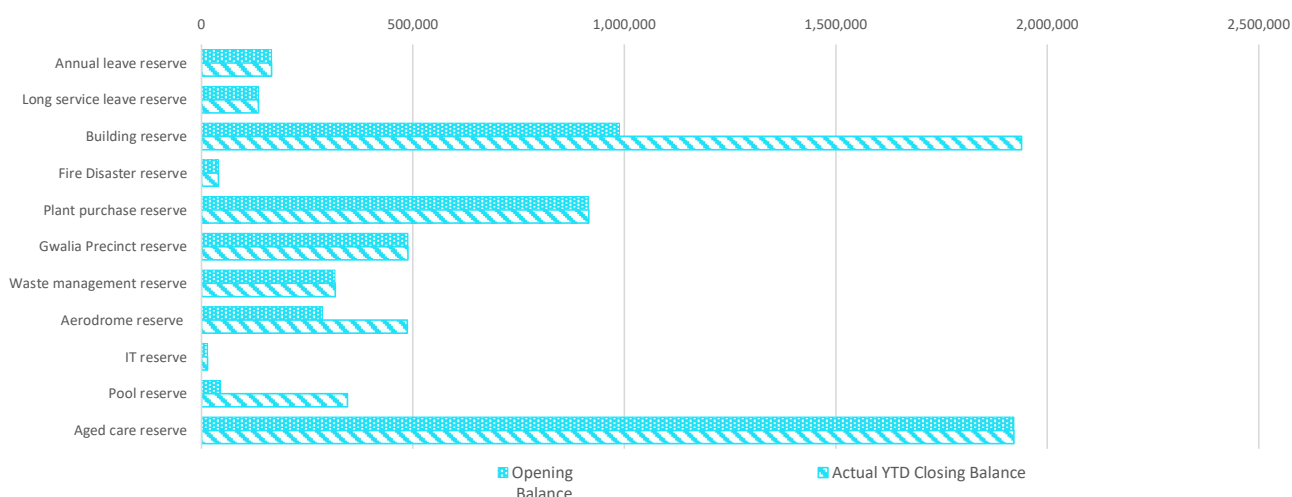
CAPITAL EXPENSES

Budget Capital Expenses -v- Actual



FINANCING ACTIVITIES

RESERVES





Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.58 M	\$2.58 M	\$2.58 M	\$0.00 M
Closing	\$0.00 M	\$1.15 M	\$2.86 M	\$1.71 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$10.58 M	% of total
Unrestricted Cash	\$3.82 M	36.1%
Restricted Cash	\$6.77 M	63.9%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.22 M	% Outstanding
Trade Payables	\$0.03 M	
0 to 30 days		100.0%
30 to 90 days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.25 M	% Collected
Rates Receivable	\$0.12 M	98.3%
Trade Receivable	\$0.13 M	% Outstanding
30 to 90 days		74.1%
Over 90 Days		9%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.96 M	\$1.90 M	\$3.78 M	\$1.88 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$6.92 M	% Variance
YTD Budget	\$6.90 M	0.4%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$1.23 M	% Variance
YTD Budget	\$1.35 M	(9.0%)

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$1.68 M	% Variance
YTD Budget	\$1.61 M	4.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.14 M)	(\$1.93 M)	(\$2.04 M)	(\$0.12 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.23 M	%
Amended Budget	\$0.33 M	(31.9%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$2.95 M	% Spent
Amended Budget	\$4.41 M	(33.1%)

Refer to Note 8 - Capital Acquisition

Capital Grants		
YTD Actual	\$0.68 M	% Received
Amended Budget	\$1.94 M	(64.9%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.39 M)	(\$1.39 M)	(\$1.45 M)	(\$0.06 M)

Refer to Statement of Financial Activity

Reserves	
Reserves balance	\$6.77 M
Interest earned	\$0.00 M

Refer to Note 9 - Cash Reserves

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 unshared 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 30 APRIL 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,577,463	2,577,463	<b>2,577,463</b>	0	0.00%	
<b>Revenue from operating activities</b>							
Governance		1,530	1,275	<b>187</b>	(1,088)	(85.33%)	
General purpose funding - general rates	6	6,938,219	6,895,219	<b>6,923,155</b>	27,936	0.41%	
General purpose funding - other		589,993	445,211	<b>448,366</b>	3,155	0.71%	
Law, order and public safety		9,950	9,328	<b>9,477</b>	149	1.60%	
Health		36,095	30,367	<b>21,044</b>	(9,323)	(30.70%)	
Education and welfare		328,300	293,300	<b>301,768</b>	8,468	2.89%	
Housing		44,795	37,333	<b>32,306</b>	(5,027)	(13.47%)	
Community amenities		423,146	384,654	<b>388,980</b>	4,326	1.12%	
Recreation and culture		456,746	444,345	<b>418,996</b>	(25,349)	(5.70%)	
Transport		896,870	747,201	<b>778,396</b>	31,195	4.17%	
Economic services		1,025,208	801,194	<b>629,098</b>	(172,096)	(21.48%)	▼
Other property and services		143,500	119,582	<b>127,060</b>	7,478	6.25%	
		<b>10,894,352</b>	<b>10,209,009</b>	<b>10,078,833</b>	(130,176)		
<b>Expenditure from operating activities</b>							
Governance		(679,857)	(586,268)	<b>(384,795)</b>	201,473	34.37%	▲
General purpose funding		(418,515)	(352,115)	<b>(367,997)</b>	(15,882)	(4.51%)	
Law, order and public safety		(234,032)	(189,754)	<b>(160,946)</b>	28,808	15.18%	▲
Health		(883,213)	(778,019)	<b>(620,518)</b>	157,501	20.24%	▲
Education and welfare		(820,828)	(676,397)	<b>(598,511)</b>	77,886	11.51%	▲
Community amenities		(371,501)	(308,128)	<b>(263,267)</b>	44,861	14.56%	▲
Recreation and culture		(1,834,841)	(1,511,065)	<b>(1,263,615)</b>	247,450	16.38%	▲
Transport		(3,539,032)	(2,958,926)	<b>(2,666,780)</b>	292,146	9.87%	▲
Economic services		(3,030,648)	(2,529,096)	<b>(1,558,179)</b>	970,917	38.39%	▲
Other property and services		(44,520)	(47,479)	<b>17,929</b>	65,408	137.76%	▲
		<b>(11,856,987)</b>	<b>(9,937,247)</b>	<b>(7,866,679)</b>	2,070,568		
Non-cash amounts excluded from operating activities	1(a)	1,920,718	1,625,031	<b>1,567,375</b>	(57,656)	(3.55%)	
<b>Amount attributable to operating activities</b>		<b>958,083</b>	<b>1,896,793</b>	<b>3,779,529</b>	1,882,736		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,937,321	1,429,439	<b>679,803</b>	(749,636)	(52.44%)	▼
Proceeds from disposal of assets	7	331,000	192,000	<b>225,454</b>	33,454	17.42%	▲
Payments for property, plant and equipment and infrastructure	8	(4,409,632)	(3,548,777)	<b>(2,950,136)</b>	598,641	16.87%	▲
<b>Amount attributable to investing activities</b>		<b>(2,141,311)</b>	<b>(1,927,338)</b>	<b>(2,044,879)</b>	(117,541)		
<b>Financing Activities</b>							
Transfer from reserves	9	250,000	250,000	<b>0</b>	(250,000)	(100.00%)	▼
Transfer to reserves	9	(1,644,235)	(1,644,235)	<b>(1,451,243)</b>	192,992	11.74%	▲
<b>Amount attributable to financing activities</b>		<b>(1,394,235)</b>	<b>(1,394,235)</b>	<b>(1,451,243)</b>	(57,008)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,152,683</b>	<b>2,860,870</b>			

**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 14 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 30 APRIL 2021

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 APRIL 2021**

**BY NATURE OR TYPE**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,577,463	2,577,463	<b>2,577,463</b>	0	0.00%	
<b>Revenue from operating activities</b>							
Rates	6	6,938,219	6,895,219	<b>6,923,155</b>	27,936	0.41%	
Operating grants, subsidies and contributions	11	1,563,953	1,349,471	<b>1,227,616</b>	(121,855)	(9.03%)	▼
Fees and charges		1,962,206	1,613,278	<b>1,681,181</b>	67,903	4.21%	
Interest earnings		44,000	36,668	<b>2,370</b>	(34,298)	(93.54%)	▼
Other revenue		385,974	314,373	<b>244,511</b>	(69,862)	(22.22%)	▼
		<b>10,894,352</b>	<b>10,209,009</b>	<b>10,078,833</b>	(130,176)		
<b>Expenditure from operating activities</b>							
Employee costs		(2,338,080)	(1,923,206)	<b>(2,896,770)</b>	(973,564)	(50.62%)	▼
Materials and contracts		(6,883,102)	(5,752,112)	<b>(2,764,166)</b>	2,987,946	51.95%	▲
Utility charges		(305,200)	(254,328)	<b>(335,381)</b>	(81,053)	(31.87%)	▼
Depreciation on non-current assets		(1,774,091)	(1,478,404)	<b>(1,474,429)</b>	3,975	0.27%	
Insurance expenses		(241,690)	(241,690)	<b>(240,081)</b>	1,609	0.67%	
Other expenditure		(168,197)	(140,880)	<b>(62,906)</b>	77,974	55.35%	▲
Loss on disposal of assets	7	(146,627)	(146,627)	<b>(92,946)</b>	53,681	36.61%	▲
		<b>(11,856,987)</b>	<b>(9,937,247)</b>	<b>(7,866,679)</b>	2,070,568		
Non-cash amounts excluded from operating activities	1(a)	1,920,718	1,625,031	<b>1,567,375</b>	(57,656)	(3.55%)	
<b>Amount attributable to operating activities</b>		<b>958,083</b>	<b>1,896,793</b>	<b>3,779,529</b>	1,882,736		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,937,321	1,429,439	<b>679,803</b>	(749,636)	(52.44%)	▼
Proceeds from disposal of assets	7	331,000	192,000	<b>225,454</b>	33,454	17.42%	▲
Payments for property, plant and equipment and infrastructure	8	(4,409,632)	(3,548,777)	<b>(2,950,136)</b>	598,641	16.87%	▲
<b>Amount attributable to investing activities</b>		<b>(2,141,311)</b>	<b>(1,927,338)</b>	<b>(2,044,879)</b>	(117,541)		
<b>Financing Activities</b>							
Transfer from reserves	9	250,000	250,000	<b>0</b>	(250,000)	(100.00%)	▼
Transfer to reserves	9	(1,644,235)	(1,644,235)	<b>(1,451,243)</b>	192,992	11.74%	▲
<b>Amount attributable to financing activities</b>		<b>(1,394,235)</b>	<b>(1,394,235)</b>	<b>(1,451,243)</b>	(57,008)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,152,683</b>	<b>2,860,870</b>			

**KEY INFORMATION**

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

Refer to Note 14 for an explanation of the reasons for the variance.

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

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 APRIL 2021

## BASIS OF PREPARATION

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

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.

#### 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.

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 06 May 2021

### SIGNIFICANT ACCOUNTING POLICES

#### 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.

#### 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	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Add: Loss on asset disposals	7	146,627	146,627	92,946
Add: Depreciation on assets		1,774,091	1,478,404	1,474,429
<b>Total non-cash items excluded from operating activities</b>		<b>1,920,718</b>	<b>1,625,031</b>	<b>1,567,375</b>

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

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

		Last Year Closing 30 June 2020	This Time Last Year 30 April 2020	Year to Date 30 April 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(5,315,508)	(5,271,349)	(6,766,751)
Add: Provisions - employee	10	228,633	145,175	228,633
<b>Total adjustments to net current assets</b>		<b>(5,086,875)</b>	<b>(5,126,174)</b>	<b>(6,538,118)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	7,545,391	8,509,254	10,582,696
Rates receivables	3	195,415	256,611	119,828
Receivables	3	318,438	240,033	127,755
Other current assets	4	89,353	87,530	54,835
<b>Less: Current liabilities</b>				
Payables	5	(175,626)	(297,558)	(223,667)
Contract liabilities	10	(80,000)	(479,501)	(1,033,826)
Provisions	10	(228,633)	(145,175)	(228,633)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(5,086,875)</b>	<b>(5,126,174)</b>	<b>(6,538,118)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,577,463</b>	<b>3,045,020</b>	<b>2,860,870</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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



Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Municipal bank	Cash and cash equivalents	3,814,665	0	3,814,665	0	NAB	Variable	Nil
Trust bank	Cash and cash equivalents	10	0	10	0	NAB	Nil	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	6,766,751	6,766,751	0	NAB	Variable	Nil
<b>Total</b>		<b>3,815,945</b>	<b>6,766,751</b>	<b>10,582,696</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,815,945	6,766,751	10,582,696	0			
		<b>3,815,945</b>	<b>6,766,751</b>	<b>10,582,696</b>	<b>0</b>			

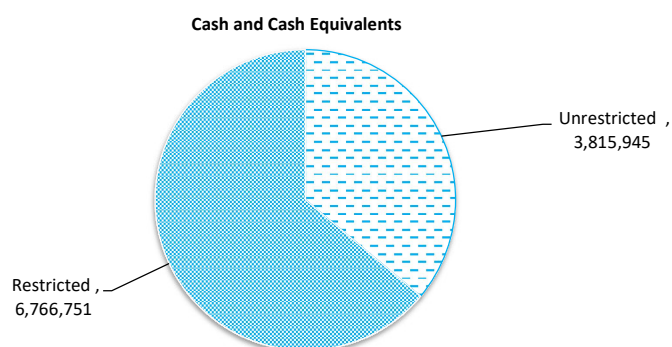
#### KEY INFORMATION

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

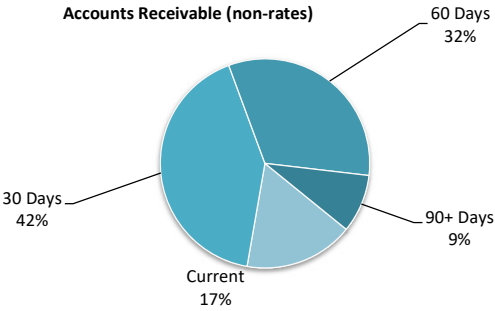
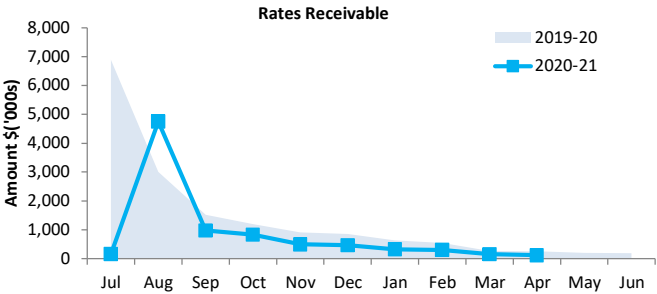


Rates receivable	30 June 2020	30 Apr 2021
	\$	\$
Opening arrears previous years	165,403	195,415
Rates, instalment charges and interest levied	6,448,237	6,923,155
Less - collections to date	(6,418,225)	(6,998,742)
Equals current outstanding	195,415	119,828
<b>Net rates collectable</b>	<b>195,415</b>	<b>119,828</b>
% Collected	97%	98.3%

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.

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	21,596	53,168	41,525	11,466	127,755
Percentage	0.0%	16.9%	41.6%	32.5%	9%	
<b>Balance per trial balance</b>						
Sundry receivable						127,755
<b>Total receivables general outstanding</b>						<b>127,755</b>
<b>Amounts shown above include GST (where applicable)</b>						



	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 30 April 2021
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Stores on hand	89,353	145,637	(180,155)	54,835
<b>Total other current assets</b>	<b>89,353</b>	<b>145,637</b>	<b>(180,155)</b>	<b>54,835</b>

#### KEY INFORMATION

##### Inventory

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

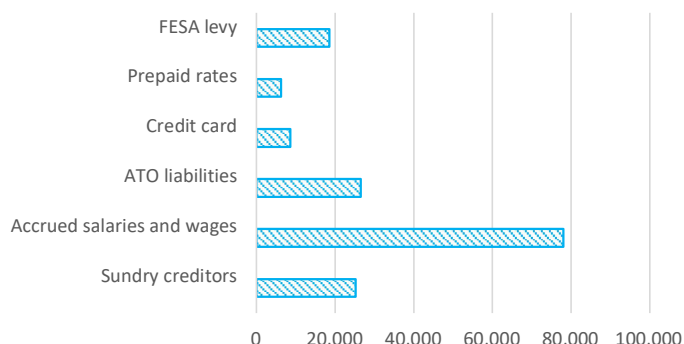
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - trade	(2,358)	27,524	0	0	0	25,166
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						25,166
Accrued salaries and wages						78,040
ATO liabilities						26,506
Credit card						8,622
Prepaid rates						6,234
FESA levy						18,522
Housing purchase						60,577
<b>Total payables general outstanding</b>						<b>223,667</b>
Amounts shown above include GST (where applicable)						

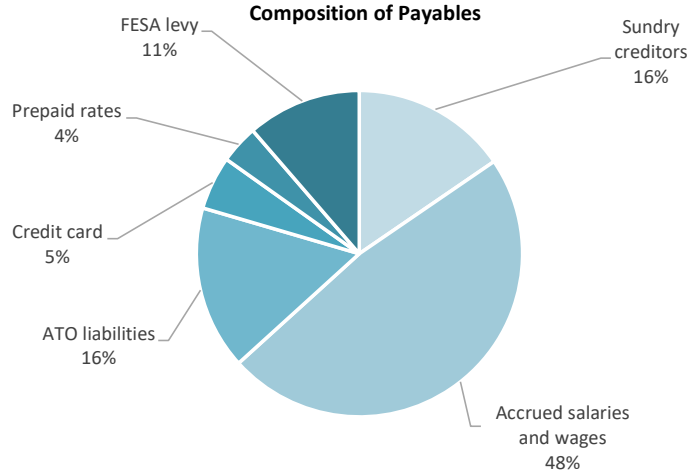
#### KEY INFORMATION

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

Composition of Payables



Composition of Payables



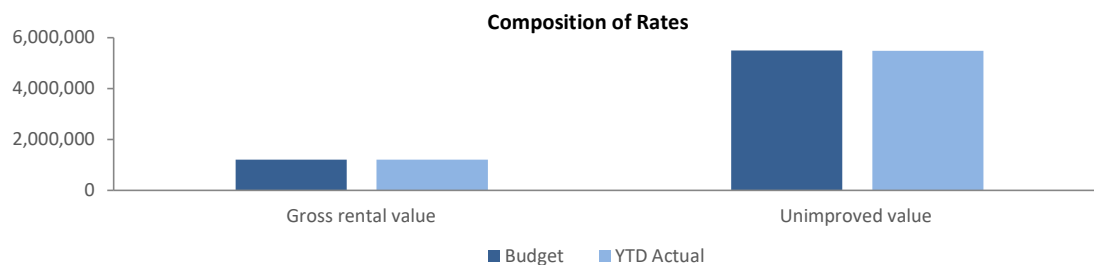
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

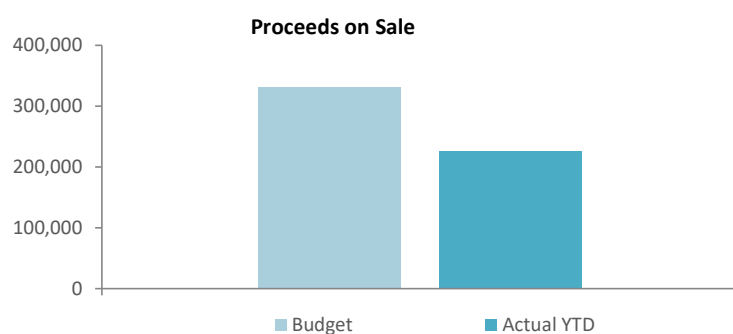
General rate revenue	Amended Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
General rate revenue	0.0706	586	15,222,674	1,074,721	129,000	0	1,203,721	1,074,721	127,065	0	1,201,786
<b>Unimproved value</b>											
General rate revenue	0.1550	1,415	34,965,661	5,419,677	80,000	0	5,499,677	5,419,677	66,871	0	5,486,548
<b>Sub-Total</b>		<b>2,001</b>	<b>50,188,335</b>	<b>6,494,398</b>	<b>209,000</b>	<b>0</b>	<b>6,703,398</b>	<b>6,494,398</b>	<b>193,936</b>	<b>0</b>	<b>6,688,334</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
General rate revenue	323	61	120,189	29,393	0	0	29,393	29,393	0	0	29,393
<b>Unimproved value</b>											
General rate revenue	323	636	720,994	205,428	0	0	205,428	205,428	0	0	205,428
<b>Sub-total</b>		<b>697</b>	<b>841,183</b>	<b>234,821</b>	<b>0</b>	<b>0</b>	<b>234,821</b>	<b>234,821</b>	<b>0</b>	<b>0</b>	<b>234,821</b>
<b>Total general rates</b>							<b>6,938,219</b>				<b>6,923,155</b>

KEY INFORMATION

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



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
<b>Transport</b>									
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)	233,498	145,000	0	(88,498)
<b>Economic services</b>									
PE15	2017 Nissan X Trail ST	0	0	0	0	20,436	19,545	0	(891)
<b>Other property and services</b>									
PE70	2019 Nissan Patrol 4WD CEO	68,145	52,000	0	(16,145)	64,466	60,909	0	(3,557)
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
		<b>477,627</b>	<b>331,000</b>	<b>0</b>	<b>(146,627)</b>	<b>318,400</b>	<b>225,454</b>	<b>0</b>	<b>(92,946)</b>



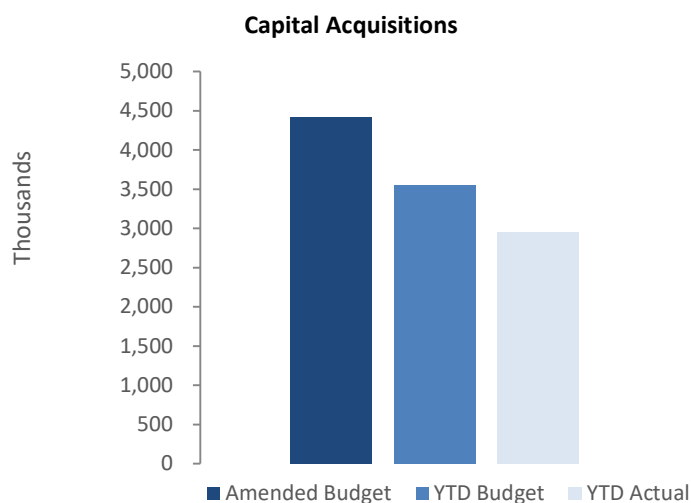
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2021**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	838,566	698,805	276,022	(422,783)
Plant and equipment	1,044,500	744,500	866,984	122,484
Infrastructure - roads	725,357	604,464	1,035,135	430,671
Infrastructure - parks, gardens, recreation facilities	1,801,209	1,501,008	771,995	(729,013)
<b>Payments for Capital Acquisitions</b>	<b>4,409,632</b>	<b>3,548,777</b>	<b>2,950,136</b>	<b>(598,641)</b>
<b>Total Capital Acquisitions</b>	<b>4,409,632</b>	<b>3,548,777</b>	<b>2,950,136</b>	<b>(598,641)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,937,321	1,429,439	679,803	(749,636)
Other (disposals & C/Fwd)	331,000	192,000	225,454	33,454
Cash backed reserves				
Aerodrome reserve	250,000	250,000	0	(250,000)
Contribution - operations	1,891,311	1,677,338	2,044,879	367,541
<b>Capital funding total</b>	<b>4,409,632</b>	<b>3,548,777</b>	<b>2,950,136</b>	<b>(598,641)</b>

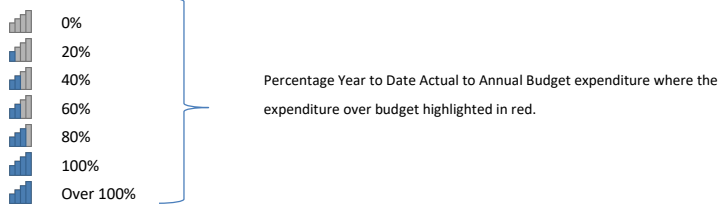
**SIGNIFICANT ACCOUNTING POLICIES**

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



Capital expenditure total

Level of completion indicators



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

Amended

Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Buildings</b>					
LB20001	11A Walton Street	25,000	20,833	0	(20,833)
LB20002	Doctor's House	40,000	33,333	0	(33,333)
LB20003	11 Queen Victoria Street	35,000	29,167	0	(29,167)
LB20004	26 Queen Victoria Street	15,000	12,500	11,035	(1,465)
LB20005	29 Hoover Street	35,000	29,167	0	(29,167)
LB20006	40A Hoover Street	25,000	20,833	3,666	(17,167)
LB20007	51 Gwalia Street	70,000	58,333	8,139	(50,194)
LB20008	9 Cohen Street	25,000	20,833	0	(20,833)
LB20009	Oval Caretaker	20,000	16,667	19,520	2,853
LB20011	Renewable Energy Setup Lot 60 Tower St	28,500	23,750	25,909	2,159
LB20012	Renewable Energy Setup Lot 96 Tower St	28,500	23,750	25,909	2,159
LB20013	Public Toilet - Town	150,000	125,000	15,000	(110,000)
LB20014	Tower Street Playground	0	0	14,031	14,031
LB20015	Public Toilet - Gwalia Museum	126,764	105,637	86,792	(18,845)
LB20016	Porch - Gwalia Museum	22,600	18,833	0	(18,833)
LB20017	Records storage shed - Kalgoorlie (1/4)	70,000	58,333	0	(58,333)
LB20018	Renewable Energy Setup Admin Offices	16,000	13,333	14,545	1,212
LB20019	Container Scheme Modifications	8,000	6,667	1,345	(5,322)
LB20020	Ageing in Place Project	0	0	50,131	50,131
	Playground- Tower Street Toilet	73,202	61,002	0	(61,002)
	Old CRC Building - renovation	25,000	20,833	0	(20,833)
		838,566	698,805	276,022	(422,783)
<b>Plant and Equipment</b>					
PE20001	Tractor	66,500	66,500	65,500	(1,000)
PE20002	Backhoe	145,000	145,000	154,500	9,500
PE20003	Grader	450,000	450,000	407,000	(43,000)
PE20004	Grader Driver's Vehicle	62,000	0	0	0
PE20005	Solar Street Lights x 3 Light	8,000	0	0	0
PE20006	Solar Street Lights x 3 Heavy	40,000	0	0	0
PE20007	Airport Reporting Vehicle	62,000	0	0	0
PE20008	MWS's Vehicle	73,000	0	0	0
PE20009	CEO's Vehicle	76,000	76,000	97,024	21,024
PE20010	DCEO's Vehicle	55,000	0	52,285	52,285
PE20011	Cattle Yard - Animal Welfare	0	0	21,010	21,010
PE20012	Excavator P322B New Motor	0	0	62,751	62,751
PE20013	Locator	7,000	7,000	6,914	(86)
		1,044,500	744,500	866,984	122,570
<b>Infrastructure Roads</b>					
IR20001	Leonora Nambi Road (RRG)	450,000	375,000	722,227	347,227
IR20002	Leonora Town Reseal (R2R)	225,357	187,798	198,044	10,247
IR20003	Grid renewals	50,000	41,667	114,864	73,197
		725,357	604,464	1,035,135	430,671
<b>Infrastructure Other</b>					
LB20010	Bowling Club internal fencing	30,000	25,000	0	(25,000)
IO20001	Tower Street Playground Phase 1	317,000	264,167	79,947	(184,220)
IO20002	Pumptrack	135,000	112,500	119,259	6,759
IO20003	Standpipe	30,000	25,000	0	(25,000)
IO20004	Fencing - Shire Common	273,027	227,523	0	(227,523)
IO20005	Airport Runway Lights	632,458	527,048	570,529	43,481
IO20006	Information Bay Upgrade	10,000	8,333	2,260	(6,073)
IO20007	Malcom Dam Upgrade	40,000	33,333	0	(33,333)
IO20008	Playground Tower Street Phase 2	333,724	278,103		(278,103)
		1,801,209	1,501,008	771,995	(729,013)
		4,409,632	3,548,777	2,950,136	(598,555)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES  
NOTE 9  
CASH RESERVES**

**Cash backed reserve**

<b>Reserve name</b>	<b>Opening Balance</b>	<b>Budget Interest Earned</b>	<b>Actual Interest Earned</b>	<b>Budget Transfers In (+)</b>	<b>Actual Transfers In (+)</b>	<b>Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Annual leave reserve	165,344	0	40	0	0	0	0	165,344	165,384
Long service leave reserve	134,561	960	32	0	0	0	0	135,521	134,593
Building reserve	988,771	40,000	261	950,000	950,000	0	0	1,978,771	1,939,032
Fire Disaster reserve	39,922	460	9	0	0	0	0	40,382	39,931
Plant purchase reserve	915,193	7,500	219	0	0	0	0	922,693	915,412
Gwalia Precinct reserve	488,650	0	117	0	0	0	0	488,650	488,767
Waste management reserve	315,991	2,000	76	0	0	0	0	317,991	316,067
Aerodrome reserve	286,443	3,400	10	200,000	200,000	(250,000)	0	239,843	486,453
IT reserve	15,000	0	0	0	0	0	0	15,000	15,000
Pool reserve	45,041	40	18	428,875	300,000	0	0	473,956	345,059
Aged care reserve	1,920,592	11,000	461	0	0	0	0	1,931,592	1,921,053
	<b>5,315,508</b>	<b>65,360</b>	<b>1,243</b>	<b>1,578,875</b>	<b>1,450,000</b>	<b>(250,000)</b>	<b>0</b>	<b>6,709,743</b>	<b>6,766,751</b>

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 April 2021
		\$	\$	\$	\$
<b>Unspent grants, contributions, reimbursements and liabilities</b>					
- operating	11	80,000	311,349	(311,338)	80,011
- non-operating	12	0	953,815	0	953,815
<b>Total unspent grants, contributions and reimbursements</b>		80,000	1,265,164	(311,338)	1,033,826
<b>Provisions</b>					
Annual leave		154,386	0	0	154,386
Long service leave		74,247	0	0	74,247
<b>Total Provisions</b>		228,633	0	0	228,633
<b>Total other current liabilities</b>		<b>308,633</b>	<b>1,265,164</b>	<b>(311,338)</b>	<b>1,262,459</b>
<b>Amounts shown above include GST (where applicable)</b>					

#### 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 30 APRIL 2021**

**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 30 Apr 2021	Current Liability 30 Apr 2021	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Grant - Equalisation	0	0	0	0	0	273,399	205,050	221,333
Grant - Roads (Untied)	0	0	0	0	0	304,094	228,071	215,377
<b>Law, order, public safety</b>								
Operational Grant - Bush Fire	0	0	0	0	0	2,000	1,500	3,378
<b>Education and welfare</b>								
Youth Support DCP Grant	0	73,136	(60,947)	12,189	12,189	71,935	71,935	60,947
Grant- Sustainability Child Ca	0	0	0	0	0	78,865	78,865	78,865
<b>Recreation and culture</b>								
Indue agreement	0	125,982	(105,065)	20,917	20,917	0	0	105,065
CRC grant funding	0	112,231	(93,526)	18,705	18,705	132,887	132,887	93,525
CRC other funding	0	0	0	0	0	0		3,000
National Australia Day grant	0	0	0	0	0	20,000	20,000	20,000
BHP Vital Resources Fund	0	0	0	0	0	100,000	100,000	100,000
ACA Grant - Indoor Cricket Net	0	0	0	0	0	0	0	9,000
<b>Transport</b>								
MRWA Direct	0	0	0	0	0	159,050	159,050	159,050
Contrib. - Street Lights	0	0	0	0	0	4,070	4,070	3,699
<b>Economic services</b>								
Weed control	0	0	0	0	0	0		10,000
Lotterywest Gwalia Interpretation	0	0	0	0	0	248,403	207,001	134,377
Golden Gift Sponsorship	0	0	0	0	0	115,000	95,832	0
Golden Gift Grants	0	0	0	0	0	54,250	45,210	10,000
	<b>0</b>	<b>311,349</b>	<b>(259,538)</b>	<b>51,811</b>	<b>51,811</b>	<b>1,563,953</b>	<b>1,349,471</b>	<b>1,227,616</b>
<b>Operating contributions</b>								
<b>Transport</b>								
NGWG Consultant	80,000	0	(51,800)	28,200	28,200	0	0	0
	<b>80,000</b>	<b>0</b>	<b>(51,800)</b>	<b>28,200</b>	<b>28,200</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>80,000</b>	<b>311,349</b>	<b>(311,338)</b>	<b>80,011</b>	<b>80,011</b>	<b>1,563,953</b>	<b>1,349,471</b>	<b>1,227,616</b>

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2021

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 30 Apr 2021	Current Liability 30 Apr 2021	Amended Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>General purpose funding</b>								
Grant - Infra (COVID) Phase 2	0	233,607	0	233,607	233,607	333,724	200,234	0
<b>Law, order, public safety</b>								
Emergency Management	0	0	0	0	0	10,000	10,000	10,000
<b>Recreation and culture</b>								
Ageing in Place Project	0	500,000	0	500,000	500,000	0	0	0
ACA Grant - Indoor Cricket Net	0	0	0	0	0	10,000	10,000	0
<b>Transport</b>								
Grant - Roads to Recovery	0	0	0	0	0	403,593	283,743	178,241
Grant - Infrastructure COVID-19	0	220,208	0	220,208	220,208	440,415	367,011	0
RRG Funding	0	0	0	0	0	300,000	250,000	300,000
RADS Grant	0	0	0	0	0	439,589	308,451	191,562
	<b>0</b>	<b>953,815</b>	<b>0</b>	<b>953,815</b>	<b>953,815</b>	<b>1,937,321</b>	<b>1,429,439</b>	<b>679,803</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 13  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget adoption</b>		Opening surplus	0	0	(106,178)	(106,178)
I030009	Rates - Additional UV	Item 11.2(F) 16/02/2021	Operating Revenue	0	50,000	0	(56,178)
I030011	Rates - Mining Written Back	Item 11.2(F) 16/02/2021	Operating Revenue	0	0	(10,000)	(66,178)
I030012	Rates - General Written Back	Item 11.2(F) 16/02/2021	Operating Revenue	0	0	(5,000)	(71,178)
I030016	Grant - Infra - Malcolm Dam	Item 11.2(F) 16/02/2021	Capital Revenue	40,000	0	0	(71,178)
I030017	Grant - Infra - Town Toilets	Item 11.2(F) 16/02/2021	Capital Revenue	150,000	0	0	(71,178)
I030018	Grant - Infra - Playground	Item 11.2(F) 16/02/2021	Capital Revenue	250,415	0	0	(71,178)
I053401	Grant - Emergency Management	Item 11.2(F) 16/02/2021	Capital Revenue	0	10,000	0	(61,178)
I080005	Youth Support Program	Item 11.2(F) 16/02/2021	Operating Expenses	0	2,500	0	(58,678)
I080008	Childcare Centre Income	Item 11.2(F) 16/02/2021	Operating Revenue	0	25,000	0	(33,678)
I112018	BHP Vital Resources Fund	Item 11.2(F) 16/02/2021	Operating Revenue	0	100,000	0	66,322
I112017	Documentary "Off Like Flies"	Item 11.2(F) 16/02/2021	Operating Revenue	0	10,000	0	76,322
I112013	NAIDOC Week	Item 11.2(F) 16/02/2021	Operating Revenue	0	16,000	0	92,322
I112001	Nyunnga-Ku Women's Group	Item 11.2(F) 16/02/2021	Operating Revenue	0	0	(9,564)	82,758
I113006	National Australia Day Grant	Item 11.2(F) 16/02/2021	Operating Revenue	0	20,000	0	102,758
I113007	Grant - Indoor Cricket Net ACA	Item 11.2(F) 16/02/2021	Operating Revenue	0	10,000	0	112,758
I030033	Grant - Infra COVID-19 Stage 2	Item 11.2(F) 16/02/2021	Operating Revenue	0	333,724	0	446,482
I122220	Grant - Infra COVID-19 Stage 1	Item 11.2(F) 16/02/2021	Capital Revenue	(440,415)	0	0	446,482
I122206	Grant - Roads to Recovery	Item 11.2(F) 16/02/2021	Capital Revenue	0	225,357	0	671,839
I126494	RADS Grant	Item 11.2(F) 16/02/2021	Capital Revenue	0	248,027	0	919,866
I126430	Charges - Fuel at Airport drum	Item 11.2(F) 16/02/2021	Operating Revenue	0	120,000	0	1,039,866
I113101	Weed Control	Item 11.2(F) 16/02/2021	Operating Revenue	0	0	(10,000)	1,029,866
I133410	Charges - Building Permits	Item 11.2(F) 16/02/2021	Operating Revenue	0	35,000	0	1,064,866
I133450	Fees - BCITF	Item 11.2(F) 16/02/2021	Operating Revenue	0	48,000	0	1,112,866
I134452	Hoover House Accommodation	Item 11.2(F) 16/02/2021	Operating Revenue	0	35,000	0	1,147,866
I134454	Merchandise Sales	Item 11.2(F) 16/02/2021	Operating Revenue	0	15,000	0	1,162,866
I134455	Catering & Coffee Sales	Item 11.2(F) 16/02/2021	Operating Revenue	0	15,000	0	1,177,866
I136454	NGWG - Employee/Consultant	Item 11.2(F) 16/02/2021	Operating Revenue	0	90,000	0	1,267,866
E041187	Strategic Plan Development	Item 11.2(F) 16/02/2021	Operating Expenses	0	30,000	0	1,297,866
E042206	Bad Debts Written-Off	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(7,590)	1,290,276

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 13  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
E052121	Animal Sterilisation Program	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(15,000)	1,275,276
E053411	Emergency Management	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(10,000)	1,265,276
E080005	Childcare Centre Salaries	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(33,000)	1,232,276
E082007	Youth Services Building Maint	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(10,000)	1,222,276
E091037	Mtce - Lot 137A Hoover South	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(5,000)	1,217,276
E091038	Mtce - Lot 137B Hoover North	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(5,000)	1,212,276
E091048	Mtce - Lot 294 Queen Victoria	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(12,000)	1,200,276
E051451	Housing Allocated	Item 11.2(F) 16/02/2021	Operating Expenses	0	22,000	0	1,222,276
E074064	Staff Housing Allocated	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(5,940)	1,216,336
E114320	Staff Housing Allocated	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(1,540)	1,214,796
E142251	Staff Housing Allocated	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(12,320)	1,202,476
E143070	Staff Housing Allocated	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(2,200)	1,200,276
E107040	Public Toilets	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(10,000)	1,190,276
E112015	NAIDOC Week	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(13,201)	1,177,075
E112001	Nyunnga-Ku Women's Group	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(11,092)	1,165,983
E113119	National Australia Day Grant	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(20,000)	1,145,983
E113091	Comm Arts/Cult Performance	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(10,000)	1,135,983
E114280	Superannuation - Rec Centre	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(5,000)	1,130,983
E114290	Salaries - Rec Centre	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(40,000)	1,090,983
E115040	TV & Radio Maintenance	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(20,000)	1,070,983
E126050	Aviation Fuel - drums	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(60,000)	1,010,983
E146010	Gross Salaries & Wages	Item 11.2(F) 16/02/2021	Operating Expenses	0	0	(15,000)	995,983
IR20003	Grids for R2R Funds	Item 11.2(F) 16/02/2021	Capital Expenses	0	0	(225,357)	770,626
LB20007	Gwalia Street - Patio	Item 11.2(F) 16/02/2021	Capital Expenses	0	0	(35,000)	735,626
TBA	Old CRC Building - renovation	Item 11.2(F) 16/02/2021	Capital Expenses	0	0	(25,000)	710,626
IO20008	Tower Street Playground	Item 11.2(F) 16/02/2021	Capital Expenses	0	0	(333,724)	376,902
IO20004	RADS Grant - Security Fence	Item 11.2(F) 16/02/2021	Capital Expenses	0	0	(248,027)	128,875
A01348	Transfer to Pool Reserve	Item 11.2(F) 16/02/2021	Capital Expenses	0	0	(128,875)	0
				<b>0</b>	<b>1,460,608</b>	<b>(1,460,608)</b>	<b>0</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2021**

**NOTE 14  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$15,000 or 8.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Economic services	(172,096)	(21.48%)	▼ Timing	Revenue from Golden Gift not yet received
<b>Expenditure from operating activities</b>				
				Elected Officers' remuneration not yet paid \$70K/RFDS donation not yet invoiced \$100K/Audit feeds \$8K/Stat Planning \$30K
Governance	201,473	34.37%	▲ Timing	
Law, order and public safety	28,808	15.18%	▲ Timing	CCTV R & M \$14K/Nil Vet Program \$15K
Health	157,501	20.24%	▲ Timing	Health Contract \$30K/COVID \$120K unspent
Education and welfare	77,886	11.51%	▲ Timing	No Invoice from Transcend Initiatives \$100K/ELC salaries over Budget YTD -\$30K
Community amenities	44,861	14.56%	▲ Timing	Grave Restoration unspent \$8K/Less Grave Digging required \$6K/Refuse Site maintenance also unspent \$25K/
Recreation and culture	247,450	16.38%	▲ Permanent	Murals not done \$28K/Parks & Gardens unspent \$20K/Community Grant unspent \$20K/
Transport	292,146	9.87%	▲ Timing	Roadworks maintenance \$160K/Street lighting down \$60K/AVGAS drums expenditure over -\$60K/
Economic services	970,917	38.39%	▲ Timing	Golden Gift to come \$270K/Gwalia \$400K (Archival late \$35K/Interpretation not yet completed \$170K/Small Projects \$30K
Other property and services	65,408	137.76%	▲ Timing	Adjustment with PWOH & Allocations & Depreciation \$60K
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(749,636)	(52.44%)	▼ Timing	R2R Funding of \$225K yet to be received although expended/Perform
Proceeds from disposal of assets	33,454	17.42%	▲ Timing	Slow process re replacement vehicles due to shortage
Payments for property, plant and equipment and infrastructure	598,641	16.87%	▲ Timing	Impact of COVID infrastructure delaying projects
<b>Financing activities</b>				
Transfer from reserves	(250,000)	(100.00%)	▼ Permanent	Not needed for airport upgrade - to be rescinded
Transfer to reserves	192,992	11.74%	▲ Timing	To be transferred to Pool Reserve for work to be done on the Pool

## **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 May, 2021

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

**SUBJECT:** Accounts for Payment

**LOCATION / ADDRESS:** Nil

**NAME OF APPLICANT:** Nil

**FILE REFERENCE:** Nil

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

**NAME:** Linda Gray

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 15<sup>th</sup> April, 2021

#### **BACKGROUND**

Attached statements consist of accounts paid by Delegated Authority totalling **\$999,813.72** since the previous council meeting consisting of:

1. Direct Bank Transactions numbered from **1864** to **1902** and totalling **\$39,862.53**;  
*a. Includes Credit Card Payments of \$8,095.31 for May, 2021*
2. Batch Payments **70, 71, 72, & 73**, totalling **\$688,863.98** and
3. Cheques **25783** to **25789** and Payroll Payments from **Pay Period Ending 6/4/2021**, to **04/05/2021** totalling **\$271,087.21**.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **STRATEGIC IMPLICATIONS**

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



## RECOMMENDATIONS

That the accounts for payment, as detailed:

1. Direct Bank Transactions numbered from **1864** to **1902** and totalling **\$39,862.53**;  
*a. Includes Credit Card Payments of \$8,095.31 for May, 2021*
2. Batch Payments **70, 71, 72, & 73**, totalling **\$688,863.98** and
3. Cheques **25783** to **25789** and Payroll Payments from **Pay Period Ending 6/4/2021**, to **04/05/2021** totalling **\$271,087.21**.

be accepted.

## VOTING REQUIREMENT

Simple Majority

## SIGNATURE

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Deputy Chief Executive Officer

Shire of Leonora				
Monthly Report – List of Credit Card Transactions Paid by Delegated Authority				
Submitted to Council on the 18th May, 2021				
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 <b>March, 2021</b> as per Direct Bank Transaction <b>1809</b> totalling <b>\$8,095.31</b>				
<b>CHIEF EXECUTIVE OFFICER</b>				
Reference	Date	Name	Item	Payment by Delegated Authority
<b>CEO 04/21</b>	01/04/2021	Coles Express Leonora	Fuel for P1	92.81
	06/04/2021	Aqua Valet Car Wash	Car Wash - P1	17.00
	06/04/2021	Caltex Falcon	Fuel - P1	186.41
	06/04/2021	Bizness Apps	Monthly Subscription to Hosting Service for Geocaching Application - April, 2021	130.33
	08/04/2021	Puma Energy	Fuel for P1	75.64
	14/04/2021	Whitehouse Hotel	Meals and Refreshments for 2 separate Groups - Those attending Cactus Meeting & those as a result of Visit by Rick Wilson	1,090.30
	15/04/2021	Foxtel	Foxtel, Internet and Phone for 35 Hoover Street - April, 2021	263.90
	16/04/2021	Coles Express Leonora	Fuel for P1	187.73
	19/04/2021	Landgate	Rates Enquiries as requested	133.50
	28/04/2021	National Australia Bank	Card Fee - April, 2021	9.00
<b>CEO 04/21</b>			<b>Total CEO Card April, 2021</b>	<b>2,186.62</b>
<b>DCEO 04/21</b>	06/04/2021	EG Fuelco (Australia) Limited	Fuel for P2	68.63
	06/04/2021	Thrifty Australia	Hire of Bus for Youth Camp	1,764.00
	08/04/2021	AYA Group Pty Ltd	TV for Lot 289 Queen Victoria Street	999.00
	12/04/2021	AYA Group Pty Ltd	Fruit and Biscuits for Hoover House B&B	39.91
	13/04/2021	EZI Diffuse	Monthly Subscription for Childcare Software - April, 2021	72.39
	15/04/2021	National Hotel Supplies	Queen Bed Sheet Sets	730.90
	19/04/2021	Leonora Post Office	Prizes for Kids Disco	225.00
	19/04/2021	Thrifty Australia	Refund of held amount for Bus Hire - Youth Camp	-230.67
	20/04/2021	Rural Press Pty Ltd	Backordered stationery for Records System	174.56
	21/04/2021	Modern Teaching Aids Pty Ltd	Equipment and other supplies for childcare centre	1,570.41
	23/04/2021	Shell North Bannister	Fuel for P2	64.86
	26/04/2021	Shell North Bannister	Fuel for P2	48.65
	26/04/2021	BP Mount Barker	Fuel for P2	83.91
	26/04/2021	Liberty Leonora	Fuel for P2	78.94
	26/04/2021	Great Southern Supplies	Household Essentials for 11 Queen Victoria Street	74.39
	26/04/2021	Bunnings Building Supplies Pty Ltd	Cleaning Products for Hoover House Maintenance	62.45
	26/04/2021	BP Hyden	Fuel for P2	68.45
	28/04/2021	National Australia Bank	Card Fee - DCEO Card April, 2021	9.00
<b>DCEO 04/21</b>			<b>Total DCEO Card April, 2021</b>	<b>5,904.78</b>

Reference	Date	Name	Item	Payment by Delegated Authority
<b>Other Fees/Payments</b>	06/04/2021	National Australia Bank	International Transaction Fee for Bizness App Hosting of Geocaching App	3.91
Reference	Date	Name	Item	Payment by Delegated Authority
<b>Other Fees/Payments</b>			<b>Total Other Fees/Payments April 2021</b>	<b>3.91</b>
<b>1889</b>	<b>03/05/2021</b>	<b>National Australia Bank</b>	<b>Credit Card Payments - April, 2021</b>	<b>8,095.31</b>

Shire of Leonora				
Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority				
Submitted to Council on the 18th May, 2021				
The following list of accounts relate to Direct Bank Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions are numbered from <b>1864</b> to <b>1902</b> and totalling <b>\$39,862.53</b>				
CHIEF EXECUTIVE OFFICER				
Transaction	Date	Name	Item	Payment by Delegated Authority
1864	14/04/2021	3E Advantage PTY LTD	Printing Costs for Childcare, Shire, CRC, Works & Museum, + payment of difference of Contracted Amount vs Actual Amount March, 2021 Office National Photocopier Agreements	3,828.17
1865	16/04/2021	Aware Super	Repay bounced payment from 29/12/2020	82.43
1866	27/04/2021	Australian Super	Superannuation PPE: 19/4/2021	1,436.07
1867	27/04/2021	Aware Super	Superannuation PPE: 19/4/2021	8,438.08
1868	27/04/2021	Christian Super	Superannuation PPE: 19/4/2021	118.48
1869	27/04/2021	CBUS	Superannuation PPE: 19/4/2021	529.26
1870	27/04/2021	Dazacom Superfund	Superannuation PPE: 19/4/2021	259.13
1871	27/04/2021	HESTA	Superannuation PPE: 19/4/2021	225.05
1872	27/04/2021	Host Plus	Superannuation PPE: 19/4/2021	260.64
1873	27/04/2021	ING Superannuation	Superannuation PPE: 19/4/2021	492.99
1874	27/04/2021	MLC Super Fund	Superannuation PPE: 19/4/2021	438.18
1875	27/04/2021	NGS Super	Superannuation PPE: 19/4/2021	307.57
1876	27/04/2021	Sunsuper	Superannuation PPE: 19/4/2021	209.27
1877	27/04/2021	TWU Super Fund	Superannuation PPE: 19/4/2021	523.26
1878	27/04/2021	Wealth Personal Superannuation	Superannuation PPE: 19/4/2021	46.76
1879	26/04/2021	Click Super	Click Super Monthly Charge - April, 2021	34.32
1880	29/04/2021	NAB	NAB Connect Fee - April, 2021	36.74
1881	30/04/2021	NAB	EFTPOS Merchant Fee - April, 2021 - Childcare - 7381278	21.39
1882	30/04/2021	NAB	EFTPOS Merchant Fee - April, 2021 - Info Centre - 7374463	21.57
1883	30/04/2021	NAB	EFTPOS Merchant Fee - April, 2021 - CRC - 7380395	22.37
1884	30/04/2021	NAB	EFTPOS Merchant Fee - April, 2021 - Rec Centre - 7379314	26.18
1885	30/04/2021	NAB	EFTPOS Merchant Fee - April, 2021 - Airport - 7374471	51.52
1886	30/04/2021	NAB	EFTPOS Merchant Fee - April, 2021 - Events - 7374513	53.14
1887	30/04/2021	NAB	NAB Account Fees April, 2021	54.30
1888	30/04/2021	NAB	EFTPOS Merchant Fee - April, 2021 - Shire & Museum - 7381393	1,003.63
1889	03/05/2021	NAB	Credit Card Purchases - April, 2021	8,095.31
1890	03/05/2021	Westnet	Email hosting - Leonora CRC - May, 2021	11.00
1891	07/05/2021	Australian Super	Superannuation PPE: 03/05/2021	1,274.13
			<b>Subtotal</b>	<b>\$27,900.94</b>

<b>Transaction</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>
			<b>Balance Brought Forward</b>	<b>\$27,900.94</b>
1892	07/05/2021	Aware Super	Superannuation PPE: 03/05/2021	9,123.89
1893	07/05/2021	Christian Super	Superannuation PPE: 03/05/2021	101.46
1894	07/05/2021	CBUS	Superannuation PPE: 03/05/2021	513.36
1895	07/05/2021	Dazacom Superfund	Superannuation PPE: 03/05/2021	257.03
1896	07/05/2021	HESTA	Superannuation PPE: 03/05/2021	225.05
1897	07/05/2021	Host Plus	Superannuation PPE: 03/05/2021	208.51
1898	07/05/2021	ING Superannuation	Superannuation PPE: 03/05/2021	492.99
1899	07/05/2021	MLC Super Fund	Superannuation PPE: 03/05/2021	373.81
1900	07/05/2021	NGS Super	Superannuation PPE: 03/05/2021	307.57
1901	07/05/2021	Sunsuper	Superannuation PPE: 03/05/2021	212.78
1902	07/05/2021	TWU Super Fund	Superannuation PPE: 03/05/2021	145.14
			<b>GRAND TOTAL</b>	<b>\$39,862.53</b>

**Shire of Leonora****Monthly Report - List of Accounts Paid by Delegated Authority****Submitted to Council on the 18th May, 2021**

**Batch Payments 70, 71, 72, & 73**, totalling **\$688,863.98** have been paid by delegated authority by the Chief Executive Officer and has been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.

**CHIEF EXECUTIVE OFFICER**

<b>Batch Reference</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by delegated Authority</b>
BP 70.01	16/04/2021	AFGRI Equipment Australia Pty Ltd	Filter and Parts all 3 Graders and Service on Grader P2396	6,034.29
BP 70.02	16/04/2021	AYA Group Pty Ltd	Consumables Provided to Gwalia, Childcare Centre, Main Office and Neighbourhood Day	714.05
BP 70.03	16/04/2021	Baileys Fertilisers (AKC Pty Ltd)	Soil Improver for Oval	5,226.10
BP 70.04	16/04/2021	Boldline Services	Works and Repairs to P2333, P322, P334, P833 and P438	2,888.60
BP 70.05	16/04/2021	Bridgestone Mining Solutions	2 Grader Tyres for Depot	3,240.71
BP 70.06	16/04/2021	Bunnings Building Supplies Pty Ltd	20m Retractable Hose Reel for Single Persons Quarters	84.59
BP 70.07	16/04/2021	Dave Hadden	Consulting/Administration 5/4/2021 - 9/4/2021	6,028.00
BP 70.08	16/04/2021	E. Fire and Safety	Service Fire Equipment for Shire Facilities	3,054.70
BP 70.09	16/04/2021	Genwest Pty Ltd	Hire of Pump Lay flat Hose and Fittings	2,029.50
BP 70.10	16/04/2021	GME Resources Limited	Refund of rates due to Mines Dept error. 32.21% of rates refunded from 2015/16 to 2020/21	24,262.84
BP 70.11	16/04/2021	Goldfields Locksmiths	Supply 1 Entrance Set and Padlock for Youth Services Building	212.97
BP 70.12	16/04/2021	GPX Surveys Pty Ltd.	Refund for Avgas	850.00
BP 70.13	16/04/2021	Kalgoorlie Retravisoin	Washing Machine for Lot 289 Queen Victoria	995.00
BP 70.14	16/04/2021	Kayla Scott.	Relocation Allowance, Reimbursement for Household Items for Lot 289 Queen Victoria Street and Travel	4,122.60
BP 70.15	16/04/2021	Kerion Pty. Ltd.	Flights for C, J & D Wilkinson	1,620.00
BP 70.16	16/04/2021	Laserman Technologies	Radio Detection Kit Locator	7,605.40
BP 70.17	16/04/2021	Leonora Motor Inn	Accommodation for G Dewar and R Clarke	810.00
BP 70.18	16/04/2021	Linda Gray	Recreation Allowance	2,496.97
BP 70.19	16/04/2021	Monika Brabazon.	Travel Allowance	500.00
BP 70.20	16/04/2021	Nov Portable Power	Supply and Install New Controller to Grader Camp Gen Set	1,331.17
BP 70.21	16/04/2021	Office of the Auditor General	Audit Fees for the Year Ending 30th June, 2020 and Fee for Certification of Roads to Recovery Funding	24,794.00
BP 70.22	16/04/2021	On Call ECT	Contract Teacher for Childcare Centre	250.00
BP 70.23	16/04/2021	Peter Craig.	Reimbursement for Accommodation	440.84
BP 70.24	16/04/2021	Prime Media Group Ltd	Promoting Leonora TV March, 2021	1,100.00
BP 70.25	16/04/2021	PWT Electrical Pty Ltd	Replace Light Fittings Throughout Rec Centre including Pool Area	1,386.00
BP 70.26	16/04/2021	Roskva Brabazon-	Reimbursement for Childcare Activities	264.16
BP 70.27	16/04/2021	Stratco (WA) Pty Ltd	Materials for Rear Patio at Lot 1142A Walton (South)	870.01
<b>126</b>			<b>Batch Payment 70 Subtotal</b>	<b>\$103,212.50</b>

Batch Reference	Date	Name	Item	Payment by delegated Authority
			<b>Batch Payment 70 Balance Brought Forward</b>	<b>\$103,212.50</b>
BP 70.28	16/04/2021	Susan Cutting.	Reimbursement for Childcare Activities	86.81
BP 70.29	16/04/2021	Talitha Sprigg.	1 Hoover Gold Cake	50.00
BP 70.30	16/04/2021	Vanguard Press	Freight and Handling of Northern Goldfields Maps and Brochures	134.60
			<b>Batch Payment 70 Total</b>	<b>\$103,483.91</b>
BP 71.01	22/04/2021	Air Liquide W.A. Ltd	Rental Fees for March 2021	26.06
BP 71.02	22/04/2021	Bidfood Kalgoorlie	Consumables for Hoover House and Hand Towel for Info Centre	522.16
BP 71.03	22/04/2021	Birdhouse Media Pty Ltd	Remote Location Filming and a Proportion of Editing for Yabu Band Music Video	6,600.00
BP 71.04	22/04/2021	Bitz Batteries	1 Battery for AWIS System at Airport	390.42
BP 71.05	22/04/2021	Butson Group Pty Ltd	Light Lunch for Kalgoorlie Leadership Group	300.00
BP 71.06	22/04/2021	Canine Control	Ranger Services 7/04/21 - 10/04/21	4,169.39
BP 71.07	22/04/2021	Canning Pool and Pump Centre	Spider Gasket to Suit Hurlcon filter for Lot 294 Queen Victoria Street	29.95
BP 71.08	22/04/2021	Construction Training Fund-	BCITF Levy April, 2021	242.45
BP 71.09	22/04/2021	Coyles Mower & Chainsaw Centre	25 Sets of Mower Blades	750.00
BP 71.10	22/04/2021	Dave Hadden	Consulting and Administration for Leonora, Laverton and Menzies Health/Building	9,064.00
BP 71.11	22/04/2021	Department of Premier and Cabinet	Application for Revestment of Land in the Crown	123.60
BP 71.12	22/04/2021	Eagle Petroleum (WA) Pty Ltd	Deliver Approximate 30,000 Litres of Diesel to Shire Depot @ \$1.1064 a litre and Fuel Card for P304	36,605.38
BP 71.13	22/04/2021	Elite Gym Hire	Gym Equipment Hire Rental for May 2021	1,499.74
BP 71.14	22/04/2021	Governance Institute of Australia Ltd	Governance and Risk Management Forum for R Brabazon	1,575.00
BP 71.15	22/04/2021	GTN Services	Scheduled Service for P782	348.59
BP 71.16	22/04/2021	Hocking Heritage Studio	Provision of Project Management Service Project by Gemma Dewar	10,319.19
BP 71.17	22/04/2021	John Oxley	Furniture Kept from John Oxley for 26 Queen Vic Street	1,200.00
BP 71.18	22/04/2021	John Walsh	Reimbursement for Gwalia Cactus Eradication	60.00
BP 71.19	22/04/2021	Juwest Pty Ltd	Plumbing Works for 26 Queen Victoria Street and Supply and Install Aqua Trip for Childcare Centre	1,008.96
BP 71.20	22/04/2021	Kleenheat Gas	1 Household Gas for Lot 137 A Hoover South, Lot 1142 Walton (North), 11A Walton Street and 4 X Household Gas Bottles and 1 X 9kg Gas Bottle for Lot 229 Hoover	901.43
BP 71.21	22/04/2021	Landgate	Mining Schedule M2021/3 and Valuation Expenses	313.70
BP 71.22	22/04/2021	Larnie Petersen	Reimbursement for Showbags and Rides for the Kids Christmas Party	1,558.00
BP 71.23	22/04/2021	Leonora Motor Inn	Accommodation for P Craig and Cactus Haters for 7/4/21 - 15/4/21	3,375.00
BP 71.24	22/04/2021	Leonora Painting Services	Repair and Paint the Tourist Information Bay	4,213.00
BP 71.25	22/04/2021	Luck Thai Cleaning	Clean Shire Facilities 29/03/21 - 11/04/21	8,588.25
BP 71.26	22/04/2021	Mixed Media	Touchscreen for Vehicle Shed and Assay Office at Gwalia	1,760.00
BP 71.27	22/04/2021	Moore Australia	6 Webinars for Staff Training	1,056.00
BP 71.28	22/04/2021	Netlogic Information Technology	Monthly Offsite Consulting Labour	637.50
			<b>Batch Payment 71 Subtotal</b>	<b>\$91,227.77</b>



Batch Reference	Date	Name	Item	Payment by delegated Authority
			<b>Batch Payment 71 Balance Brought Forward</b>	<b>\$97,237.77</b>
BP 71.29	22/04/2021	Nicholas Justin Gahan	Provide Labour to Assist with the Install of the New Assay Building Exhibition at Gwalia and Interpretative Signage - Abandoned Townsites	15,597.50
BP 71.30	22/04/2021	Northern Goldfields Electrical Pty Ltd	Supply and Fit New Fluoro LED to Hoover House Kitchen	209.00
BP 71.31	22/04/2021	On Call ECT	Contract Teacher for Childcare Centre	250.00
BP 71.32	22/04/2021	Outback Parks&Lodges	Accommodation for B West and Ranger 8/4/21 - 9/4/21	465.00
BP 71.33	22/04/2021	Pier Street Medical	Medical Services Provisional Fee Medical Centre Administration Support Quarterly Payment 01/04/2021 – 30/06/2021	63,314.78
BP 71.34	22/04/2021	Pop Magic	Entertainment for Golden Gift	2,194.51
BP 71.35	22/04/2021	Whitehouse Hotel	Evening Meals for the Gwalia Cactus Eradication	835.50
BP 71.36	22/04/2021	MCINERNEY FORD	New DCEO's Vehicle Ford Everest 2021 3.2 Aluminium with Accessories	57,689.82
			<b>Batch Payment 71 Total</b>	<b>\$237,793.88</b>
BP 72.01	29/04/2021	AYA Group Pty Ltd	Consumables Provided to Shire Main Office, Childcare Centre, Gwalia and Police Disco	1,306.75
BP 72.02	29/04/2021	Bidfood Kalgoorlie	Hand Washing Dispenser for Childcare Centre	53.37
BP 72.03	29/04/2021	BOC Limited	Liquid Nitrogen for Medical Centre	29.21
BP 72.04	29/04/2021	Bunnings Building Supplies Pty Ltd	Parts for Public Toilets, Parks and Gardens, Lot 1142 Walton (South), and 40A Hoover Street	514.17
BP 72.05	29/04/2021	Butson Group Pty Ltd	Lunch for Cactus Eradication Meeting	240.00
BP 72.06	29/04/2021	Campling Enterprises Pty Ltd	Street Line Marking at Carpark and Intersection	9,411.60
BP 72.07	29/04/2021	Central Regional TAFE.	4 Units for J Kaur Cert III Childcare	376.60
BP 72.08	29/04/2021	Cheric Leonora	Community Grant for Leinster Golf Club	2,597.87
BP 72.09	29/04/2021	Corsign WA Pty Ltd	Various Signs for Darlot and Wonganoo Road	6,519.70
BP 72.10	29/04/2021	Creative Spaces	Final Invoice for Stage One of Gwalia's Interpretation Project	7,205.90
BP 72.11	29/04/2021	Dave Hadden	Fees for Environmental Health/Building Services as per Contract	10,076.00
BP 72.12	29/04/2021	DR Fitzgerald	Reimbursement of Fuel Costs for Cactus Monitoring Trip - April, 2021	473.83
BP 72.13	29/04/2021	Eagle Petroleum (WA) Pty Ltd	Supply 2 Digital Display Oil Nozzles	657.80
BP 72.14	29/04/2021	EFTSure	Annual Subscription and Start-up Fee	7,766.00
BP 72.15	29/04/2021	Enlighten Press Holdings Pty Ltd	Wellness Pack for the Childcare Centre	339.25
BP 72.16	29/04/2021	Goldfields Locksmiths	1 Sliding Door Lock for Youth Services Building, Gym Swipe Cards and Padlock and Entrance Set for Main Office	997.21
BP 72.17	29/04/2021	GTN Services	Supply and Fit New Windscreen for P2296 and P4 and New Battery for P3	1,193.09
BP 72.18	29/04/2021	Heatley's Sales Pty Ltd	Toilet Rolls for Public Toilets, Airport and CRC	243.74
BP 72.19	29/04/2021	Juwest Pty Ltd	Concrete Delivered for New Curbing on Corner Rochester and Tower Street	748.00
BP 72.20	29/04/2021	Leonora Drive Connectors	1 Hydraulic Hose for P322B	353.65
BP 72.21	29/04/2021	Murdock Recruitment Pty Ltd	Relief Staff for Childcare Centre 10/03/21 - 13/03/21	1,966.36
BP 72.22	29/04/2021	Northern Goldfields Electrical Pty Ltd	Repair Door at CRC, Repair Wiring and Replace Power Point at Recreation Centre and Check CCTV Cameras and Install 32 AMP Breaker	836.00
BP 72.23	29/04/2021	Office National Kalgoorlie	Stationery for Museum, Childcare, Depot, Dr and Main Office	1,578.33
<b>128</b>			<b>Batch Payment 72 Subtotal</b>	<b>\$55,484.43</b>



Batch Reference	Date	Name	Item	Payment by delegated Authority
			<b>Batch Payment 72 Balance Brought Forward</b>	<b>\$55,484.43</b>
BP 72.24	29/04/2021	On Call ECT	Contract Teacher for Childcare Centre	250.00
BP 72.25	29/04/2021	Outback Parks&Lodges	Accommodation for School Holiday Program	450.00
BP 72.26	29/04/2021	Penns Cartage Contractors	Freight for Oval and Pool	838.20
BP 72.27	29/04/2021	Puzzle Consulting	Northern Goldfields Prospectuses Jan-March Work Completed	32,560.00
BP 72.28	29/04/2021	PWT Electrical Pty Ltd	supply and Install New Water Heater to Lot 792 Cohen Street and Supply and Changeover Daikin Cora Range at Museum Assay Office	9,659.50
BP 72.29	29/04/2021	Royal Life Saving (WA Branch)	Audit of Shire Pool	1,980.00
BP 72.30	29/04/2021	Steven Tweedie	Amendments to Local Government Act 1995 - Advice and Agenda Item to Implement Required Changes	385.00
BP 72.31	29/04/2021	Stratco (WA) Pty Ltd	Supply 1 Gable Roof Shed for Oval Caretaker	8,860.00
BP 72.32	29/04/2021	Telstra	Service, Equipment Rental and Usage Charges 21/9/20 - 21/10/20	137.78
BP 72.33	29/04/2021	The Food Van	Senior's Morning Tea 16/02/20 - 13/04/21 and Morning Tea for Cactus Eradication Meeting	424.00
BP 72.34	29/04/2021	Toll Transport Pty Ltd	Freight for Shire Pool and Depot	889.57
BP 72.35	29/04/2021	Tradelink Pty Ltd	Kitchen, Laundry and Bathroom for 40A Hoover Street	3,469.84
BP 72.36	29/04/2021	WA Police & Community Youth Centre - Kal	School Holiday Activities	6,591.20
BP 72.37	29/04/2021	Western Australian Local Government Ass.	Training for Ross Norrie	1,395.00
BP 72.38	29/04/2021	WesTrac Pty Ltd	Filters for P322 and 1 Prime Pump, Fuel Filter and Gasket for P322	589.67
			<b>Batch Payment 72 Total</b>	<b>\$123,964.19</b>
BP 73.01	07/05/2021	Aaxxa	Repairs to Side Tipper P118, Fabricate and Install Dove Tail for Malcom-Kookynie Rd and Remove Third Axle, Fabricate New Gavials and Pallet Racks for P783	8,778.00
BP 73.02	07/05/2021	Airport Lighting Specialists	3m White Gable for Airport Lights and Freight	4,873.00
BP 73.03	07/05/2021	Avis Osborne Park	10 Day Hire of Dual Cab 4WD for D Fitzgerald Plus 2 New Tyers	1,894.81
BP 73.04	07/05/2021	Bidfood Kalgoorlie	Consumables for Hoover House	795.93
BP 73.05	07/05/2021	BOC Limited	Container Service Supplied Monthly for Depot and Dr	139.56
BP 73.06	07/05/2021	Bunnings Building Supplies Pty Ltd	Cleaning Products for Hoover House, Community Garden Plants and Floor and Wall Tiles for Lot 250 Queen Victoria	692.59
BP 73.07	07/05/2021	Business Key	Gold Membership for Information Center	858.00
BP 73.08	07/05/2021	Butson Group Pty Ltd	Provide Lunch for Council Meeting 16/3/21	120.00
BP 73.09	07/05/2021	Canine Control	Ranger Services 20/04/21 - 22/04/21	4,169.39
BP 73.10	07/05/2021	Coolgardie Tyre Service	2 New Rear Backhoe Tyres	3,465.00
BP 73.11	07/05/2021	CyberSecure Pty Limited	Monthly Data Protection Services for Shire of Leonora	250.80
BP 73.12	07/05/2021	Des Taylor	Dog Biscuits for Pound, 4 Tyres for P2451 and 10 All Purpose Tyres	4,233.00
BP 73.13	07/05/2021	Eagle Petroleum (WA) Pty Ltd	Fuel for P304	255.51
BP 73.14	07/05/2021	European Foods	15 Bags of Coffee for Hoover House	315.00
BP 73.15	07/05/2021	Fiesta Canvas	Supply and Construction of Shade Sails for Childcare Centre	14,152.05
			<b>Batch Payment 73 Subtotal</b>	<b>\$44,994.14</b>

Batch Reference	Date	Name	Item	Payment by delegated Authority
			<b>Batch Payment 73 Balance Brought Forward</b>	<b>\$44,992.64</b>
BP 73.16	07/05/2021	Genwest Pty Ltd	Hire Lay Flat Hose and Fittings for Malcom Kookynie Rd	2,706.00
BP 73.17	07/05/2021	Juwest Pty Ltd	Assemble of the Pumptrack, On the Job Emergency Part Replacement to Pumptrack, Replace Leaking Taps at Gwalia, Repair Showers, Chlorinator and Make up Valve for Pool, New Taps for Lot 1142 Walton (South) St and Repair Leaking Taps at Lot 229 Hoover St	9,371.55
BP 73.18	07/05/2021	Landgate	Mining Schedule M2021/4	385.40
BP 73.19	07/05/2021	Leonora Painting Services	To Paint Northern Wall of J G Epis Centre	682.00
BP 73.20	07/05/2021	Leonora Post Office	Postage and Freight for Information Centre and Main Office	272.70
BP 73.21	07/05/2021	Luck Thai Cleaning	Cleaning Shire Facilities 12/4/21 - 25/4/21	12,028.50
BP 73.22	07/05/2021	Mandy Wynne -	Monthly Consultation Accounting Practices 1/02/21 - 30/04/21	132.00
BP 73.23	07/05/2021	McMahon Burnett Transport	Freight for Main Office and Museum	127.38
BP 73.24	07/05/2021	Moore Australia	Allocation Adjustment and BAS for March, 2021	4,125.00
BP 73.25	07/05/2021	Netlogic Information Technology	Monthly Offsite Consulting Labor	366.50
BP 73.26	07/05/2021	Northern Goldfields Electrical Pty Ltd	To Fix Truck Lights at Gwalia	649.00
BP 73.27	07/05/2021	Office National Kalgoorlie	Office Shredder Cross Cut for CRC	470.69
BP 73.28	07/05/2021	On Call ECT	Contract Teacher for Childcare Centre	500.00
BP 73.29	07/05/2021	Outback Parks&Lodges	Accommodation for Ranger 20/04/21 - 22/04/21	389.99
BP 73.30	07/05/2021	Pilbara Environmental	Gwalia Cactus Eradication	21,916.40
BP 73.31	07/05/2021	Prosegur Australia Pty Ltd	ATM Fees and Charges for March, 2021	2,942.63
BP 73.32	07/05/2021	Ray Stent	Building Application for Oval Caretaker and 51 Gwalia Street	840.00
BP 73.33	07/05/2021	Rebus Restrooms	Supply, Delivery and Installation as per Tender RET06/2020 Public Restroom Deposit	93,500.00
BP 73.34	07/05/2021	State Library of WA	Freight Recoup 2020-21 Leonora Library	318.91
BP 73.35	07/05/2021	Telstra	Fees and Charges for CRC 10/04/21 - 11/05/21	4,015.00
BP 73.36	07/05/2021	The Runner's Tribe	Services for Leonora Golden Gift 2021 Event and Field Management	20,625.00
BP 73.37	07/05/2021	Toll Transport Pty Ltd	Freight for Pool and Main Office	32.60
BP 73.38	07/05/2021	Wildflora Factory	Seeds for Resale at Information Centre	232.11
BP 73.39	07/05/2021	Yabu Band	Entertainment for Golden Gift 2021 - 25% Deposit	2,000.00
			<b>Batch Payment 73 Total</b>	<b>\$223,622.00</b>
			<b>BATCH PAYMENTS 70, 71, 72 &amp; 73 GRAND TOTAL</b>	<b>\$688,863.98</b>

Shire of Leonora				
Monthly Report – List of Accounts Paid by Delegated Authority				
Submitted to Council on the 18th May, 2021				
The following list of accounts has been paid under delegation by the Chief Executive Officer, since the previous list of accounts. <b>Cheques 25783 to 25789</b> , and Payroll Liability payments since the previous list of accounts paid by Delegated Authority totalling <b>\$271,087.21</b> .				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment by Delegated Authority
PL06042021	13/04/2021	Shire of Leonora	Payroll Liabilities PPE: 06/04/2021	820.91
PL20042021	13/04/2021	Shire of Leonora	Payroll Liabilities PPE: 20/04/2021	712.50
25783	15/04/2021	Leonora Gwalia Historical Museum	Cancelled Printed in Error	0.00
25784	15/04/2021	Horizon Power	Power Supplied to Main Office and Street Lights	5,734.28
RED515042021	15/04/2021	RED5 Limited	Refund double payment of Inv 8888	16,500.00
25785	16/04/2021	Department of Transport	P J Fanetti Personal Plates	200.00
25786	20/04/2021	Telstra	Fees and Charges 21/03/21 - 22/4/21, Directory Charges and 3 New Phones	12,707.45
PPE19042021	20/04/2021	Shire of Leonora	Salaries & Wages PPE: 19/4/2021	82,358.60
25787	22/04/2021	Australian Taxation Office	Bas March, 2021	38,145.00
PPE04052021	04/05/2021	Shire of Leonora	Salaries & Wages PPE: 3/05/2021	80,813.64
PL04052021	06/05/2021	Shire of Leonora	Payroll Liabilities PPE: 3/05/2021	712.50
25788	07/05/2021	Horizon Power	Void	0.00
25789	07/05/2021	Horizon Power	Power Supplied to Shire Facilities 17/2/21 - 16/4/22	32,382.33
			<b>GRAND TOTAL</b>	<b>\$271,087.21</b>

**11.0     REPORTS OF OFFICERS**

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

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

**A.   ELECTED MEMBERS**  
Nil

**B.   OFFICERS**  
Nil

**13.0     STATE COUNCIL AGENDA**  
Nil

**14.0     NEXT MEETING**  
Tuesday 15th June, 2021

**15.0     CLOSURE OF MEETING**