

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, 19TH MAY, 2020 IN
THE COUNCIL CHAMBERS, LEONORA AT 9:30AM

JG EPIS
CHIEF EXECUTIVE OFFICER

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

SHIRE OF LEONORA

INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:-

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

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

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

JG EPIS
CHIEF EXECUTIVE OFFICER

COUNCIL MEETING INFORMATION NOTES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Local Government (administration) Regulations 1996

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

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

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

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

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

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

Local Government (Administration) Regulations 1996

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

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

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

10. Public Inspection of Unconfirmed Minutes (Reg 13)

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

SHIRE OF LEONORA
ORDER OF BUSINESS FOR MEETING TO BE HELD
TUESDAY 19TH MAY, 2020.

**COLOUR
CODING**

- | | | |
|--------------|------|--|
| | 1. | DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS/
FINANCIAL INTEREST DISCLOSURES
Nil |
| | 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 |
| <i>White</i> | 9. | CONFIRMATION OF MINUTES FROM PREVIOUS MEETING
(Sent out previously)
Draft motion: That the Minutes of the Ordinary Meeting held on 21st April, 2020,
be confirmed as a true and accurate record. |
| | 10. | ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT
DISCUSSION |
| | 11. | REPORTS OF OFFICERS |
| <i>Pink</i> | 11.1 | Chief Executive Officer
a) National Redress Scheme – Institutional Child Sexual Abuse
b) Method of Valuation – Mining Operations
c) Review of Delegations
d) Annual Budget 2020/2021
e) COVID-19 Financial Hardship - Policy |
| <i>Blue</i> | 11.2 | Deputy Chief Executive Officer
a) Monthly Financial Statements – 30th April, 2020
b) Accounts for Payment
c) Proposed 2020/21 Schedule of Fees and Charges |
| <i>Green</i> | 11.3 | Environmental Health Officer
Nil |
| | 13. | NEW BUSINESS OF AN URGENT NATURE
INTRODUCED BY DECISION OF THE MEETING
a) Elected Members
b) Officers |
| | 14. | STATE COUNCIL AGENDA |
| | 15. | NEXT MEETING Tuesday 16th June, 2020 |
| | 16. | CLOSURE OF MEETING |

11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(A) NATIONAL REDRESS SCHEME – INSTITUTIONAL CHILD SEXUAL ABUSE

SUBMISSION TO: Meeting of 19th May, 2020

AGENDA REFERENCE: 11.1(A) MAY 20

SUBJECT: National Redress Scheme – Institutional Child Sexual Abuse

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: National Redress Scheme 9.17

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 23rd April, 2020

BACKGROUND

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Leonora) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.¹

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

DETAILS

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

¹ Section 111(1)(b).

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Leonora's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Leonora formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Leonora will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Leonora to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Leonora formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Leonora include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Leonora having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Leonora.

Considerations for the Shire of Leonora

Detailed below is a list of considerations for the Shire of Leonora to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Leonora will receive a Redress application. A Service Agreement will only be executed if the Shire of Leonora receives a Redress application.

Shire of Leonora needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Leonora will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Leonora's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

5. Redress Decisions

The Shire of Leonora should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Leonora do not have any influence on the decision made and there is no right of appeal.

CONSULTATION

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;

- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

ATTACHMENTS

1. Local Government Information Paper (February 2020).

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

STATUTORY IMPLICATIONS

The Shire of Leonora in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council:

- 1) Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;
- 2) Notes that the Shire of Leonora will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Leonora makes a specific and formal decision to be included;
- 3) Endorses the participation of the Shire of Leonora in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
- 4) Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;
- 5) Notes that a confidential report will be provided if a Redress application is received by the Shire of Leonora;

VOTING REQUIREMENT

Simple Majority required.

SIGNATURE

Chief Executive Officer



Department of
**Local Government, Sport
and Cultural Industries**

National Redress Scheme for Institutional Child Sexual Abuse

**Department of Local Government, Sport
and Cultural Industries**

Information Paper

3 February 2020

Contents

1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS	3
2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME.....	4
CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME	4
3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR.....	5
4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME	7
KEY ASPECTS OF THE STATE'S DECISION	8
5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS	10
CONFIDENTIALITY	10
APPLICATION PROCESSING / STAFFING	10
RECORD KEEPING.....	10
REDRESS DECISIONS	11
MEMORIALS.....	11
6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME	12
ACKNOWLEDGEMENTS	13
FOR MORE INFORMATION	13
APPENDIX A.....	14
ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION	14
THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION.....	15
APPENDIX B.....	16
NATIONAL REDRESS SCHEME - FURTHER INFORMATION.....	16
SURVIVORS IN THE COMMUNITY	17
TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS	18
TIMEFRAME TO JOIN THE SCHEME.....	19
THE SCHEME'S STANDARD OF PROOF	19
MAXIMUM PAYMENT AND SHARED RESPONSIBILITY	20
EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS	20

1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

Please contact:

Gordon MacMile
Director Strategic Coordination and Delivery
Email: gordon.macmile@dlgsc.wa.gov.au

Department of Local Government, Sport and Cultural Industries
246 Vincent Street, LEEDERVILLE WA 6007
PO Box 329, LEEDERVILLE WA 6903
Telephone: (08) 9492 9700
Website: www.dlgc.wa.gov.au

APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks* (August 2015); *Redress and Civil Litigation* (September 2015) and *Criminal Justice* (August 2017). The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	- No responsibility for local governments. - The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	- ACT has no municipalities, and the ACT Government is responsible for local government functions. - ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	- In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. - The NSW Office for Local Government is leading communications with local councils about this decision. - NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	- The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. - NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	- Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. - The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	- Local governments are not currently included in the SA Government's declaration - The SA Government is still considering its approach to local governments.
Tasmania	- Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. - A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	- The Victorian Government's declaration includes local governments. - The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(B) METHOD OF VALUATION – MINING OPERATIONS

SUBMISSION TO: Meeting of 19th May, 2020

AGENDA REFERENCE: 11.1(B) MAY 20

SUBJECT: Method of Valuation – Mining Operations

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Valuations – GRV Mines 17.3

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 24th April, 2020

BACKGROUND

Gross Rental Valuations applied to mine and camp sites was introduced by the Shire of Leonora in about 1985 and has applied equally to all mining operations within the Shire since that time. The valuation provided only applies to above ground structures used in the processing of resources, residential dwellings (campsites) and any other type of ancillary buildings.

In submitting applications for Governor's approval to convert the rating of such structures to GRV, Council has needed to provide the following information:-

- the expected period of tenure over the particular mining tenement. Only significant mining operations with some permanency should be converted to GRV's and therefore tenure must be at least one year;
- a full description of the improvements over the mining tenement must be provided with the application together with a plan;
- Councils must demonstrate they have consulted with the owner of the mining operations and provided advice on the estimated increase in rates. Copies of any objections to the proposed rates must be provided; and
- an estimated gross rental value shall be obtained by Council from the Valuer General (at Council's own cost) and a comparison of the existing rates and proposed rates must be provided for the entire site.

The then Department of Local Government had adopted a policy that only significant mining operations with some permanency would be recommended for conversion. Once the proposal has been approved by the Minister for Local Government, Council must arrange for the preparation of a technical description of the land to a standard required by the Department of Planning and Infrastructure in readiness for required publication in the Government Gazette.

Unfortunately many of the mining operations have closed down however the technical description allowing for this method of valuing the land still exists.

One of these is Goldfield's Limited Lawlers Mine, the processing plant.

The method of valuation from Gross Rental Value back to Unimproved Value for the Lawlers Campsite was provided by the Minister for Local Government on the 21st April, 2015.

The Schedule detailing the description of land comprising the Plant Infrastructure for the Lawlers mine was published in the Government Gazette on the 5th May, 1989. All plant has been removed with no one living on site. It remains that the technical description be cancelled.

STATUTORY ENVIRONMENT

In accordance with the provisions of Section 6.28 of the *Local Government Act 1995*.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council resolve to write to the Department of Local Government, Sport and Cultural Industries, requesting that the method of valuing the land (plant site only) described in the schedule published on pages 1400 and 1401 of the Government Gazette dated 5th May, 1989 be cancelled.

VOTING REQUIREMENT

Simple Majority required.

SIGNATURE

Chief Executive Officer



Application Form - Rating Policy: Valuation of Land

For use for applications other than recent residential subdivisions and mining tenements.

Please use this form to apply to change the method of valuation of designated land for the purpose of rating. The information you provide will be used by the Department of Local Government and Communities (DLGC) for the purpose of assessing the application.

If you require assistance to complete this form, please telephone DLGC on (08) 6551 8700 or toll free for country callers on 1800 620 511, or email legislation@dlgc.wa.gov.au.

For alternative formats and more information, please visit [DLGC's website](#).

For a Translating and Interpreting Service (TIS) telephone 13 14 50.

Before submitting this application

Please ensure that:

- Separate application forms are used if submitting a UV and a GRV application.
- All relevant attachments are included (see the checklist). **Applications cannot be processed** until all relevant information is received by DLGC.
- Local government officers completing applications are given the opportunity to view the [Rating Decisions and the Budget Process webinar](#).

Application Form

The City/Town/Shire of **Leonora** applies to the Minister for Local Government to determine under Section 6.28 of the *Local Government Act 1995* the method of valuation of designated land in this district (as detailed below) for the purpose of rating.

This application relates to properties proposed to be rated on the basis of:

- **Gross Rental Value (GRV)** ☐
- **Unimproved Value (UV)** ☒

Complete a separate application for each category.

Total number of properties in this application 1

1. Details of land

Please provide an accurate and clear description of the affected land. This should include (if available), certificate of title details, lot or location numbers and location names and street names, plans.

Technical Description

Forsayth-Lawlers-Plant

All that portion of land bounded by lines starting from the northeastern corner of late Mining Lease 36/15, as surveyed and shown on Department of Mines Diagram 415/61, and extending 174 degrees 20 minutes, 650 metres; thence 268 degrees 34 minutes, 410.44 metres; thence 358 degrees 14 minutes, 650 metres and thence 88 degrees 51 minutes, 366.24 metres to the starting point.

Notice appeared on page 1400 of the Government Gazette dated 5th May 1989.

2. What has prompted the need for this application?

- Land Use Declaration Form ☐
- Planning application ☐
- Inspection ☐
- Other ☒
- If Other, please provide further information:

All Plant site infrastructure/improvements within the technical description have been removed from site.

Please note: that if the local government is seeking to change the rating method and land owner(s) have completed land use declaration forms, the application is not deemed to be owner initiated.

3. Use of the land

- What is the predominant use of the land?

Mining.

- How has this been determined?

Relevant documentation submitted by the mine operator Goldfields Limited.

- Are there current plans for further development of the land?

Yes ☐ No ☒

- If yes, what is the timeframe for this change and what steps have been undertaken for this conversion?

N/A

- Are the systems and procedures for determining the method of valuation clearly documented and available for the public to inspect?

Yes ☐ No ☒

4. Similar purpose land

- What proportion of the land is being used for a non-rural use?

Approximately 50%.

- Are properties zoned, used or held for similar purposes rated the same way?

Yes ☒ No ☐

- If no, please explain:

N/A

- Is the proposed method of rating of this land consistent with the rating of equivalent land in other local government areas?

Yes ☒ No ☐

- If no, please explain:

N/A

5. Impact on ratepayer(s)

- Under the proposed method will the ratepayer(s) pay higher or lower rates?

Lower rate.

- Please indicate the approximate impact in dollar terms on the ratepayer(s)

Zero valuation therefore not rateable. Rates paid 2019/2020 financial year \$6791.00.

- Has the Valuer-General been contacted to obtain an indication of the effect of the change?

Yes ☐ No ☒

6. Phasing

- Has consideration been given to phasing in significant changes?

Yes ☐ No ☒

- If no, please explain:

Gross Rental Valuation will be reduced from \$95,000 to zero. No need to consider phasing in significant change.

- Is this the most efficient way to raise the required rates revenue?

Yes ☐ No ☒

7. Consultation

Please outline the consultation that the local government has undertaken, including the council's response to any submissions (for example: land use declaration forms, letters).

No consultation required or necessary. Commercial decision by the owner of the mining operation.

8. Date the changes are proposed to take effect (cannot be retrospective)

- Ministerial approval ☐
- Gazettal ☒
- 1 July ☐
- Other ☐
- If Other, please specify:

N/A

9. Checklist of Attachments to support the City/Town/Shire's application for changing the method of valuation:

Attachment:	Check box if attached:
a) A map clearly showing the affected land, including lot and deposited plan number (deposited plan preferred).	☒
b) Communication/consultation with land owners including copies of the land use declaration forms (if any).	☒
c) Copies of any submissions/objections that have been received from ratepayers.	☐
d) Council's response to any submissions received.	☐
e) Officer's report to council.	☒
f) Extract of Council minutes relevant to application.	☒
g) Council resolution in response to submissions/objection.	☐

Contact person's details

Contact person: Jim Epis

Email: jim.epis@leonora.wa.gov.au

Telephone: 0418 118 220

Date completed: 24th April, 2020

Please return this form and attachments to:

Executive Director

Sector Regulation and Support

Department of Local Government and Communities

GPO Box R1250, PERTH WA 6844

Fax: (08) 6552 1555

Email: legislation@dlgc.wa.gov.au

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

SUBMISSION TO: Meeting of 19th May, 2020

AGENDA REFERENCE: 11.1 (C) MAY 20

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: 6th May, 2020

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.

All delegations have been reviewed with amendments made to the following:

- F09 Purchase Order Authorisation
- B10 Building/Demolition Permits
- B11 Building/Demolition, Extension of Time to Complete
- B12 Building Orders
- B13 Grant of Occupancy Permit, Building Approval Certificate
- B14 Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
- B15 Authorised Persons – Building Act 2011
- B16 Certificate of Design Compliance

No new delegations have been added to the register.

The amendment to Delegation F09 was due to a wording inconsistency between that delegation and the Shire's Policy and Procedures Manual, whereas the amendments to the Building Delegations (B10 to B16) are due to the restrictions set out by section 127(3) of the *Building Act 2011* and the definition of a 'local government employee' under section 5.36 of the *Local Government Act 1995*. These prevent the on delegation of a local government's powers under the *Building Act 2011* or duties to an independent contractor.

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

Chief Executive Officer



SHIRE OF LEONORA

REGISTER OF DELEGATIONS

Presented to Council 19th May, 2020

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”.

CONTENTS

FINANCE	5
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
ADMINISTRATION	18
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
ENGINEERING	32
01 TEMPORARY RURAL ROAD CLOSURES	32
02 ROADTRAINS AND EXTRA MASS PERMITS	33
03 TRAFFIC CONTROL SIGNALS AND ROAD REGULATORY DEVICES	34
04 CONTRACTORS – USE OF WORKS	35
05 PLANT – USE BY EMPLOYEES	36
06 DAMAGE TO ROADS AND FOOTPATHS	37
07 PRIVATE WORKS	38
HEALTH	39
01 ENVIRONMENTAL HEALTH	39
02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS	40
03 DEALING WITH NUISANCES	41
04 CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND	42
05 FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)	43
06 APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016	44
07 AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY	45

BUILDING	46
01 WORKS – UNLAWFUL	46
02 BUILDING LICENSES	47
03 DEMOLITION LICENSES	48
04 BUILDING – ISSUE OF SECTION 401 LICENSE	49
05 REMOVAL OF NEGLECTED AND RENOVATIONS OF DILAPIDATED BUILDINGS	50
06 DWELLINGS UNFIT FOR HABITATION	51
07 DWELLINGS TO BE REPAIRED	52
08 BUILDING CONVERSION TO A DWELLING	53
09 PARK HOMES	54
10 BUILDING/DEMOLITION PERMITS	55
11 BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE	56
12 BUILDING ORDERS	57
13 GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL CERTIFICATE	58
14 EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	59
15 AUTHORISED PERSONS – BUILDING ACT 2011	60
16 CERTIFICATE OF DESIGN COMPLIANCE	61
BUSHFIRE	62
01 USE OF COUNCIL PLANT	62
PLANNING	63
01 DEVELOPMENT APPLICATIONS	63
02 SUBDIVISION APPLICATIONS	65
DELEGATIONS TO COMMITTEES	67
01 AUDIT AND RISK COMMITTEE	67
REGISTER OF DELEGATIONS	68
01 TO CHIEF EXECUTIVE OFFICER	68
02 TO DEPUTY CHIEF EXECUTIVE OFFICER	70
03 TO ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR	71
04 TO MANAGER OF WORKS	72

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

<i>Council Policy:</i>	N/A.
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed & Amended:</i>	15 th February 2011

DRAFT

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:

15th February 2011

Date Reviewed:

19th May, 2020

Date Reviewed and Amended:

N/A

F03 HIRE FEES & CHARGES – RECREATION CENTRE

Function to be performed: To adjust/vary recreation centre, halls, and oval hire fees and charges as determined in the budget.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: Subject to Regulations 5, 8 and 10 of the Local Government (Financial Management) Regulations 1996; and

- where it is considered that there is the need due to extenuating circumstances, unusual kind of use
- The cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s.
- One-off usage discounts being supported in favour of regular use discounts.
- The participation of children/juniors in the program.
- The benefits to the Shire, its staff and the community in general.
- The costs to the Shire, including any forfeited opportunity costs.
- Any other circumstances that warrant consideration to a discount or waiving of fees.

Record of Use: Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: S5.42, S6.10 Local Government Act (As Amended).

Council Policy: N/A

Date Adopted: 15th February 2011

Date Reviewed: 19th May, 2020

Date Reviewed and Amended: N/A

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

<i>Function to be performed:</i>	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. 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. 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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	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. 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.
<i>Record of Use:</i>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act 1995.
<i>Council Policy:</i>	A.3.2 + A.3.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011, 21 st February 2017

F05**EXPENDITURE PRIOR TO ADOPTION OF BUDGET**

<i>Function to be performed:</i>	To incur operating expenditures from the Municipal Fund prior to the adoption of the annual budget.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	This delegation refers to operating expenditure only.
<i>Record of Use:</i>	List of accounts for payment to Council
<i>Reference:</i>	Local Government Act (As Amended).
<i>Council Policy:</i>	A.2.6
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	N/A

F06 INSURANCE

<i>Function to be performed:</i>	To enter into appropriate contracts of insurance.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Insurance Policies held by the Council.
<i>Reference:</i>	Part 3 of Local Government Act (As Amended).
<i>Council Policy:</i>	A.2.5
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	19 th May, 2020
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: 20th May 1997

Date Reviewed: 19th May, 2020

Date Reviewed and Amended: 15th February 2011

DRAFT

F08 SURPLUS EQUIPMENT, MATERIALS, TOOLS

Function to be performed: 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.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: 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.

Record of Use: Information on File and advice provided to Council. Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Local Government Act (As Amended) Sect 3.58 & 5.42 and Financial Management Regulation 5.2

Council Policy: Nil

Date Adopted: 20th May 1997

Date Reviewed: 19th May, 2020

Date Reviewed and Amended: 15th 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: 20th February 2007

Date Reviewed: 19th May, 2020

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

F10 RECOVERY OF DEBTS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy CEO
<i>Conditions:</i>	1) The establishing of written records of any action taken. 2) Compliance with relevant sections of the Local Government (Financial Management) Regulations 1996 and Local Government Act 1995.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

F11 LAND VALUATIONS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy CEO
<i>Conditions:</i>	Provisions to be included in budget for land valuation expenses.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	N/A

ADMINISTRATION

A01 USE OF SHIRE VEHICLES

<i>Function to be performed:</i>	To make appropriate private use arrangements with all staff having use of a Council vehicle.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy Chief Executive Officer
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Vehicle Log Book. (Where applicable)
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	T.6.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	N/A

A02 STAFF HOUSING

<i>Function to be performed:</i>	To make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	1 In exercising this delegation regard shall be given to any Council policy in place from time to time. 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 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.
<i>Record of Use:</i>	Employee Files.
<i>Reference:</i>	Nil.
<i>Council Policy:</i>	Nil.
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	Nil.

A03 LIQUOR – SALE & CONSUMPTION AT COUNCIL PROPERTY

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	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.
<i>Record of Use:</i>	Applications and approvals to be kept in Filing System.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended). Sections 59 and 119 of the Liquor Licensing Act 1988.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

A04 IMPOUNDING GOODS – AUTHORISED EMPLOYEE

<i>Function to be performed:</i>	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;
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Pt 6.
<i>Record of Use:</i>	Report to Council.
<i>Reference:</i>	Local Government Act, 1995 (As Amended) – S5.42 Local Government Act, 1995 – S3.39
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	Nil

A05 AWARD / INDUSTRIAL MATTERS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	File records of authorisations given.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	Nil

A06 CONTRACT VARIATIONS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Contract Register
<i>Reference:</i>	Local Government Act, 1995 and Tender Regulations
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	Nil

A07 LEGAL ADVICE

<i>Function to be performed:</i>	To obtain such legal advice and opinions as considered is necessary in the management of the Local Government.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to existing budgetary provisions for that purpose
<i>Record of Use:</i>	Information on File and advice provided to Council. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	A.1.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	Nil

A08 ENFORCEMENTS AND LEGAL PROCEEDINGS

Function to be performed:

- 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.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

Subject to compliance with the following:

- Local Government Act 1995
- Dog Act 1976
- Bush Fire Act 1954
- Health Act 1911
- Local Government (Miscellaneous Provisions) Act 1960
- Local Laws, Parking and Dogs
- Council Policy

Record of Use:

Retention of file copy of relevant correspondence.

Reference:

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.

Council Policy:

Nil

Date Adopted:

15th February 2011

Date Reviewed:

19th May, 2020

Date Reviewed and Amended:

Nil

A09 DELEGATION OF POWER

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Deputy Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In the absence of Chief Executive Officer and when authorised in writing, the Deputy Chief Executive Officer shall act as the Chief Executive Officer.
<i>Record of use:</i>	Retention of file copy of relevant appointment in Personnel File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	A.3.6
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	Nil

A10 COUNCIL/MEMBERS - REGISTER OF DELEGATIONS TO COMMITTEES

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	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.
<i>Record of use:</i>	Register
<i>Reference:</i>	S5.42 and S5.18 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	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:

20th May 1997

Date Reviewed:

19th May, 2020

Date Reviewed and Amended:

15th February 2011

A12 TRADE/VENDOR LICENCES

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil
<i>Conditions:</i>	1. The nature of the business and the type of goods sold 2. The effect the business has on local traders. 3. The duration of the stay 4. No nuisance is created by the nature of the business
<i>Record of use:</i>	Record to be kept on appropriate file.
<i>Reference:</i>	Local Government Miscellaneous Provisions Act 1996
<i>Council Policy:</i>	T.6.5
<i>Date Adopted:</i>	20 th October 1998
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

A13 ANIMALS – UNLAWFUL RELEASE FROM POUND

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil
<i>Conditions:</i>	The CEO is to report particulars of instructions issued to Council's solicitors to the next following meeting of Council.
<i>Record of use:</i>	Record to be kept on appropriate file.
<i>Reference:</i>	S5.94 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

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 <u>General Disposal Authority for Local Government Records</u> 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 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

E02 ROAD TRAINS AND EXTRA MASS PERMITS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Have regard for any policy of the Council in relation to the use of local roads by restricted access vehicles
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Road Traffic Vehicle Standard Regulations
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

E03 TRAFFIC CONTROL SIGNALS, ROAD REGULATORY SIGNS & STREET SIGNS

<i>Function to be performed:</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>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Due regard to limit of funds within budget
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Road Traffic Code 2000
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

E04 CONTRACTORS – USE OF WORKS

<i>Function to be performed:</i>	To engage private contractors to assist and complement Council's work staff in carrying out any works and services.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In exercising this delegated authority, the Chief Executive Officer shall have due regard to the following: • It must be demonstrated that by engaging the private contractors, it will be in the best interests of the Council; • Appropriate funds are provided in the budget.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Section 3.50 Local Government Act 1995
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

E05 PLANT – USE BY EMPLOYEES

<i>Function to be performed:</i>	Permit Council employees to utilise Council plant after hours.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	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. 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.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Council Policy:</i>	T.6.2
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

E06 DAMAGE TO ROADS AND FOOTPATHS

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Council Policy:</i>	Nil
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

E07 PRIVATE WORKS

<i>Function to be performed:</i>	Carry out private works utilising Council employees and plant.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	1. Private works will only be undertaken when time permits to ensure there is no disruption to Council's works programme. 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.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Council Policy:</i>	Nil
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

HEALTH

H01 ENVIRONMENTAL HEALTH

<i>Function to be performed:</i>	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: 1. Issue such Health Act notices and orders as appropriate; 2. Determine applications for license under the Health Act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer.
<i>Conditions:</i>	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
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 2016 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	21 st February 2017

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:

19th August 1997

Date Reviewed:

19th May, 2020

Date Reviewed and Amended:

21st February 2017

H03 DEALING WITH NUISANCES

<i>Function to be performed:</i>	In accordance with the provisions of Section 184 of the Health Act 2016 the Chief Executive Officer is authorised to deal with nuisances.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer.
<i>Conditions:</i>	Subject to the provisions of the Health Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 2016 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011 & 21 st February 2017

H04 CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil.
<i>Conditions:</i>	Subject to the approval being in accordance with the provisions of Regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 1911 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011

H05 FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer
<i>Conditions:</i>	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.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Food Act 2008
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	17 th June, 2014
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	21 st February 2017

H06 APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to Section 18 of the Public Health Act 2016.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Public Health Act 2016
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th December 2016
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	N/A

H07 AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY

<i>Function to be performed:</i>	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.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Section 24, 30 and 312 of the Public Health Act 2016.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Public Health Act 2016
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th December 2016
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	N/A

BUILDING

B01 WORKS - UNLAWFUL

Date Adopted: 20th May 1997

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

B02. BUILDING LICENCES

Date Adopted: 20th May 1997

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

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B03 DEMOLITION LICENSES

Date Adopted: 20th May 1997

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

B04 ISSUE OF SECTION 401 NOTICES

Date Adopted: 20th May 1997

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	18th February, 2014
<i>Date Reviewed and Amended:</i>	15 th February 2011
<i>Date Deleted:</i>	18 th February, 2014

Date Deleted: 18th February, 2014

Date Deleted: 18th February, 2014

B06 DWELLINGS UNFIT FOR HABITATION

<i>Function to be performed:</i>	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).
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To the person occupying the office of Environmental Health Officer/Building Surveyor
<i>Conditions:</i>	Subject to the provisions of Section 135 of the Health Act 1911 (as amended).
<i>Record of use:</i>	Certificates issued and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Section 135 of the Health Act 1911 (as amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011 & 18 th February 2014

B07 DWELLINGS TO BE REPAIRED

<i>Function to be performed:</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>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	To the person occupying the office of Environmental Health Officer/Building Surveyor.
<i>Conditions:</i>	The order is accordance with the provisions of Section 139 of the Health Act 1911 (as amended).
<i>Record of use:</i>	Notices and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Section 139 of the Health Act 1911 (as amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th February 2011 & 18 th February 2014

B08 BUILDING CONVERSION TO A DWELLING

Date Adopted: 19th May 1998

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

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B09 PARK HOMES

Function to be performed: To grant approval to any person wishing to bring a Park Home on to a Caravan Park.

Delegated to: Chief Executive Officer

On delegated to: The person holding the office of Building Surveyor.

Conditions: Nil

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

Reference: Caravan Parks and Camping Grounds Regulations 1997 (11(2)(a))

Council Policy: Nil

Date Adopted: 19th May 1998

Date Reviewed: 19th May, 2020

Date Reviewed and Amended: 15th February 2011

B10 BUILDING/DEMOLITION PERMITS

<i>Function to be performed:</i>	To approve/refuse applications submitted under section 20 and 21 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of section 20 and 21 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	T.6.10
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	18 th February, 2020

B11 BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE

<i>Function to be performed:</i>	To approve/refuse applications submitted under section 32 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of section 32 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	18 th February, 2020

B12 BUILDING ORDERS

<i>Function to be performed:</i>	1. To make building orders pursuant to Division 5, Section 110 and 117 of the Building Act 2011 in relation to: a. Building Work b. Demolition Work c. An existing building or incidental structure 2. To revoke building orders pursuant to Section 17 of the Building Act 2011
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Division 5, Section 110 and 117 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	18 th 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: 18th February 2014

Date Reviewed: 19th May, 2020

Date Reviewed and Amended: 18th 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: 18th February 2014

Date Reviewed: 19th May, 2020

Date Reviewed and Amended: 18th February, 2020

B15 AUTHORISED PERSONS – BUILDING ACT 2011

<i>Function to be performed:</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>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	18 th February, 2020

B16 CERTIFICATE OF DESIGN COMPLIANCE

<i>Function to be performed:</i>	To issue Certificates of Design Compliance pursuant to Section 127 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Section 127 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	18 th 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 <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Bushfires Act 1954
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	19 th May, 2020
<i>Date Reviewed and Amended:</i>	15 th 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:

19th May, 2020

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:

19th May, 2020

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: 19th May, 2020

Date Reviewed and Amended: 21st 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 21st May, 2019 resolved, by absolute majority, to delegate the following duties and powers to you:

FINANCE	5
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
ADMINISTRATION	18
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
ENGINEERING	32
01 TEMPORARY RURAL ROAD CLOSURES	32
02 ROADTRAINS AND EXTRA MASS PERMITS	33
03 TRAFFIC CONTROL SIGNALS AND ROAD REGULATORY DEVICES	34
04 CONTRACTORS – USE OF WORKS	35
05 PLANT – USE BY EMPLOYEES	36
06 DAMAGE TO ROADS AND FOOTPATHS	37
07 PRIVATE WORKS	38
HEALTH	39
01 ENVIRONMENTAL HEALTH	39
02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS	40

03	DEALING WITH NUISANCES	41
04	CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND	42
05	FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)	43
06	APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016	44
07	AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY	45
	BUILDING	46
01	WORKS – UNLAWFUL	46
02	BUILDING LICENSES	47
03	DEMOLITION LICENSES	48
04	BUILDING – ISSUE OF SECTION 401 LICENSE	49
05	REMOVAL OF NEGLECTED AND RENOVATIONS OF DILAPIDATED BUILDINGS	50
06	DWELLINGS UNFIT FOR HABITATION	51
07	DWELLINGS TO BE REPAIRED	52
08	BUILDING CONVERSION TO A DWELLING	53
09	PARK HOMES	54
10	BUILDING/DEMOLITION PERMITS	55
11	BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE	56
12	BUILDING ORDERS	57
13	GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL CERTIFICATE	58
14	EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	59
15	AUTHORISED PERSONS – BUILDING ACT 2011	60
16	CERTIFICATE OF DESIGN COMPLIANCE	61
	BUSHFIRE	62
01	USE OF COUNCIL PLANT	62
	PLANNING	63
01	DEVELOPMENT APPLICATIONS	63
02	SUBDIVISION APPLICATIONS	65

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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:

FINANCE	5
01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS	5
02 INVESTMENTS	7
09 PURCHASE ORDER AUTHORISATION	15
10 RECOVERY OF DEBTS	16
11 LAND VALUATIONS	17
ADMINISTRATION	18
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:

HEALTH	39
02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS	40
03 DEALING WITH NUISANCES	41
05 FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)	43
06 APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016	44
07 AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY	45
BUILDING	46
06 DWELLINGS UNFIT FOR HABITATION	51
07 DWELLINGS TO BE REPAIRED	52
09 PARK HOMES	54

.....
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:

FINANCE	5
09 PURCHASE ORDER AUTHORISATION	15
 ENGINEERING	 32
01 TEMPORARY RURAL ROAD CLOSURES	32

.....
Chief Executive Officer

11.0 REPORTS OF OFFICERS
11.1 CHIEF EXECUTIVE OFFICER
11.1(D) ANNUAL BUDGET 2020/2021

SUBMISSION TO: Meeting of 19th May, 2020

AGENDA REFERENCE: 11.1(D) MAY 20

SUBJECT: Freezing Rate and Other Service Fees and Charges

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Budget Current 1.6

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 11th May, 2020

BACKGROUND

During this COVID-19 Pandemic, Local Governments (LGAs) throughout the State are being asked to carry a heavy burden in the social and economic fabrics of our communities during this crisis. LGAs are being directed to “freeze” increases in household rates and fees & charges, which will result in significant reductions in income, whilst at the same time being asked to undertake higher levels of expenditure in the fight against the pandemic.

LGAs are being implored to gainfully employ their staff for as long as possible and to engage them into areas of community support which in many cases is not in their individual areas of expertise. LGAs are also being requested to bring forward capital works programs to help stimulate the economy, which may require significant borrowings that they cannot afford to repay, effectively making them insolvent.

Given this situation, the Goldfields Esperance Voluntary Regional Organisation of Councils (GVROC) at its meeting held on Friday 20th March, 2020, discussed ways that may alleviate this financial burden whilst still assisting in the response to this economic and health crisis. All the LGAs were unanimous in agreeing on the need for some form of a financial stimulus package for regional and remote LGAs from the Federal and State Governments.

Many LGAs have also called for a stimulus package or relief of varying kinds but the type of relief and support varies for each area. Unfortunately, both the Federal and State Governments have been avoiding the possibility of providing any financial support with the exception of the State providing a \$100 million short-term lending facility, in my opinion an embarrassment to the local government sector.

It is not feasible to expect Council to provide immediate rate relief currently as the 2019/20 Financial Year is well underway and actions have or are being initiated in accordance with the adopted budget.

The best possible option would be to provide rate relief as part of the 2020/2021 budget process, and this would need to be in the form of a zero rate increase rather than a rate reduction. This would apply to all fees and charges as well.

Expected loss of revenue as a result of this “freeze” would be:

i)	Rate and Rubbish Charges	\$165,475.00
ii)	Other Fees and Charges	<u>\$130,000.00</u>
		\$295,475.00

STATUTORY IMPLICATIONS

Local Government Act 1995 provides Council with the following:

- Section 2.7(2)(a) oversee the allocation of the local government's finances and resources.
- Section 2.7(2)(b) determine local government policies
- Section 3.1(1) provides that the general function of a local government is to provide for the good government of persons in its district
- Section 6.2 provides for Council's Annual Budget process including the levying of Rates and Fees and Charges.

POLICY IMPLICATIONS

Council policies are all taken into consideration during the annual budget process

FINANCIAL IMPLICATIONS

The recommendation of this report will mean a lack of revenue amounting to \$295,475.00 which would normally have been levied, charged, and collected during the 2020/2021 financial year had it not been for COVID-19.

STRATEGIC IMPLICATIONS

Some minor capital work projects planned for the 2020/2021 financial year might need to be delayed for 12 months or abandoned altogether depending on importance.

RECOMMENDATIONS

That due to the COVID-19 Pandemic, Council resolve not to increase nor decrease the rate levy nor any fees and charges for the 2020/21 financial year and that the budget be developed around available income.

VOTING REQUIREMENT

Absolute Majority required.

SIGNATURE

Chief Executive Officer

11.0 REPORTS OF OFFICERS
11.1 CHIEF EXECUTIVE OFFICER
11.1(E) COVID-19 FINANCIAL HARDSHIP - POLICY

SUBMISSION TO: Meeting of Council
Meeting Date: 19th May 2020

AGENDA REFERENCE: 11.1 (E) MAY 20

SUBJECT: COVID-19 Financial Hardship Policy

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Delegations and Council Policies 1.40

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 11th May 2020

BACKGROUND

This report is to provide information for Council to consider implementing a COVID-19 Financial Hardship Policy to give effect to our commitment to support the whole community in meeting the unprecedented challenges arising from the COVID-19 pandemic.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Leonora recognises the likelihood the COVID-19 pandemic will increase the occurrence of payment difficulties, financial hardship and vulnerability for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

It is a reasonable expectation, as we deal with the effects of the pandemic, that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship.

The Policy will apply to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

The policy addresses the following matters:

- Payment difficulties, hardship and vulnerability;
- Anticipated financial hardship due to COVID-19;
- Financial Hardship Criteria;
- Payment Arrangements;
- Interest Charges;
- Deferment of Rates;
- Debt Recovery;
- Review of decisions under the policy; and
- Communication and Confidentiality.

STATUTORY ENVIRONMENT

The policy has been reviewed in the context of compliance with the Council's legislative requirements;

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

The *Local Government Amendment (COVID-19 Response) Bill 2020* amends the *Local Government Act 1995 (the Act)* allowing local governments to continue to operate and make critical decisions in two key areas:

- modifications or suspension of legislative provisions; and
- local government local laws

Local Government Act 1995 s.6.12 Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.
- * Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Note that s.6.12(2) of the *Local Government Act 1995* does not apply to an amount in respect of rates and service charges to be waived or for a concession in relation to such money to be granted.

It should also be noted that this delegation in relation to rates charges only applies to the writing off of amounts owing (i.e. after the charges have been levied) and not waiving or providing concessions in relation to rates charges.

Local Government Act 1995 s 6.49. Agreement as to payment of rates and service charges

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

Therefore, by entering into a payment plan / arrangement with the person.

POLICY IMPLICATIONS

This policy is to create an addition to current policies.

FINANCIAL IMPLICATIONS

Accepting the presented policy will result in a loss of revenue and has the potential to have a significant and lasting financial impact on the Shire of Leonora.

An additional measure that can be considered in the adoption of the 2020-21 Budget is a reduction in instalment fees which currently generate an additional \$10,000 in income. These fees have already been paid for 2019-20.

STRATEGIC IMPLICATIONS.

Shire of Leonora's Strategic Community Plan 2017 – 2027

Leadership Objective: *Innovative and proactive Shire and Councillors*
Outcome 4.5 Strong leadership and planning

Economic Objective: *Economic hub of the Northern Goldfields*
Outcome 2.1 Become the economic focal point for business and industry in the Northern Goldfields

RECOMMENDATIONS

That the Council adopt the COVID-19 Financial Hardship Policy as attached for the period of time, being 12 months, to be reviewed at the ordinary meeting of Council to be held 18th May, 2021.

VOTING REQUIREMENT

Absolute Majority

SIGNATURE

Chief Executive Officer

A.2.17

COVID-19 FINANCIAL HARDSHIP

Policy Adopted 19th May, 2020

OBJECTIVE

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID-19 pandemic, the Shire of Leonora recognises that these challenges may result in financial hardship for our ratepayers.

This Policy is intended to ensure that the Shire of Leonora offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

SCOPE

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as the Shire of Leonora deal with the effects of the pandemic, that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

POLICY STATEMENT

PAYMENT DIFFICULTIES, HARDSHIP, AND VULNERABILITY

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependents. The Shire of Leonora recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner who have a legal responsibility to pay rates and service charges.

ANTICIPATED FINANCIAL HARDSHIP DUE TO COVID-19

The Shire of Leonora recognises that many ratepayers are already experiencing financial hardship due to COVID-19. The Shire of Leonora respects and anticipates the probability that additional financial difficulties will arise when their rates are received.

If a ratepayers account falls into arrears, eligible ratepayers can apply for hardship consideration in accordance with the terms of this policy. Where possible and appropriate, the Shire of Leonora will also provide contact information of the details of relevant support services.

FINANCIAL HARDSHIP CRITERIA

While evidence of hardship will be required, the Shire of Leonora recognises that not all circumstances are alike. The Shire of Leonora will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

The following conditions are all required to be met for a write-off of any interest on outstanding rates:

1. the ratepayer is experiencing extreme and genuine financial hardship;
2. the ratepayer had either no outstanding rates from a previous financial year or the ratepayer has an approved payment arrangement and continues to adhere to the terms of that agreement;
3. the ratepayer's circumstances are supported by an original hardship letter from a qualified financial body (e.g. a fully accredited member of Financial Counsellors Association of Western Australia, CPA/ICA Accounting firm or Bank);
4. where the ratepayer is not a corporation or trustee that:
 - the applicant is authorised to make the application; and
 - the company or trustee is not insolvent or subject to administration
5. where the ratepayer is an individual that:
 - they are not bankrupt or subject to a bankruptcy petition; and
 - no revenue is being derived from the property the subject of the application,
6. the maximum interest amount to be written off is \$1,000,
7. write-offs are applicable to interest on the ratepayer's principal place of residence or business only, AND
8. the applicant must be the owner and/or occupier of the property and liable for payment of rates and charges.

PAYMENT ARRANGEMENT

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Leonora of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, the Shire of Leonora reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

INTEREST CHARGES

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

DEFERMENT OF RATES

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

DEBT RECOVERY

The Shire of Leonora will suspend debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then the Shire of Leonora will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, the Shire of Leonora will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

REVIEW

Under this policy the initial determination will be made by the Deputy Chief Executive Officer. Any 'appeals or objections' will be determined by the Chief Executive Officer.

COMMUNICATION AND CONFIDENTIALITY

The Shire of Leonora will maintain confidential communications at all times, and we undertake to communicate with a nominated support person or other third party at your request.

The Shire of Leonora will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire of Leonora recognises that applicants for hardship consideration are experiencing additional stressors and may have complex needs. The Shire of Leonora will provide additional time to respond to communication and will communicate in alternative formats where appropriate and will ensure all communication with applicants is clear and respectful.

11.0 REPORTS OF OFFICERS

11.2 DEPUTY CHIEF EXECUTIVE OFFICER

11.2(A) MONTHLY FINANCIAL STATEMENTS

SUBMISSION TO: Meeting of Council
Meeting Date: 19th May, 2020

AGENDA REFERENCE: 11.2 (A) MAY 20

SUBJECT: Monthly Financial Statements

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Linda Gray

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 13th May, 2020

BACKGROUND

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

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

Monthly Financial Statements for the month ended 30th April, 2020 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 30th April, 2020
- (c) Material Variances – 30th April, 2020

STATUTORY ENVIRONMENT

Part 4 — Financial reports— s. 6.4

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

(1A) *In this regulation —*

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

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the Monthly Financial Statements for the month ended 30th April, 2020 consisting of:

- (a) *Compilation Report*
- (b) *Statement of Financial Activity – 30th April, 2020*
- (c) *Material Variances – 30th April, 2020*

be accepted.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

Level 15 Exchange Tower
2 The Esplanade
Perth, WA 6000

PO Box 5785
St Georges Terrace, WA 6831

T +61 (0)8 9225 5355

www.moorestephens.com.au

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

COMPILATION REPORT TO THE SHIRE OF LEONORA

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Leonora, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 30 April 2020. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF LEONORA

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

OUR RESPONSIBILITY

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

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

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

Moore Stephens (WA) Pty Ltd
Chartered Accountants



MICHELLE SHAFIZADEH
DIRECTOR

11TH May 2020

SHIRE OF LEONORA
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 April 2020

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

TABLE OF CONTENTS

Monthly Summary Information	128
Statement of Financial Activity by Program	132
Statement of Financial Activity by Nature or Type	134
Note 1 Statement of Financial Activity Information	135
Note 2 Cash and Financial Assets	136
Note 3 Receivables	137
Note 4 Other assets	138
Note 5 Payables	139
Note 6 Rate Revenue	140
Note 7 Disposal of Assets	141
Note 8 Capital Acquisitions	142
Note 9 Cash Reserves	144
Note 10 Other Liabilities	146
Note 11 Operating grants and contributions	147
Note 12 Non operating grants and contributions	148
Note 13 Budget Amendments	149
Note 14 Variance	150

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 5 May 2020

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 to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. 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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. 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 statement.

SIGNIFICANT ACCOUNTING POLICIES

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.

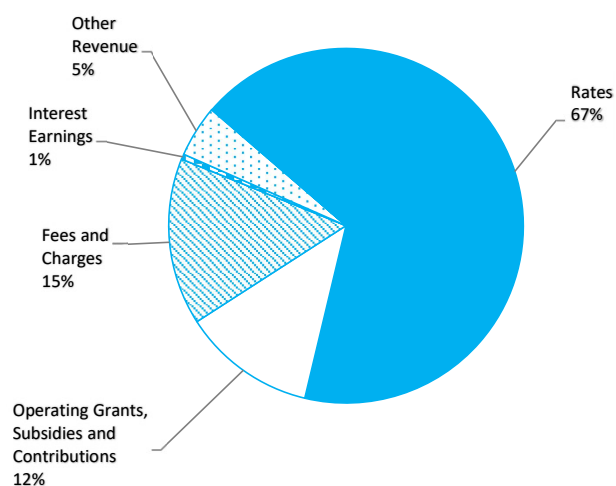
CRITICAL ACCOUNTING ESTIMATES

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.

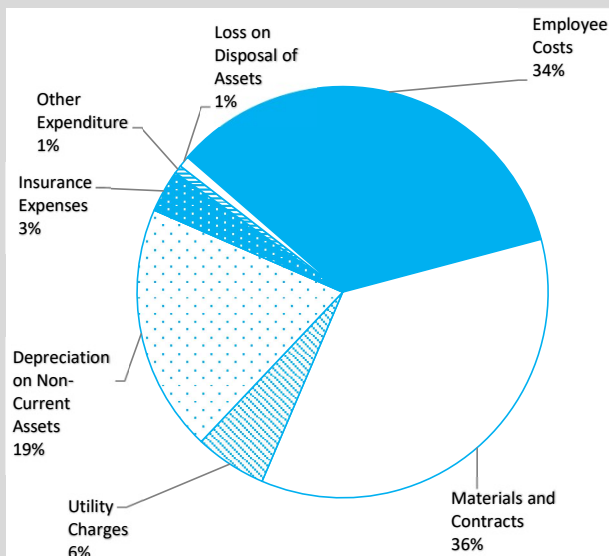
ROUNDING OFF FIGURES

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

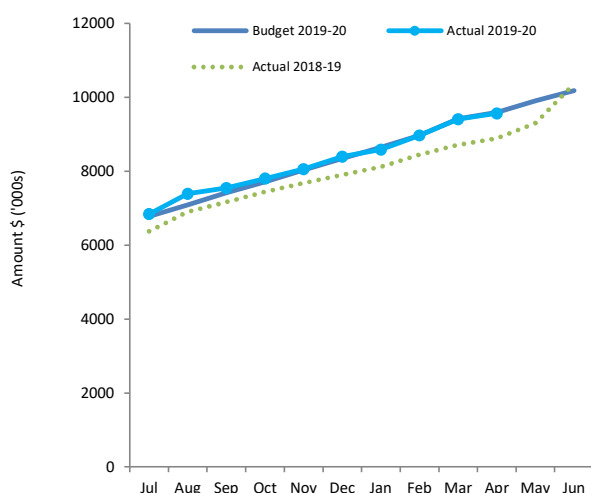
OPERATING REVENUE



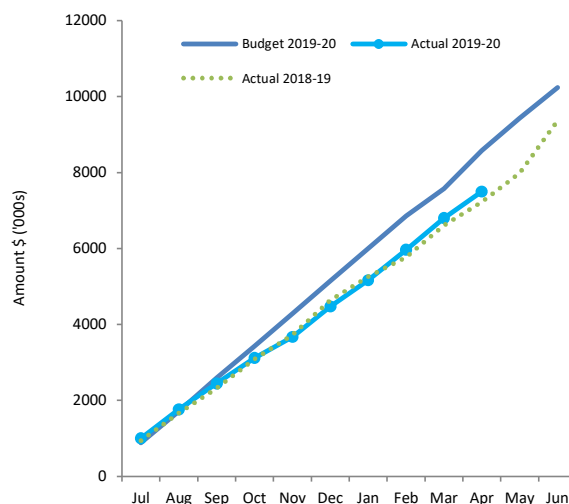
OPERATING EXPENSES



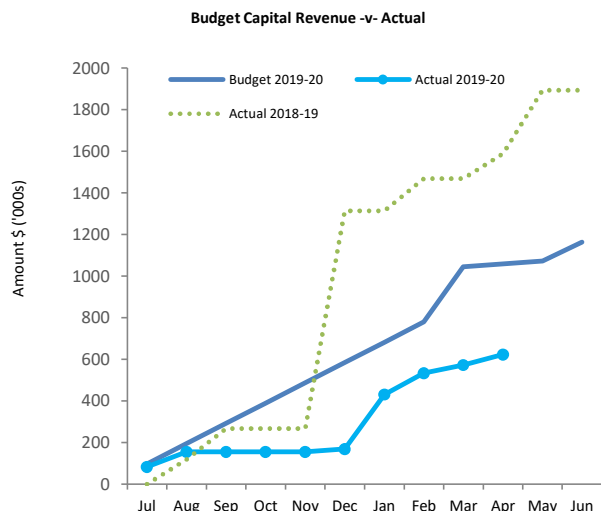
Budget Operating Revenues -v- Actual



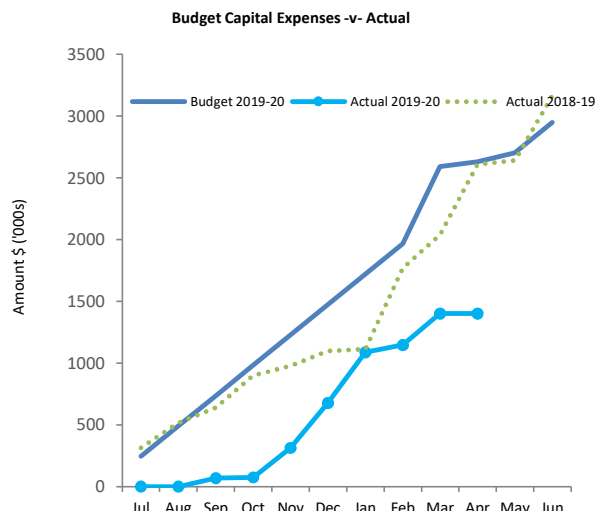
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	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 united 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 2020**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	2,270,579	2,270,579	2,270,579	0	0.00%	
Revenue from operating activities							
Governance		26,000	13,332	26,302	12,970	97.28%	
General Purpose Funding - Rates	6	6,465,520	6,465,520	6,442,683	(22,837)	(0.35%)	
General Purpose Funding - Other		580,243	582,209	485,511	(96,698)	(16.61%)	▼
Law, Order and Public Safety		11,515	11,431	9,733	(1,698)	(14.85%)	
Health		43,157	37,089	26,303	(10,786)	(29.08%)	
Education and Welfare		266,088	229,606	264,632	35,026	15.25%	▲
Housing		48,300	40,106	37,124	(2,982)	(7.44%)	
Community Amenities		393,552	367,007	341,755	(25,252)	(6.88%)	
Recreation and Culture		291,852	283,717	291,782	8,065	2.84%	
Transport		769,962	686,853	850,093	163,240	23.77%	▲
Economic Services		1,118,205	870,820	667,612	(203,208)	(23.34%)	▼
Other Property and Services		167,170	131,528	124,661	(6,867)	(5.22%)	
		10,181,564	9,719,218	9,568,191	(151,027)		
Expenditure from operating activities							
Governance		(676,501)	(495,831)	(428,568)	67,263	13.57%	▲
General Purpose Funding		(400,049)	(335,382)	(301,435)	33,947	10.12%	▲
Law, Order and Public Safety		(177,065)	(147,249)	(136,307)	10,942	7.43%	
Health		(652,735)	(528,534)	(567,233)	(38,699)	(7.32%)	
Education and Welfare		(673,488)	(563,189)	(551,340)	11,849	2.10%	
Housing		13,620	13,701	0	(13,701)	100.00%	
Community Amenities		(343,620)	(287,258)	(269,849)	17,409	6.06%	
Recreation and Culture		(1,384,713)	(1,144,360)	(1,106,411)	37,949	3.32%	
Transport		(3,216,198)	(2,752,375)	(2,649,414)	102,961	3.74%	
Economic Services		(2,718,644)	(2,137,082)	(1,617,753)	519,329	24.30%	▲
Other Property and Services		(10,600)	(11,319)	129,748	141,067	1246.29%	▲
		(10,239,993)	(8,388,878)	(7,498,562)	890,316		
Non-cash amounts excluded from operating activities	1(a)	1,521,288	1,277,876	1,422,926	145,050	11.35%	▲
Amount attributable to operating activities		1,462,859	2,608,216	3,492,555	884,339		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12	770,876	680,078	254,755	(425,323)	(62.54%)	▼
Proceeds from disposal of assets	7	392,000	369,457	369,457	0	0.00%	
Purchase of property, plant and equipment	8	(2,947,161)	(2,758,161)	(1,401,600)	1,356,561	49.18%	▲
Amount attributable to investing activities		(1,784,285)	(1,708,626)	(777,388)	931,238		
Financing Activities							
Transfer from Reserves	9	250,000	0	0	0	0.00%	
Transfer to Reserves	9	(1,958,392)	(1,940,726)	(1,940,726)	0	0.00%	
Amount attributable to financing activities		(1,708,392)	(1,940,726)	(1,940,726)	0		
Closing Funding Surplus / (Deficit)	1(c)	240,761	1,229,443	3,045,020			

KEY INFORMATION

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

The material variance adopted by Council for the 2019-20 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 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

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 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.

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

Loss on the disposal of fixed assets.

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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus / (Deficit)	1(c)	2,270,579	2,270,579	2,270,579	0	0.00%	
Revenue from operating activities							
Rates	6	6,465,520	6,465,520	6,442,683	(22,837)	(0.35%)	▼
Operating grants, subsidies and contributions	11	1,733,131	1,533,745	1,166,441	(367,304)	(23.95%)	▼
Fees and charges		1,661,368	1,437,869	1,455,178	17,309	1.20%	▲
Interest earnings		34,000	28,332	46,200	17,868	63.07%	▲
Other revenue		267,545	233,752	451,792	218,040	93.28%	▲
Profit on disposal of assets	7	20,000	20,000	5,897	(14,103)	(70.52%)	
		10,181,564	9,719,218	9,568,191	(151,027)		▼
Expenditure from operating activities							
Employee costs		(1,998,009)	(1,645,476)	(2,585,422)	(939,946)	(57.12%)	▼
Materials and contracts		(5,948,140)	(4,845,055)	(2,665,538)	2,179,517	44.98%	▲
Utility charges		(363,189)	(296,000)	(423,655)	(127,655)	(43.13%)	▼
Depreciation on non-current assets		(1,460,449)	(1,217,037)	(1,458,954)	(241,917)	(19.88%)	▼
Insurance expenses		(246,799)	(245,799)	(251,640)	(5,841)	(2.38%)	
Other expenditure		(142,568)	(58,672)	(49,259)	9,413	16.04%	
Loss on disposal of assets	7	(80,839)	(80,839)	(64,094)	16,745	20.71%	▲
		(10,239,993)	(8,388,878)	(7,498,562)	890,316		▲
Non-cash amounts excluded from operating activities	1(a)	1,521,288	1,277,876	1,422,926	145,050	11.35%	▲
Amount attributable to operating activities		1,462,859	2,608,216	3,492,555	884,339		▲
Investing activities							
Non-operating grants, subsidies and contributions	12	770,876	680,078	254,755	(425,323)	(62.54%)	▼
Proceeds from disposal of assets	7	392,000	369,457	369,457	0	0.00%	
Payments for property, plant and equipment	8	(2,947,161)	(2,758,161)	(1,401,600)	1,356,561	(49.18%)	▲
Amount attributable to investing activities		(1,784,285)	(1,708,626)	(777,388)	931,238		▲
Financing Activities							
Transfer from reserves	9	250,000	0	0	0	0.00%	
Transfer to reserves	9	(1,958,392)	(1,940,726)	(1,940,726)	0	0.00%	
Amount attributable to financing activities		(1,708,392)	(1,940,726)	(1,940,726)	0		
Closing Funding Surplus / (Deficit)	1(c)	240,761	1,229,443	3,045,020			

KEY INFORMATION

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

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

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(20,000)	(20,000)	(5,897)
Movement in employee wage accruals		0	0	(94,225)
Add: Loss on asset disposals	7	80,839	80,839	64,094
Add: Depreciation on assets		1,460,449	1,217,037	1,458,954
Total non-cash items excluded from operating activities		1,521,288	1,277,876	1,422,926

(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 Jun 2019	This Time Last Year 30 Apr 2019	Year to Date 30 Apr 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(3,330,623)	(2,564,699)	(5,271,349)
Add: Provisions - employee	10	145,175	198,195	145,175
Add: Wages liability		94,225	0	0
Total adjustments to net current assets		(3,091,223)	(2,366,504)	(5,126,174)

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

Current assets				
Cash and cash equivalents	2	4,863,498	5,899,515	8,509,254
Rates receivables	3	165,403	224,262	256,611
Receivables	3	585,949	479,150	240,033
Other current assets	4	63,166	69,751	87,530
Less: Current liabilities				
Payables	5	(171,039)	(653,433)	(297,558)
Contract liabilities	10	0	0	(479,501)
Provisions	10	(145,175)	(198,195)	(145,175)
Less: Total adjustments to net current assets	1(b)	(3,091,223)	(2,366,504)	(5,126,174)
Closing Funding Surplus / (Deficit)		2,270,579	3,454,546	3,045,020

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 YTD Actual	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash on hand								
Municipal account	Cash and cash equivalents	3,236,635	0	3,236,635	0	NAB	Variable	Nil
Cash on hand	Cash and cash equivalents	1,270	0	1,270	0	Cash on hand	Nil	Nil
Long service leave reserve	Cash and cash equivalents	0	72,833	72,833	0	NAB	Variable	Nil
Fire disaster reserve	Cash and cash equivalents	0	9,061	9,061	0	NAB	Variable	Nil
Plant purchase reserve	Cash and cash equivalents	0	400,814	400,814	0	NAB	Variable	Nil
Annual leave reserve	Cash and cash equivalents	0	62,470	62,470	0	NAB	Variable	Nil
Gwalia precinct reserve	Cash and cash equivalents	0	318,890	318,890	0	NAB	Variable	Nil
Building maintenance reserve	Cash and cash equivalents	0	165,805	165,805	0	NAB	Variable	Nil
Waste management reserve	Cash and cash equivalents	0	192,532	192,532	0	NAB	Variable	Nil
Aerodrome reserve	Cash and cash equivalents	0	25,000	25,000	0	NAB	Variable	Nil
IT reserve	Cash and cash equivalents	0	15,000	15,000	0	NAB	Variable	Nil
Pool reserve	Cash and cash equivalents	0	45,037	45,037	0	NAB	Variable	Nil
Aged care reserve	Cash and cash equivalents	0	9,283	9,283	0	NAB	Variable	Nil
Reserve accounts held in term deposit	Cash and cash equivalents	0	102,731	102,731	0	NAB	0.70%	Jun-20
Reserve account held in term deposit	Cash and cash equivalents	0	1,951,893	1,951,893	0	NAB	0.70%	Jun-20
Reserve account held in term deposit	Cash and cash equivalents	0	1,900,000	1,900,000	0	NAB	1.55%	Jun-20
Total		3,237,905	5,271,349	8,509,254	0			
Comprising								
Cash and cash equivalents		3,237,905	5,271,349	8,509,254	0			
		3,237,905	5,271,349	8,509,254	0			

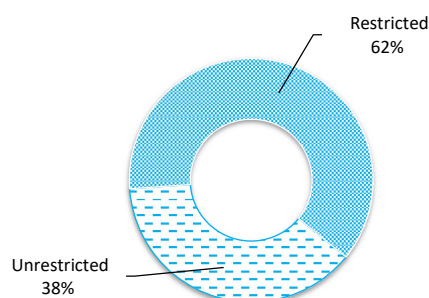
KEY INFORMATION

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

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

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

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



Total Cash

\$8.51 M

Unrestricted

\$3.24 M

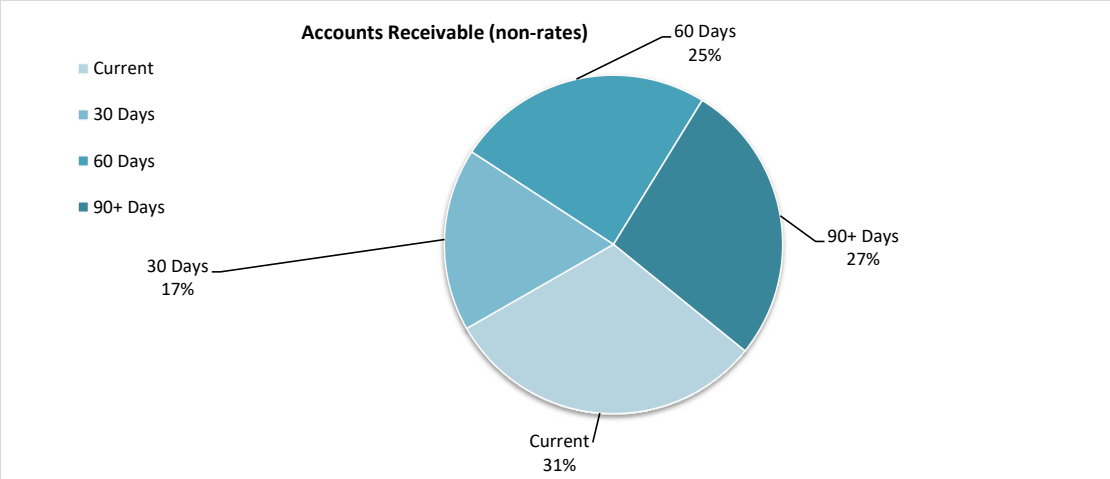
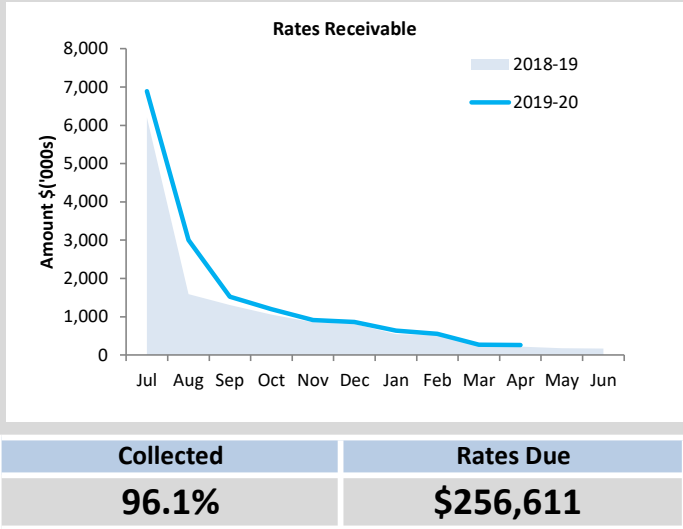
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates Receivable	30 June 2019	30 Apr 20
	\$	\$
Opening Arrears Previous Years	133,780	165,403
Levied this year	6,038,744	6,442,683
Less - Collections to date	(6,007,121)	(6,351,475)
Equals Current Outstanding	165,403	256,611
Net Rates Collectable	165,403	256,611
% Collected	97.3%	96.1%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - General	(23,138)	75,774	42,859	60,230	66,372	222,097
Percentage	-10.4%	34.1%	19.3%	27.1%	29.9%	
Balance per Trial Balance						
Sundry receivable						222,097
GST receivable						16,479
Allowance for impairment of receivables						(6,030)
Interest receiveable						7,487
Total Receivables General Outstanding						240,033
Amounts shown above include GST (where applicable)						

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



Debtors Due
\$240,033
Over 30 Days
76%
Over 90 Days
29.9%

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 30 April 2020
Other Current Assets	\$	\$	\$	\$
Inventory				
Diesel fuel - bulk	17,067	217,049	(210,180)	23,936
Avgas fuel - bulk	39,868	17,495	0	57,363
Materials - roadworks	6,231	0	0	6,231
Total Other Current assets	63,166			87,530
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

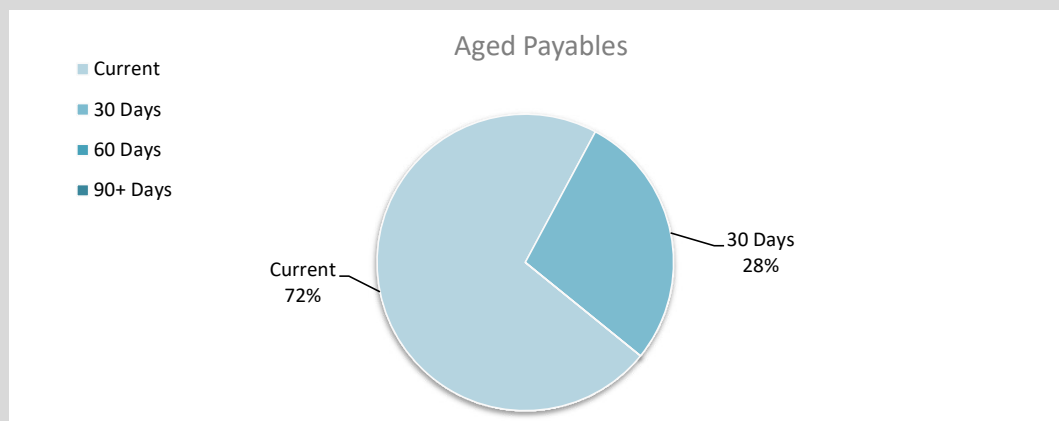
Inventories are measured at the lower of cost and net realisable value.

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

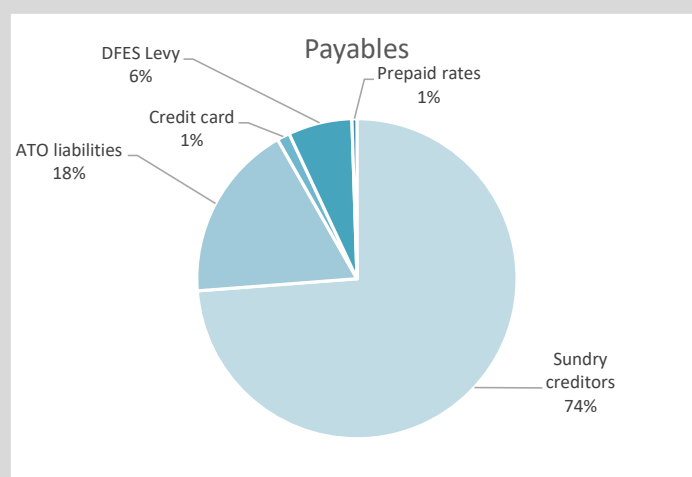
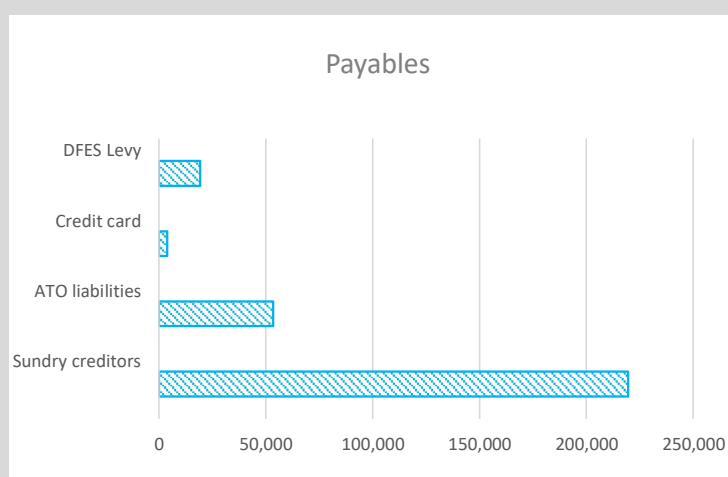
Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	0	158,068	61,521	0	0	219,589
Percentage	0%	72%	28%	0%	0%	
Balance per Trial Balance						
Sundry creditors						219,589
ATO liabilities						53,426
Credit card						3,814
DFES Levy						19,244
Prepaid rates						1,485
Total Payables General Outstanding						297,558
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.



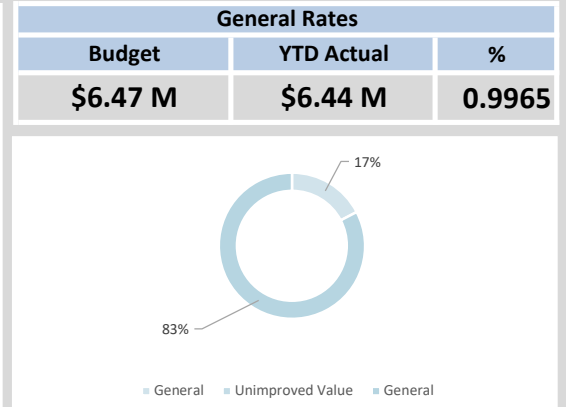
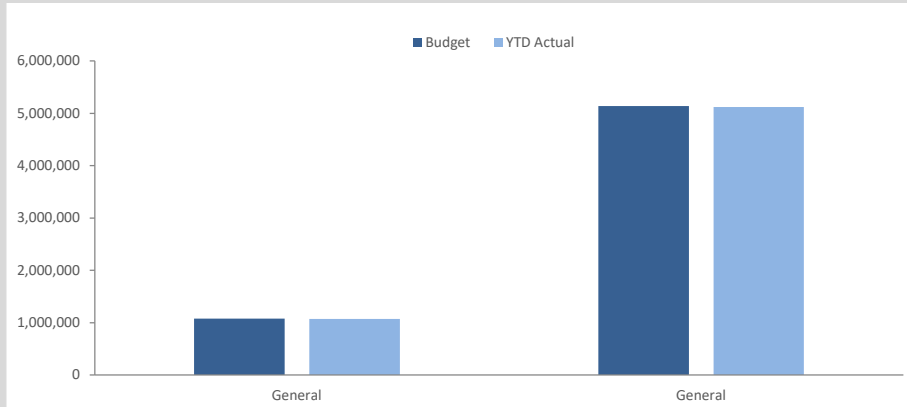
Creditors Due
\$297,558
Over 30 Days
28%
Over 90 Days
0%



General Rate Revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross Rental Value											
General	0.070600	588	15,244,954	1,076,294	4,000	0	1,080,294	1,076,294	(2,141)	0	1,074,153
Unimproved Value											
General	0.155000	1,397	32,889,087	5,097,808	40,000	0	5,137,808	5,097,809	23,303	0	5,121,112
Sub-Total		1,985	48,134,041	6,174,102	44,000	0	6,218,102	6,174,103	21,162	0	6,195,265
Minimum Payment	Minimum \$										
Gross Rental Value											
General	323	89	121,109	28,747	0	0	28,747	28,747	0	0	28,747
Unimproved Value											
General	323	677	774,488	218,671	0	0	218,671	218,671	0	0	218,671
Sub-Total		766	895,597	247,418	0	0	247,418	247,418	0	0	247,418
Amount from General Rates							6,465,520				6,442,683
Total General Rates							6,465,520				6,442,683

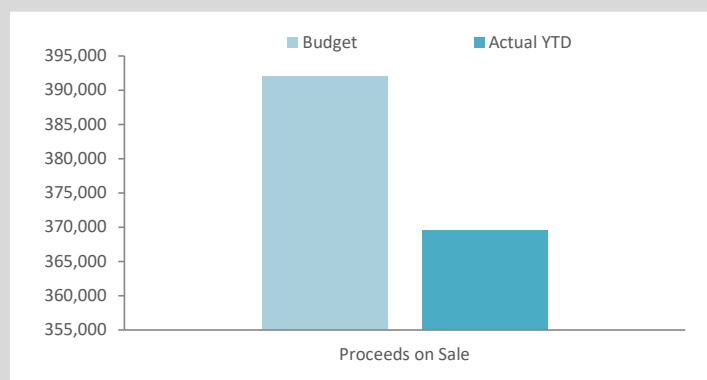
KEY INFORMATION

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.



Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
	Health								
PE17	2017 Subaru Forrester Wagon DR	22,000	27,000	5,000	0	20,888	24,546	3,658	0
PE20	2017 Mitsubishi Triton GLX	37,245	25,000	0	(12,245)	28,908	21,818	0	(7,090)
	Education and welfare								
PE18	2017 Nissan Xtrail	22,000	19,000	0	(3,000)	20,515	17,273	0	(3,242)
	Transport								
PE21	2017 Ford Ranger XL	37,000	31,000	0	(6,000)	33,231	28,182	0	(5,049)
PE19	2017 Mitsubishi Triton	27,500	24,000	0	(3,500)	26,110	22,727	0	(3,383)
38	Sweeper	5,000	15,000	10,000	0	21,401	13,636	0	(7,765)
43	Asset 43 Eagle Prime Mover	100,000	75,000	0	(25,000)	99,385	83,716	0	(15,669)
44	Asset 44 Eagle Prime Mover	90,000	70,000	0	(20,000)	88,288	72,105	0	(16,183)
	Economic services								
PE3	Ranger 2WD Utility	10,000	12,000	2,000	0	8,670	10,909	2,239	0
	Other property and services								
PE13	CEO Nissan Patrol	65,094	54,000	0	(11,094)	35,039	30,000	0	(5,039)
P23	DCEO Ford Everest	37,000	40,000	3,000	0	45,219	44,545	0	(674)
		452,839	392,000	20,000	(80,839)	427,654	369,457	5,897	(64,094)

KEY INFORMATION



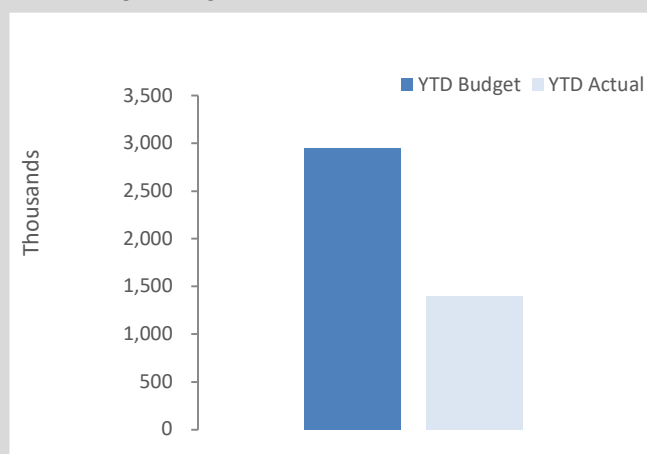
Proceeds on Sale		
Annual Budget	YTD Actual	%
\$392,000	\$369,457	94%

Capital Acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Building and Improvements	307,600	157,600	0	(157,600)
Plant & Equipment	586,891	586,891	597,568	10,677
Roads	1,045,670	1,031,670	791,550	(240,120)
Improvements & Infrastructure	1,007,000	982,000	12,482	(969,518)
Capital Expenditure Totals	2,947,161	2,758,161	1,401,600	(1,356,561)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	770,876	680,078	254,755	(425,323)
Other (Disposals & C/Fwd)	392,000	369,457	369,457	0
Cash Backed Reserves				
Aerodrome reserve	250,000	0	0	0
Contribution - operations	1,534,285	1,708,626	777,388	(931,238)
Capital Funding Total	2,947,161	2,758,161	1,401,600	(1,356,561)

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.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.95 M	\$1,401,600	48%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$770,876	\$254,755	33%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

	Adopted Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Capital Acquisitions				
Building and Improvements	\$	\$	\$	\$
LB10001 Public Toilet - Town	100,000	35,000	0	(35,000)
LB10002 Public Toilet - Gwalia Museum	100,000	100,000	0	(100,000)
LB10003 Porch - Gwalia Museum	22,600	22,600	0	(22,600)
LB10004 Records storage shed - Kalgoorlie	75,000	0	0	0
LB10005 Back Shed Admin Offices	10,000	0	0	0
TOTAL - Building and Improvements	307,600	157,600	0	(157,600)
Plant & Equipment				
PE10001 Kluger Drs Vehicle	39,397	39,397	39,397	0
PE10002 Toyota Hilux Dual Cab 4WD EHO Vehicle	48,512	48,512	48,512	0
PE10003 Kluger MEW Vehicle	39,397	39,397	39,397	0
PE10004 Isuzu NPR - 65 - 190 Tipper Truck	57,300	57,300	59,499	2,199
PE10005 Toyota Hilux 2WD	33,510	33,510	32,827	(683)
PE10006 Sweeper	90,768	90,768	104,404	13,636
PE10007 Toyota Hilux Dual Cab 4WD (WS)	48,062	48,062	48,061	(1)
PE10008 Toyota Hilux Dual Cab 4WD (P&G)	43,755	43,755	43,754	(1)
PE10009 Metrocount Traffic Counter x 2	10,400	10,400	7,800	(2,600)
PE10010 Toyota Hilux Dual Cab 4WD (Museum)	43,755	43,755	43,755	0
PE10011 CEO Vehicle	75,248	75,248	68,145	(7,103)
PE10012 DCEO Vehicle	56,787	56,787	51,475	(5,312)
PE10013 TTC Bowling Green Roller	0	0	10,542	10,542
TOTAL - Plant & Equipment	586,891	586,891	597,568	10,677
TOTAL PROPERTY PLANT AND EQUIPMENT	894,491	744,491	597,568	(296,923)
Roads				
IR10001 Leonora Nambi Road (RRG)	562,792	562,792	743,846	181,054
IR10002 Mt Ida Road (R2R)	117,260	117,260	0	(117,260)
IR10003 Agnew to Lake Miranda Road (R2R)	205,618	205,618	0	(205,618)
IR10004 Footpath Renewals	110,000	110,000	47,704	(62,296)
IR10005 Grid Renewals	50,000	36,000	0	(36,000)
TOTAL - Roads	1,045,670	1,031,670	791,550	(240,120)
Improvements & Infrastructure				
IO10001 Playground - Tower Street	317,000	317,000	2,373	(314,627)
IO10002 Pumptrack - Skate Park	135,000	135,000	0	(135,000)
IO10003 Standpipe - Depot	30,000	30,000	8,820	(21,180)
IO10004 Fencing - Shire Common	25,000	0	0	0
IO10005 Airport lights	500,000	500,000	1,289	(498,711)
TOTAL - Other Infrastructure	1,007,000	982,000	12,482	(969,518)
TOTAL INFRASTRUCTURE	2,052,670	2,013,670	804,032	(1,209,638)
Total Capital Expenditure	2,947,161	2,758,161	1,401,600	(1,356,561)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

OPERATING ACTIVITIES

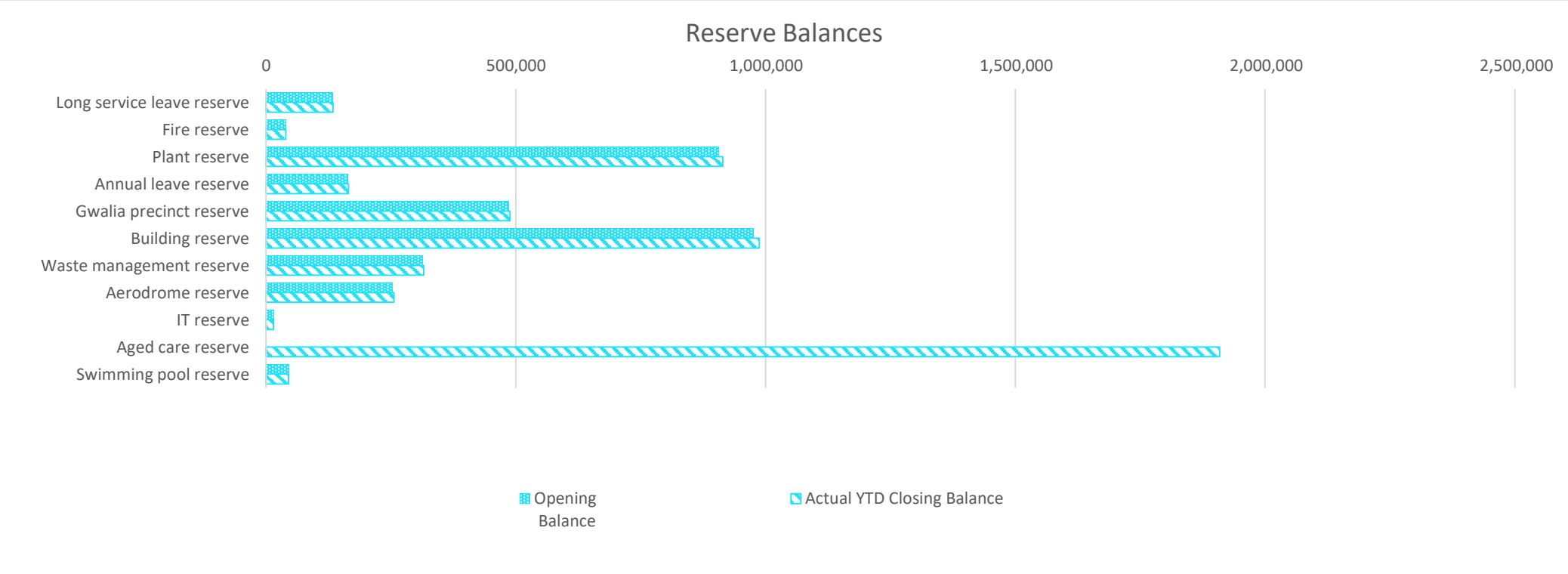
NOTE 9

CASH RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long service leave reserve	133,500	769	972	0	0	0	0	134,269	134,472
Fire reserve	39,424	227	456	0	0	0	0	39,651	39,880
Plant reserve	906,540	5,220	7,930	0	0	0	0	911,760	914,470
Annual leave reserve	163,629	942	1,572	0	0	0	0	164,571	165,201
Gwalia precinct reserve	485,627	2,796	2,769	0	0	0	0	488,423	488,396
Building reserve	975,352	5,616	12,303	0	0	0	0	980,968	987,655
Waste management reserve	313,828	1,807	1,981	0	0	0	0	315,635	315,809
Aerodrome reserve	252,723	1,455	3,423	30,000	0	(250,000)	0	34,178	256,146
IT reserve	15,000	86	0	0	0	0	0	15,086	15,000
Aged care reserve	0	10,823	68	1,898,392	1,909,215	0	0	1,909,215	1,909,283
Swimming pool reserve	45,000	259	37	0	0	0	0	45,259	45,037
	3,330,623	30,000	31,511	1,928,392	1,909,215	(250,000)	0	5,039,015	5,271,349

KEY INFORMATION



Other Current Liabilities	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 30 April 2020
		\$	\$	\$	\$
Provisions					
Annual leave		97,678	0	0	97,678
Long service leave		47,497	0	0	47,497
Total Provisions		145,175	0	0	145,175
Contract Liabilities					
Unspent grants, contributions and reimbursements					
- non-operating	12	0	581,403	(101,902)	479,501
Total unspent grants, contributions and reimbursements		0	581,403	(101,902)	479,501
Total Other Current assets		145,175			624,676
Amounts shown above include GST (where applicable)					

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

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to 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 2020

NOTE 11

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue		
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Apr	Current Liability 30-Apr	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies								
General purpose funding								
Grant - Equalisation	0	0	0	0	0	273,399	273,399	205,049
Grant - Roads (Untied)	0	0	0	0	0	304,094	304,094	228,071
Law, order, public safety								
Operational Grant - Bush Fire	0	0	0	0	0	4,163	4,163	2,031
Education and welfare								
Grant - Sustainability Child Care	0	0	0	0	0	83,403	83,403	82,768
Youth Support DCP Grant	0	0	0	0	0	72,419	54,315	71,935
Recreation and culture								
Other Grant Funding	0	0	0	0	0	110,420	110,420	112,507
Transport								
Contrib. - Street Lights	0	0	0	0	0	3,700	3,700	3,700
Grants - MRWA Direct	0	0	0	0	0	153,591	153,591	153,591
Economic services								
Weed Control	0	0	0	0	0	35,000	25,000	25,000
Lotterywest Gwalia Interpretation	0	0	0	0	0	523,692	436,410	275,289
Sponsorship	0	0	0	0	0	115,000	80,000	500
Grant Income	0	0	0	0	0	54,250	5,250	6,000
	0	0	0	0	0	1,733,131	1,533,745	1,166,441
TOTALS	0	0	0	0	0	1,733,131	1,533,745	1,166,441

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020

NOTE 12

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue		
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Apr	Current Liability 30-Apr	Amended Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies								
Transport								
Grant - Roads to Recovery	0	479,501	0	479,501	479,501	322,878	242,159	0
Natural Disaster Reinstatement	0	0	0	0	0	193,243	183,164	0
RRG Funding	0	101,902	(101,902)	0	0	254,755	254,755	254,755
	0	581,403	(101,902)	479,501	479,501	770,876	680,078	254,755
TOTALS	0	581,403	(101,902)	479,501	479,501	770,876	680,078	254,755

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**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
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus			(43,770)	(43,770)
I030019	Grant - Equalisation		Operating Revenue			(30,766)	(74,536)
I030021	Grant - Roads (Untied)		Operating Revenue			(50,898)	(125,434)
I041429	Reimbursements		Operating Revenue		25,000		(100,434)
I103431	Liquid Waste Disposal Fee		Operating Revenue			(24,722)	(125,156)
I112011	Minara - Youth Prog Sponsorship		Operating Revenue		1,227		(123,929)
I112005	Community Health Awareness Prog		Operating Revenue		3,700		(120,229)
I112001	Womens Group		Operating Revenue		4,545		(115,683)
I122200	Grants - MRWA Direct		Operating Revenue		13,591		(102,092)
I122213	Natural Disaster Reinstatement		Capital Revenue		20,158		(81,934)
I122218	RRG Funding		Capital Revenue			(8,037)	(89,971)
I126430	Charges - Fuel at airport Drums		Operating Revenue			(50,670)	(140,641)
I136495	Contrib. NG Tourism Member		Operating Revenue		5,873		(134,768)
I134452	Hoover House Accommodation		Operating Revenue			(15,000)	(149,768)
I141450	Private Works in water		Operating Revenue		25,000		(124,768)
E080008	Childcare Centre Maintenance		Operating Expenses			(5,000)	(129,768)
E080010	Childcare Staff Training		Operating Expenses		2,500		(127,268)
E091033	Mtce - Lot 1142 Walton (South)		Operating Expenses		2,500		(124,768)
E091034	Oval Caretaker Residence		Operating Expenses		7,520		(117,248)
E091035	Lot 240 Hoover Street		Operating Expenses			(6,000)	(123,248)
E091045	Lot 792 Cohen Street		Operating Expenses			(16,000)	(139,248)
E091046	Lot 250 Queen Victoria Street		Operating Expenses		25,600		(113,648)
E107033	Grave Restoration		Operating Expenses			(12,500)	(126,148)
E112013	Bellevue Gold AFL Program		Operating Expenses			(2,500)	(128,648)
E112011	Minara - Youth Prog Sponsorship		Operating Expenses			(1,227)	(129,875)
E113081	Leonora Mural projects		Operating Expenses		34,137		(95,739)
E113070	Oval		Operating Expenses			(25,000)	(120,739)
E113110	Oval Sport Complex Maintenance		Operating Expenses			(250)	(120,989)
E117003	CRC Equipment		Operating Expenses		10,000		(110,989)
E117008	Building Maintenance - CRC		Operating Expenses			(15,000)	(125,989)
E119001	Bowling Club Maintenance		Operating Expenses			(15,000)	(140,989)
E122151	Storm Water Drainage Maintenance		Operating Expenses			(5,000)	(145,989)
E132099	Loop Trail Marketing		Operating Expenses		5,500		(140,489)
E132101	Promoting Leonora TV		Operating Expenses		12,750		(127,739)
E134049	Archival Record Keeping		Operating Expenses		15,000		(112,739)
E134013	Museum Maintenance		Operating Expenses		60,000		(52,739)
E134022	Staff Training		Operating Expenses		10,000		(42,739)
E134024	Office & Equipment Maintenance		Operating Expenses		5,000		(37,739)
E135006	Training		Operating Expenses		5,000		(32,739)
E134043	Geocaching Project & Geo Trail		Operating Expenses		2,500		(30,239)
E136040	Standpipe		Operating Expenses			(25,000)	(55,239)
E142143	Freehold Council Properties		Operating Expenses		20,000		(35,239)
E143020	Engineering Expenses		Operating Expenses		15,000		(20,239)
E139008	Barnes Federal Theatre		Operating Revenue		25,000		4,761
I113101	Weed Control - Cactus Grant confirmed		Operating Revenue		35,000		39,761
	Aerodrome Reserve re Fence		Capital Expenses			(30,000)	9,761
	Aerodrome Reserve re RADS Grant		Capital Expenses		250,000		259,761
	Proceeds from sale of Xtrail		Operating Revenue			(19,000)	240,761
E081015	Loss on sale of asset		Operating Expenses	3,000	0	0	240,761
				3,000	642,101	(401,340)	240,761

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2020**

**NOTE 13
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019-20 year is \$15,000 or 8.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General Purpose Funding - Other	(96,698)	(16.61%)	▼ Timing	Final quarterly payment of FAGS grant to be received Increased numbers of attendees & good debt recovery practices has resulted in income being on track, despite cessation of parents' own payments through COVID-19 directive
Education and Welfare	35,026	15.25%	▲ Permanent	R2R Revenue still held as a liability until Tender work completed \$479K/May Financials will show increase in revenue
Transport	163,240	23.77%	▲ Timing	
Economic Services	(203,208)	(23.34%)	▼ Permanent	No income from the Golden Gift \$200K
Expenditure from operating activities				
Governance	67,263	13.57%	▲ Timing	Some effect of COVID-19 in external expenses relating to decrease in travel & entertainment \$40K. Payment still to be made for audit fees \$20K
General Purpose Funding	33,947	10.12%	▲ Timing	Payment for Valuation due EOFY \$30K
Economic Services	519,329	24.30%	▲ Permanent	Delay in work to complete Gwalia Interpretation Plan & fixed costs due partially to COVID-19 \$200K, Golden Gift cancellation \$350K
Other Property and Services	141,067	1246.29%	▲ Timing	Overheads & Allocations need to be corrected to reconcile to a zero balance
Investing Activities				
Non-operating Grants, Subsidies and Contributions	(425,323)	(62.54%)	▼ Timing	Transfer of R2R from liability to revenue will adjust this to the budget
Capital Acquisitions	1,356,561	49.18%	▲ Timing	Timing in regard to R2R work to come in for May, plus some projects delayed to 20/21 (carried over)

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

SUBMISSION TO: Meeting of Council
Meeting Date: 19th May, 2020

AGENDA REFERENCE: 11.2 (B) MAY 20

SUBJECT: Accounts for Payment

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Linda Gray

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 13th May, 2020

BACKGROUND

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

1. Accounts paid by Delegated Authority, totalling **\$454,974.17**, consisting of:
 - a. Credit Card Payments for **April, 2020**, totalling **\$3,746.28**;
 - b. Direct Bank Transactions numbered from **1406** to **1436** and total **\$172,795.74**;
 - c. Batch Payments **BP 27.01** to **BP 27.43**, totalling **\$189,772.38**; and
 - d. Cheques numbered from **25687** to **25690** and Payroll Payments relating to **Pay Periods Ending 20/04/2020 & 13/05/2020**, totalling **\$92,406.05**.
2. Accounts paid by Council Authorisation, totalling **\$802,283.90**, consisting of:
 - a. Batch Payment **BP 28.01** to **BP 28.53** totalling **\$802,283.90**.

The total amount paid since the previous meeting is **\$1,257,258.07**.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the accounts for payment, as detailed:

1. Accounts paid by Delegated Authority, totalling **\$454,974.17**, consisting of:
 - a. Credit Card Payments for **April, 2020**, totalling **\$3,746.28**;
 - b. Direct Bank Transactions numbered from **1406** to **1436** and total **\$172,795.74**;
 - c. Batch Payments **BP 27.01** to **BP 27.43**, totalling **\$189,772.38**; and
 - d. Cheques numbered from **25687** to **25690** and Payroll Payments relating to **Pay Periods Ending 20/04/2020 & 13/05/2020**, totalling **\$92,406.05**.
2. Accounts paid by Council Authorisation, totalling **\$802,283.90**, consisting of:
 - a. Batch Payment **BP 28.01** to **BP 28.53** totalling **\$802,283.90**.

be accepted.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

Shire of Leonora				
Monthly Report – List of Credit Card Transactions Paid by Delegated Authority				
Submitted to Council on the 19th May, 2020				
The following list of accounts relate to Credit Card Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Payments detailed are from statements for April, 2020 as per Direct Bank Transaction 1435 totalling \$3,746.28 .				
CHIEF EXECUTIVE OFFICER				
Reference	Date	Name	Item	Payment by Delegated Authority
DCEO 04/20	30/03/2020	Kulkyne Kampers	Face Masks in response to COVID-19 pandemic	596.93
	03/04/2020	Goldfields Canvas	New Blinds for 29 Hoover Street	727.10
	03/04/2020	Comfort Inn Bay of Isles	Accommodation for P Craig - 31/01/2020 - 1/2/2020 to attend Conference	336.00
	06/04/2020	Liberty Leonora	Fuel for Childcare Vehicle P245	71.50
	06/04/2020	J.R. & A. Hersey Pty Ltd	Hand Sanitiser in response to Covid-19 Pandemic	973.50
	06/04/2020	Bunnings	Plants for Community Garden Establishment at Rec Centre	59.22
	07/04/2020	Learning Discovery Pty Ltd	Picture Story Books for Childcare Centre	157.50
	11/04/2020	Betta Service Stations	Fuel for P2	48.26
	15/04/2020	BP Allway Motors	Fuel for P2	81.37
	15/04/2020	Betta Service Stations	Fuel - P2	69.02
	22/04/2020	Leonora Supplies	Lunch for Council Members in attendance in Boardroom at Meeting 21st April, 2020	23.00
	27/04/2020	Betta Service Stations	Fuel for P2	45.34
	27/04/2020	Spencer Park Newsagency and Gift Shop	Goods purchased for Comfort Bags in response to COVID-19 Pandemic	75.90
	28/04/2020	National Australia Bank	Card Fee - April 2020	9.00
	28/04/2020	BP Allway Motors	Fuel for P2	81.12
DCEO 04/20			Total DCEO card April, 2020	\$3,354.76
CEO 04/20	06/04/2020	Bizness Apps	Monthly Subscription to hosting application for Geocaching App - April, 2020	165.61
	16/04/2020	Foxtel	Foxtel, Internet and Phone for 35 Hoover Street April, 2020	211.94
	28/04/2020	National Australia Bank	Card Fee - April, 2020	9.00
CEO 04/20			Total CEO card April, 2020	\$386.55
Other Fees/Payments	06/04/2020	National Australia Bank	International Money Fee - Bizness Apps Subscription - April, 2020	4.97
Other Fees/Payments			Total Other Fees/Payments	\$4.97
1435	04/05/2020	National Australia Bank	Credit Card Purchases for April, 2020	\$3,746.28

Shire of Leonora				
Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority				
Submitted to Council on the 19th May, 2020				
The following list of accounts relate to Direct Bank Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions are numbered from 1406 to 1436 and totalling \$172,795.74				
CHIEF EXECUTIVE OFFICER				
Transaction	Date	Name	Item	Payment by Delegated Authority
1406	20/04/2020	Australian Super	Superannuation PPE: 8/4/2020	679.37
1407	20/04/2020	Christian Super	Superannuation PPE: 8/4/2020	67.62
1408	20/04/2020	CBUS	Superannuation PPE: 8/4/2020	862.85
1409	20/04/2020	Dazacom Superfund	Superannuation PPE: 8/4/2020	228.08
1410	20/04/2020	HESTA	Superannuation PPE: 8/4/2020	152.43
1411	20/04/2020	Hostplus Super	Superannuation PPE: 8/4/2020	174.00
1412	20/04/2020	MLC Super Fund	Superannuation PPE: 8/4/2020	1,530.41
1413	20/04/2020	MTAA Super	Superannuation PPE: 8/4/2020	338.36
1414	20/04/2020	Sunsuper	Superannuation PPE: 8/4/2020	190.92
1415	20/04/2020	WA Super	Superannuation PPE: 8/4/2020	8,447.32
1	21/04/2020	Shire of Leonora	Salaries & Wages PPE: 20/4/2020	69,986.01
1418	28/04/2020	Australian Super	Superannuation PPE: 20/4/2020	770.75
1419	28/04/2020	Christian Super	Superannuation PPE: 20/4/2020	67.62
1420	28/04/2020	CBUS	Superannuation PPE: 20/4/2020	826.03
1421	28/04/2020	HESTA	Superannuation PPE: 20/4/2020	152.43
1422	28/04/2020	Hostplus Super	Superannuation PPE: 20/4/2020	135.31
1423	28/04/2020	MLC Super Fund	Superannuation PPE: 20/4/2020	1,412.84
1424	28/04/2020	MTAA Super	Superannuation PPE: 20/4/2020	300.09
1425	28/04/2020	Sunsuper	Superannuation PPE: 20/4/2020	190.92
1426	28/04/2020	WA Super	Superannuation PPE: 20/4/2020	8,387.59
1427	30/04/2020	National Australia Bank	Account Fees - April, 2020	31.70
1428	30/04/2020	National Australia Bank	EFTPOS Merchant Fee - April 2020 - 7374463 - Info Centre	3.07
1429	30/04/2020	National Australia Bank	EFTPOS Merchant Fee - April 2020 - 7380395 - CRC	3.16
1430	30/04/2020	National Australia Bank	EFTPOS Merchant Fee - April 2020 - 7374471 - Airport	11.77
1431	30/04/2020	National Australia Bank	EFTPOS Merchant Fee - April 2020 - 7374513 - Events	41.92
1432	30/04/2020	National Australia Bank	EFTPOS Merchant Fee - April 2020 - 7381393 - Shire & Museum	497.61
1433	29/04/2020	ClickSuper	Facility Fee - 26 - 50 Staff - March 2020	28.82
1434	29/04/2020	National Australia Bank	NAB Connect Fee April, 2020	55.98
1435	04/05/2020	National Australia Bank	Credit Card Purchases April, 2020	3,746.28
1436	01/05/2020	Westnet	CRC Email hosting April, 2020	11.00
1	05/05/2020	Shire of Leonora	Salaries & Wages PPE: 4/5/2020	73,463.48
GRAND TOTAL				\$172,795.74

Shire of Leonora				
Monthly Report - List of Accounts Paid by Delegated Authority				
Submitted to Council on the 19th May, 2020				
Batch Payment 27, referenced from BP 27.01 to BP 27.43 and totalling \$189,772.38 were paid by delegated authority by the Chief Executive Officer and have been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.				
CHIEF EXECUTIVE OFFICER				
Batch Reference	Date	Name	Item	Payment by delegated Authority
BP 27.01	01/05/2020	Air Liquide W.A. Ltd	Large Cylinder Fee for Medical Centre 1/3/2020-31/03/2020	26.06
BP 27.02	01/05/2020	Alcolizer Technology	Six Month Service for LE5 Druglizer as per Quote 70074	275.00
BP 27.03	01/05/2020	Ashdown Ingram	120w Solar Panel, Regulator Lead and Mounts as quoted for P6	443.58
BP 27.04	01/05/2020	Australian Airport Association	Membership Renewal for the 2020/2021 Financial Year	2,368.30
BP 27.05	01/05/2020	AYA Group Pty Ltd	Purchases from Leonora Supermarket for Museum & Childcare	313.52
BP 27.06	01/05/2020	Bidfood Kalgoorlie	Supply of 6 x Cartons of Toilet Paper for Public Toilets	229.35
BP 27.07	01/05/2020	BOC Limited	Container Service - Daily Tracking Fee for Period 29/03/2020-27/04/2020	136.21
BP 27.08	01/05/2020	Bunnings Building Supplies Pty Ltd	Maintenance items for Hoover House and Paint and Accessories for Mural Project	1,568.45
BP 27.09	01/05/2020	Canine Control	Ranger Services for Shire of Leonora 29-31/03/2020	4,140.83
BP 27.10	01/05/2020	Cooper Fluid Systems	Supply of 2 x Magnum Spray Heads for P833 as per Quote 17525612	1,595.00
BP 27.11	01/05/2020	Creative Spaces	Third Invoice for Stage Three of Gwalia's Interpretation Project	6,094.00
BP 27.12	01/05/2020	Dave Hadden	Environmental Health and Building Services for Leonora, Laverton and Menzies 15-24/04/2020	5,808.00
BP 27.13	01/05/2020	Design Sense Graphics & Web	Web and Print Design for the 2020 Leonora Golden Gift	1,842.50
BP 27.14	01/05/2020	Eagle Petroleum (WA) Pty Ltd	Fuel purchases for Shire vehicles, Gear Box and Diff Oil for P832, Truck Wash for Depot Washpad & New Fuel Nozzle and 1" swivel	1,247.60
BP 27.15	01/05/2020	Earth Australia Contracting Pty Ltd	Excavation for Septic Tanks and Leach Drains on Behalf of Leonora Rifle Club	1,650.00
BP 27.16	01/05/2020	Elite Gym Hire	Monthly Hire of Gym Equipment 1/5/2020-1/6/2020 (COVID-19 Discount Applied)	749.84
BP 27.17	01/05/2020	Fitz Gerald Strategies	IR and HR Services 2020-2021	3,825.20
BP 27.18	01/05/2020	GHD Pty Ltd	Preparation of Local Planning Strategy Scheme	1,186.13
BP 27.19	01/05/2020	Goldfield Services -	Support of Local Business During State of Emergency resolution of dispute	8,104.31
BP 27.20	01/05/2020	Goldfields Pest Control	Spray weeds and unwanted vegetation at airport	11,000.00
BP 27.21	01/05/2020	Goldfields Tourism Network Assoc Inc	Financial Membership - Golden Quest Discovery Trail	12,650.00
			Sub Total	\$65,253.88

Batch Reference	Date	Name	Item	Payment by delegated Authority
			Balance Brought Forward	\$65,253.88
BP 27.22	01/05/2020	GTN Services	Supply of 1 x N70ZZL for P591 * Repairs to CEOs vehicle P1	562.38
BP 27.23	01/05/2020	Harvey Norman AV/IT Superstore Kalgoorlie	Refrigerator, Milkshake Maker and Ironing Board Cover for Hoover House	1,017.00
BP 27.24	01/05/2020	J.R. & A. Hersey Pty Ltd	Hessian, Tools, PPE and consumables as requested	1,396.37
BP 27.25	01/05/2020	Juwest Pty Ltd	Construction of Floodway with Reinforced Concrete as per Quote JW2388	68,985.40
BP 27.26	01/05/2020	Kleenheat Gas	Gas Bottles for 29 Hoover street & 11B Walton Street	500.24
BP 27.27	01/05/2020	Landgate	Rural General Revaluation 2019/2020	711.51
BP 27.28	01/05/2020	Luck Thai Cleaning	Cleaning for Shire Buildings 30/03/2020-12/04/2020	3,954.50
BP 27.29	01/05/2020	Magnetic Automation	1 x SPOR Gear - RB A23150011 and freight	276.10
BP 27.30	01/05/2020	Marketforce	Advertising Tender 03/2020	1,159.29
BP 27.31	01/05/2020	McMahon Burnett Transport	Freight Charges for Transport of Stationery from Kalgoorlie to Leonora	297.54
BP 27.32	01/05/2020	MetroCount	Supply of 1 x Battery Pack for MC5600 plus freight	49.50
BP 27.33	01/05/2020	Netlogic Information Technology	Resolve minor issues for Shire Staff as required & Renewal of Antivirus protection for 12 months	2,497.50
BP 27.34	01/05/2020	Office National Kalgoorlie	Stationery orders as requested by Childcare Centre, Doctor's Surgery, Depot and Shire Office	1,602.27
BP 27.35	01/05/2020	Penns Cartage Contractors	Freight as required - April, 2020	772.20
BP 27.36	01/05/2020	Randstad	Supply of educators for April, and permanent placement of K H Toh	9,259.93
BP 27.37	01/05/2020	Roskva Brabazon-	Reimbursement for Purchase of Thermometer for Child Care Centre Fridge	27.67
BP 27.38	01/05/2020	Rotary Club of Osborne Park (Inc)	Donation in Lieu of Free Monthly Rental FASD Office - NGROAC Building	10,000.00
BP 27.39	01/05/2020	TAPS Industries Pty Ltd	Maintenance of Split System Aircons in the Shire Office (7 systems)	9,849.53
BP 27.40	01/05/2020	THS Midland	New Honda HRU216 Mower as per Quote IJ27032001	1,699.00
BP 27.41	01/05/2020	Truckline	Filters, Brake parts and lamps etc for Shire trucks as needed	2,516.49
BP 27.42	01/05/2020	Wurth Australia Pty Ltd	Supply of Assorted Nuts, Bolts and Washers	459.58
BP 27.43	01/05/2020	Zenith Interiors Pty Ltd	Range of Bench Seats as part of Gwalia Interpretation Plan as per quote 267528	6,924.50
			GRAND TOTAL	\$189,772.38

Shire of Leonora				
Monthly Report – List of Accounts Paid by Delegated Authority				
Submitted to Council on the 19th May, 2020				
The following list of accounts has been paid under delegation by the Chief Executive Officer, since the previous list of accounts. Cheques are numbered from 25687 to 25690 , and Payroll Liability payments relate to Pay Periods Ending 20/04/2020 & 13/05/2020 , totalling \$92,406.05				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment by Delegated Authority
25687	21/04/2020	Australian Taxation Office	BAS for March, 2020	54,636.00
25688	21/04/2020	Telstra	Service and Usage Charges and Equipment Rental for 21/03/2020-21/04/2020	7,823.86
25689	01/05/2020	Telstra	Phone usage - Camping Requisites	136.20
25690	01/05/2020	Horizon Power	Power and Usage charges for Shire owned facilities Feb - Apr 2020	29,660.58
PL22-4-20.1	23/04/2020	LGRCEU	Union Fee PPE: 20/4/2020	20.50
PL22-4-20.2	23/04/2020	Shire of Leonora	Rates Deduction PPE: 20/4/2020	108.41
PL6-5-2020	13/05/2020	LGRCEU	Union Fee PPE: 13/05/2020	20.50
			GRAND TOTAL	\$92,406.05

Shire of Leonora				
Monthly Report - List of Accounts Paid by Authorisation of Council				
Submitted to Council on the 19th May, 2020				
Batch Payment 28, referenced from BP 28.01 to BP 28.53 totalling \$802,283.90 submitted to each member of the Council on 19th May, 2020 has been checked and is fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.				
CHIEF EXECUTIVE OFFICER				
Batch Reference	Date	Name	Item	Payment
BP 28.01	19/05/2020	Artcom Fabrication Design Group	Gwalia Vehicle Shed Media Units and Coat Rack	7,918.90
BP 28.02	19/05/2020	AYA Group Pty Ltd	Purchases from the Supermarket for Childcare Centre, Shire Office and museum as well as various items purchased for "comfort bags" in response to COVID-19 Pandemic	7,604.52
BP 28.03	19/05/2020	Bitutek Pty Ltd	Bitumen Resealing Works as per request for Tender 01/2020 dated 3rd March, 2020 Agnew to Lake Miranda	653,664.11
BP 28.04	19/05/2020	Bridgestone Mining Solutions	Supply of 4 x 1400R24 VMTSTL Grader Tyres as per Quote 30003134	6,481.42
BP 28.05	19/05/2020	Canine Control	Ranger Services for Shire of Leonora, 20-22/04/2020 & 3-5/05/2020	8,441.66
BP 28.06	19/05/2020	Cheric Leonora	Supply of Poly Pipe for Works Done at Rifle Club as per Community Grant	1,188.00
BP 28.07	19/05/2020	Cloud Collections Pty Ltd	Legal Expenses Incurred as a Result of Outstanding Debt Recovery	8,163.45
BP 28.08	19/05/2020	Coolgardie Tyre Service	Tyres as required for Padfoot Roller	3,894.00
BP 28.09	19/05/2020	CyberSecure Pty Limited	Monthly Data Protection for Shire of Leonora - May, 2020	250.80
BP 28.10	19/05/2020	Dave Hadden	Environmental Health and Building Services for Shire of Leonora, Shire of Laverton and Shire of ...	6,776.00
BP 28.11	19/05/2020	Eagle Petroleum (WA) Pty Ltd	Fuel card transactions for April as well as additional fuel purchased as required	355.29
BP 28.12	19/05/2020	Educating Kids	Supply of Toddler Kitchen Unit and Hessian Tepee for Leonora Child Care Centre	327.79
BP 28.13	19/05/2020	Elite Gym Hire	Six Months Gym Equipment Hire Rental January 2020 - June 2020 (Monthly)	749.84
BP 28.14	19/05/2020	Griffin Valuation Advisory	Valuations of 17 Queen Victoria Street and 21 Queen Victoria Street	2,640.00
BP 28.15	19/05/2020	GTN Services	Supply of 10 x IIR22.5 Trailer Tyres as per Quote 1360	2,750.00
BP 28.16	19/05/2020	Harvey Norman AV/IT Superstore Kalgoorlie	TV & Wall mount for Childcare Centre, Pillows and throwrugs for Hoover House, Tablets for Childcare Centre and Ironing board cover and milkshake machine for Hoover House	4,460.60
BP 28.17	19/05/2020	ITR Kalgoorlie	Cutting Edges, Bolts and Nuts for P202	1,446.09
BP 28.18	19/05/2020	J.R. & A. Hersey Pty Ltd	Hats for Centre Staff at the Childcare Centre with Centre Logo	34.10
BP 28.19	19/05/2020	Kalgoorlie Case & Drill Pty Ltd	Water Tank and Jack for Depot	416.90
			Sub Total	\$717,563.47

Batch Reference	Date	Name	Item	Payment
			Balance Brought Forward	\$717,563.47
BP 28.20	19/05/2020	Kayliss Kar Hui Toh	Relocation Allowance - Perth to Leonora 25/04/2020	250.00
BP 28.21	19/05/2020	Kerion Pty. Ltd.	Flights for K Hui Toh 22/04/2020 Leonora to Perth	250.00
BP 28.22	19/05/2020	Landgate	National Valuation & Formal description for Agnew Mining Village & Mining Tenements Chargeable schedule no M2019/3	794.40
BP 28.23	19/05/2020	Leinster Smash Repairs	2 x Larger Roller Tyre Change Outs	550.00
BP 28.24	19/05/2020	Leonora Bush Missions.	Payment of 2019/2020 Community Grant	5,940.00
BP 28.25	19/05/2020	Leonora Pharmacy -	Flu shots for shire staff and alcohol wipes	764.50
BP 28.26	19/05/2020	Leonora Post Office	Postage and Supplies for Leonora Shire Office	60.30
BP 28.27	19/05/2020	Local Community Insurance Services	Insurance Cover for the Shire of Leonora on Behalf of Uninsured Stallholders, Buskers, Performer...	715.00
BP 28.28	19/05/2020	Luck Thai Cleaning	Cleaning for Shire Buildings 27/04/2020-10/05/2020	3,946.25
BP 28.29	19/05/2020	Mandy Wynne -	Interim Audit Assistance	300.00
BP 28.30	19/05/2020	Manuel Zagorianos	Reimbursement for Fuel Purchased	20.00
BP 28.31	19/05/2020	McMahon Burnett Transport	Freight Charges for Stationery and Oven for White House at Gwalia	367.36
BP 28.32	19/05/2020	Moore Stephens	Budget review amendments, compilation of the statement of financial activity and review of BAS for March 2020	5,948.06
BP 28.33	19/05/2020	Multiple Trades and Maintenance	Installation of Isolation Valve to Evap A/C Unit at 26 Queen Victoria Street	140.66
BP 28.34	19/05/2020	Netlogic Information Technology	Resolve Minor Issues for Staff and Set Up of Better Internet for Doctors House	686.50
BP 28.35	19/05/2020	Office National Kalgoorlie	Stationery for Shire Office and Childcare Centre, and travel costs for service of shire printers	438.69
BP 28.36	19/05/2020	Outback Grave Markers	Manufacture of 169 Plaques for Lawlers Cemetery	5,070.00
BP 28.37	19/05/2020	Penns Cartage Contractors	Freight Charges for Transport of 2 x Skids from AFGRI to Shire of Leonora	193.60
BP 28.38	19/05/2020	Pier Street Medical	Instant Drug and Alcohol Screen for G. Wallace	66.00
BP 28.39	19/05/2020	Prime Media Group Ltd	Airtime Proposal for Gwalia Ghost Town 2019/2020 as per proposal dated 9th July, 2019 for Month ...	660.00
BP 28.40	19/05/2020	Prosegur Australia Pty Ltd	ATM Rental and Upkeep for Month of March, 2020	2,945.27
BP 28.41	19/05/2020	Randstad	Supply of educators for Leonora Childcare Centre	1,375.37
BP 28.42	19/05/2020	Robert Glenn Bone	Preparation of Application to the Minister for the Proposed GRV Rating of the Agnew Mining Accom...	315.00
BP 28.43	19/05/2020	Specialised Tree Lopping	Two Days Tree Lopping/Pruning Town Street Verges and Shire Managed/Owned Properties	17,600.00
BP 28.44	19/05/2020	Squire Patton Boggs	Compilation of CEO's new Contract	6,050.00
BP 28.45	19/05/2020	St John Ambulance Leonora Sub Branch	Community Grant for 000 Ball	2,000.00
			Sub Total	\$775,010.43

Batch Reference	Date	Name	Item	Payment
			Balance Brought Forward	\$775,010.43
BP 28.46	19/05/2020	Toll Transport Pty Ltd	Freight as requested by Shire facilities	292.95
BP 28.47	19/05/2020	Truckline	Filters, Brake Parts, Lamps etc. for Various Trucks	391.59
BP 28.48	19/05/2020	Tutt Bryant Equipment - WA	Filters for P2333 as per Quote 1084940	1,040.86
BP 28.49	19/05/2020	Vanguard Press	Freight & Handling of Northern Goldfields Brochures - April, 2020	41.00
BP 28.50	19/05/2020	West Australian Newspapers Ltd	Advertising for Christmas Closure - 2019	914.50
BP 28.51	19/05/2020	Western Australian Local Government Ass.	Supply of 2 x Pallets of Hand Sanitiser	22,862.40
BP 28.52	19/05/2020	WINC Australia Pty Ltd	Stationery supplies as required by Shire Office, Childcare Centre and CRC	1,177.98
BP 28.53	19/05/2020	Xstra Group Pty Ltd	PABX Hosting, Provision & Support per extension - Service Rental for May, 2020	552.19
			GRAND TOTAL	\$802,283.90

11.0 REPORTS OF OFFICERS

11.2 DEPUTY CHIEF EXECUTIVE OFFICER

11.2 (C) PROPOSED 2020/21 SCHEDULE OF FEES AND CHARGES

SUBMISSION TO: Meeting of Council
Meeting Date: 19th May 2020

AGENDA REFERENCE: 11.2 (C) MAY 2020

SUBJECT: Proposed 2021/20 Schedule of Fees and Charges

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 1.6

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Linda Gray

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 12th May 2020

BACKGROUND

On 16th March 2020, as part of the Coronavirus COVID-19 WA stimulus package, the State Government announced a freeze of household fees and charges. In line with the Premier, Mr Mark McGowan's instructions, and in response to the Minister for Local Government, Heritage; Culture and the Arts, Hon David Templeman's comments that "the State and Federal Governments are doing everything they can to take decisive action to support individuals, households and businesses during this difficult period. It's important that local governments are able to do the same for their communities", the Shire of Leonora have reported in their COVID-19 Relief and Recovery Strategy Implementation Plan that they would not be increasing their fees and charges for the 2020/21 Financial Year.

Although the fees and charges will not be adopted until Council considers the 2020/21 draft Annual Budget, with the early completion of the review of fees and charges due to the freeze, it was considered an opportune time to review with the Council, although any changes are limited.

Attached for information, is the proposed 2020/21 schedule of fees and charges. Some information is noted below to identify any additions within the document:

I13 – Economic Services/I135 – Information Centre/I135002 – Tourist Souvenir Sales

- Macrame. Reduction in price. At present the range of price for macramé items is \$45 - \$60. Very few of the products have sold, and it is suggested that the price is reduced to \$10 - \$20 ex GST as the goods are looking a little sad.
- Pkt of Heirloom wildflower seed. New product to be sold as fits with the Information Centre's theme of flora and fauna. \$6 per pkt
- Gift pack of Heirloom wildflower seed. \$25 per Gift Pack.

I13 – Economic Services/I134 – Gwalia Historic Precinct/I134454 – Merchandise Sales

- Front Line Policing \$32.00. Remove as no more available.
- DVD Hoovers Gold – New addition at a cost of \$15.00 inc GST.

I14 – Other Property & Services/I141 – Private Works/I141450 – Charges – plant hire

- Padfoot roller – New addition at a cost of \$220.00 inc GST. Dry hire.

The attached schedule of proposed fees and charges is not being recommended for adoption, but rather for discussion to highlight any further amendments. It will still be presented for adoption when the 2020/21 draft Annual Budget is presented for consideration.

STATUTORY ENVIRONMENT

Section 6.2(4) (k) of the Local Government Act 1995 highlights that a local government is to prepare an annual budget that incorporates a schedule of fees and charges to be imposed by the local government

Section 6.15(1) (a) (iii) of the Local Government Act 1995 allows a local government to receive revenue / income from fees and charges.

Section 6.16 (3) of the Local Government Act 1995 provides for the imposition of fees and charges by a local government, at the time of adopting the annual budget (absolute majority required).

A State of Emergency was declared over the State of Western Australian on 15th March 2020, and this is still in place, due to the pandemic.

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report. It is covered under the new Policy designed to mitigate the impact of the pandemic – the COVID-19 Hardship Policy.

FINANCIAL IMPLICATIONS

It is estimated that the financial implications resulting from the recommendation of this report will have a detrimental effect on the Shire's finances. Nil increase plus the impact of COVID-19 on the tourism industry will bring in reduced revenue. In addition, the closure of various facilities like the Youth Centre, Recreational Centre and Swimming Pool will also have an impact on reduced revenue. The estimated value of the freeze will be approximately \$100,000.

STRATEGIC IMPLICATIONS

The strategic implications resulting from the recommendation of this report will be the Shire of Leonora's limited ability to meet the following outcomes identified in the Strategic Community Plan 2017 -2027. Economic Objective/Economic hub of the Northern Goldfields Outcome 2.1 Become the economic focal point for business and industry in the Northern Goldfields 2.1.4 Support essential infrastructure and services to promote growth.

RECOMMENDATIONS

That the attached Proposed 2020/21 Schedule of Fees and Charges be included for consideration with the 2020/21 draft Annual Budget early in the new financial year.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Chief Executive Officer



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I03 · GENERAL PURPOSE FUNDING					
I031 · Rates					
I030010 · Charges - Admin. - Instalments			\$24.00	FRE	
I030013 · Rates - General Enquiries			\$50.00	FRE	
I030013 · Rates - Reprint Rate Notice			\$11.00	GST	
I030013 · Rates - Payment Arrangement Fee			\$24.00	GST	
I04 · GOVERNANCE					
I041 · Governance - Membership					
I041426 · Nomination Deposit			\$80.00	FRE	
I041429 · Reimbursements					
Council Minutes - Per Copy			\$5.50	GST	free if attending the relevant meeting
Council Minutes - Annual Charge			\$66.00	GST	free if attending the relevant meeting
Council Meeting Agenda			\$10.00	GST	free if attending the relevant meeting
Annual Report			\$15.00	GST	free if attending the relevant meeting
Budget			\$15.00	GST	free if attending the relevant meeting
Strategic Community Plan			\$10.00	GST	free if attending the relevant meeting
Freedom of Information					
Fee - Personal info about the applicant			\$0.00	FRE	no charge
Fee - App. fee under Sec 1 (e) of Act			\$30.00	FRE	
Charge-time taken to deal with applic.			\$30 per hour	FRE	Pro rata for a part of an hour
Charge-access time supervised by staff			\$30 per hour	FRE	Pro rata for a part of an hour
Charge-staff time for photocopying			\$30 per hour	FRE	Pro rata for a part of an hour
Charge-per photocopy			\$0.50	FRE	
Duplicating a tape, film or computer info			Actual Cost	FRE	
Delivery, packaging and postage			Actual Cost	FRE	
Advance Deposit (Section 18(1) of Act)			25%		
Advance Deposit (Section 18(4) of Act)			75%		
I05 · LAW ORDER & PUBLIC SAFETY					
I052 · Animal Control					
I052400 · Fines & Penalties			Assorted	FRE	as per Dog Act and relevant Local Laws
I052410 · Fees - Impounding					
Pound fees per dog per day			\$20.00	FRE	per day
Pound Release fee			\$75.00	FRE	per cat or dog
Microchipping (if required)			\$55.00	FRE	per cat or dog
I052420 · Fees - Dog Registrations					
<u>Non Working Dogs</u>					
Unsterilised 1 year			\$50.00	FRE	per dog* refund of excess fees will be provided if sterilised
Unsterilised 3 years			\$120.00	FRE	per dog* refund of excess fees will be provided if sterilised
Unsterilised lifetime			\$250.00	FRE	per dog* refund of excess fees will be provided if sterilised
Sterilised 1 year			\$20.00	FRE	per dog* refund of excess fees will be provided if sterilised
Sterilised 3 years			\$42.50	FRE	per dog* refund of excess fees will be provided if sterilised
Sterilised lifetime			\$100.00	FRE	per dog* refund of excess fees will be provided if sterilised



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I05 · LAW ORDER & PUBLIC SAFETY					
I052 · Animal Control (cont'd)					
I052420 · Fees - Dog Registrations					
Working Dogs - 25% of stated fee					a refund of excess fees will be provided.
Pensioners - 50% of stated fee					
1 year after 31st May of that year 50% of stated fee					
I052423 · Fees - Cat Registrations					
1 year			\$20.00	FRE	per cat
3 years			\$42.50	FRE	per cat
Lifetime			\$100.00	FRE	per cat
Pensioners - 50% of stated fee					
1 year after 31st May of that year 50% of stated fee					
Annual application for approval to breed			\$100.00	FRE	per cat
I07 · HEALTH					
I074 · Admin. & Inspections					
I074422 · Caravan Park Annual Registration					
Minimum Fee			\$200.00	FRE	
Long Stay Sites			\$6.00 per site	FRE	
Short Stay Sites			\$6.00 per site	FRE	
Camp Site			\$3.00 per site	FRE	
Overflow Site			\$1.50 per site	FRE	
Additional fee for renewal after expiry			\$20.00	FRE	
Temporary licence			Minimum \$100.00	FRE	
Transfer of licence			\$100.00	FRE	
I076 · Other					
I076470 · Fees - Lodging House Registration			\$180.00	FRE	
Hairdressing Establishment			\$50.00	FRE	
I076471 · Fees - Food Premises & Eating House Registration			\$100.00	GST	
Renewal (annual)			\$50.00	GST	
I08 · EDUCATION & WELFARE					
I081 · Childcare Centre Fees					
I080008 · Childcare Centre Income					
Full day fee per child			\$86.00	GST	per day - up to 9 hours
Half day per child			\$64.50	GST	per day - up to 4 hours
School hours per child			\$73.00	GST	per day - up to 6 hours
Weekly			\$387.00	GST	per week - up to 9 hours x 5 days



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I09 · HOUSING					
I091 · Staff Housing					
I091423 · I091437 · Staff Housing Unfurnished			\$65.00	INP	per week
I091424 · Single Persons Quarters			\$25.00	INP	per week
I091428 · Fully Furnished Staff Housing			\$100.00	INP	per week
I10 · COMMUNITY AMENITIES					
I101 · Sanitation - Household					
I101410 · Charges Domestic Refuse Removal			\$195.00	FRE	per bin
I101504 · Charges - Sale of Bins			\$88.00	GST	per bin
I102 · Sanitation - Other					
I102410 · Charges - Commercial Refuse			\$422.00	FRE	per bin
I102411 · Charges - Bulk Refuse =< 10m3 truckload			\$110.00	GST	per truckload up to 10m3 each
I103 · Sewerage					
I103430 · Fees - Septic Tank Fees - Application			\$118.00	FRE	application fee only
Local Govt Report			\$118.00	FRE	
Permit to Use			\$118.00	FRE	
I103431 · Liquid Waste Disposal Fee					
Liquid Waste Disposal Fee Townsite			\$0.03 per litre	FRE	per litre of liquid waste
Other (mine)			\$0.06 per litre	FRE	per litre of liquid waste
I106 · Other · Town Planning					
I106001 · Town Planning Fees					
1. Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is –					
A) not more than \$50,000			\$147	FRE	
B) more than \$50,000 but not more than \$500,000			0.32% of estimated cost of development	FRE	
C) more than \$500,000 but not more than \$2.5 million			\$1,700+0.257% for every \$1 in excess of \$500,000	FRE	
D) more than \$2.5 million but not more than \$5 million			\$7,161+0.206% for every \$1 in excess \$2.5m	FRE	
E) more than \$5 million but not more than \$21.5 million			\$12,633+0.123% for every \$1 in excess of \$5 million	FRE	
F) more than \$21.5 million			\$31,196	FRE	
2. Determining a development application (other than for an extractive industry) where the development has commenced or been carried out			The fee in item 1 plus, by way of penalty, twice that fee	FRE	
3. Determining a development application for an extractive industry where the development has not commenced or been carried out			\$739	FRE	
4. Determining a development application for an extractive industry where the development has commenced or been carried out			The fee in item 3 plus, by way of penalty, twice that fee	FRE	



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I10 · COMMUNITY AMENITIES					
I106 · Other · Town Planning (cont'd)					
I106001 · Town Planning Fees (cont'd)					
5. Providing a subdivision clearance for –				FRE	
A) not more than 5 lots			\$73 per lot	FRE	
B) more than 5 lots but not more than 195 lots			\$73 per lot for the first 5 lots and then \$35 per lot	FRE	
C) more than 195 lots			\$7,393	FRE	
5A. Determining an application to cancel or amend development approval			\$295	FRE	
6. Determining an initial application for approval of a home occupation where the home occupation has not commenced			\$222	FRE	
7. Determining an initial application for approval of a home occupation where the home occupation has commenced		The fee in item 6 plus, by way of penalty, twice that fee		FRE	
8. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires			\$73	FRE	
9. Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired		The fee in item 8 plus, by way of penalty, twice that fee		FRE	
10. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out			\$295	FRE	
11. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out		The fee in item 10 plus, by way of penalty, twice that fee			
12. Providing a zoning certification			\$73	FRE	
13. Replying to a property settlement questionnaire			\$73	FRE	
14. Providing written planning advice			\$73	FRE	
I107 · Other					
I107412 · Fees - Cemetery					
Application Fee			\$400.00	FRE	
Grave Preparation			\$910.00	GST	
Grave Preparation - extra depth			\$110.00	GST	
Funeral Director Annual Fee			\$50.00	FRE	
Funeral Director Single Licence			\$25.00	FRE	
Reopening			\$550.00	FRE	
Monumental Contractor Annual Fee			\$100.00	FRE	
Monumental Contractor Single Fee			\$50.00	FRE	



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I11 · RECREATION & CULTURE					
I114 · Recreation Facilities					
I114450 · Charges - Facility Hire					
Rec Centre & Sport Complex					
Level 1 - Non Profit Groups		\$60.00	\$120.00	GST	
Level 2 - Commercial Hire		\$150.00	\$220.00	GST	
Level 3 - Balls/Weddings/Functions		\$180.00	\$330.00	GST	
Level 4 - Funerals		\$120.00	\$120.00	GST	
Setting up & Putting away tables & chairs		\$55.00	\$55.00	GST	
Bond		\$150.00	\$350.00	GST	
Leonora Town Oval					
Night time use - Lights			\$55.00	GST	per hour
Tennis Courts					
Tennis - Night - Lights			\$15.00	GST	per hour
Tennis - Day			\$10.00	GST	per hour
Tennis Racquet Hire			\$2.00	GST	includes ball
Squash Courts					
Half Hour			\$8.00	GST	
One Hour			\$15.00	GST	
I114451 · Charges - Sport Hire					
Participation fees for Events at the Hall					
Sport - Player Entry		Adults \$5.00	School/Non Comp \$2.00	GST	
Sport/Com. Group - Team Fee		\$15.00		GST	
Equipment - Hire (Per item)		\$5.00	\$2.00	GST	
Fitness - Exercise Class		\$5.00	\$2.00	GST	
Fitness - Exercise Class (10 passes)		\$40.00		GST	
Gym Membership		Adult	School Students		
1 month		\$45.00	\$20.00	GST	
3 months		\$80.00	\$40.00	GST	
6 months		\$150.00	\$80.00	GST	
12 months		\$250.00	\$120.00	GST	
12 months - Staff		\$125.00		GST	
Casual		\$8.00	\$4.00	GST	
Seniors		50% of full rates	n/a	GST	Available upon production of Senior's Card
Key Deposit		\$25.00	n/a	FRE	
Corporate Membership - All Facilities (except pool)					
1-4 Members			\$400.00	GST	per year
5-8 Members			\$600.00	GST	per year
9+ Members			\$750.00	GST	per year



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I11 · RECREATION & CULTURE					
I114 · Recreation Facilities (cont'd)					
I114465 · Charges - Swimming Pool					
Adults		\$3.50		GST	
Children		\$2.50		GST	
Pensioners		\$2.50		GST	
Children under 3 years		free		FRE	
Spectators		\$2.00		GST	
Seasons Tickets					
Adult		\$100.00		GST	
Staff		\$80.00		GST	
Children 14 years and younger		\$50.00		GST	
Pensioners and Seniors		\$50.00		GST	
Family - 2 adults and 2 children		\$200.00		GST	
Seasons Ticket - Half Season					
Adult		\$60.00		GST	
Children 14 years and younger		\$30.00		GST	
Pensioners and Seniors		\$30.00		GST	
Family - 2 adults and 2 children		\$120.00		GST	
Monthly Tickets					
Itinerant Residents only		\$40.00		GST	
Pool Facility Hire - private exclusive use		\$150.00		GST	outside normal opening hours and no alcohol
Pool Facility Hire - Birthday Parties		\$22.00		GST	for 2 hours use of grassed area plus entry fee per person
I117 · Community Resource Centre					
I117004 · CRC Membership					
Membership (24 hour access)		Individual	Additional Users (per user)		Additional Users limited to three (3) per membership
1 month		\$40.00	\$10.00	GST	
3 months		\$60.00	\$10.00	GST	
6 months		\$90.00	\$20.00	GST	
1 year		\$140.00	\$20.00	GST	
Daily rate		\$20.00	N/A	GST	
Membership (business hours access)		Individual	Additional Users (per user)		Additional Users limited to three (3) per membership
1 month		\$25.00	\$10.00	GST	
3 months		\$50.00	\$10.00	GST	
6 months		\$80.00	\$20.00	GST	
1 year		\$120.00	\$20.00	GST	
Daily rate		\$20.00	N/A	GST	
Card Deposit		\$25.00	\$25.00	FRE	
I117005 · Tower Street Times Income					
Advertising		Full Page	Half Page		
A4 Black & white		\$20.00	\$10.00	GST	
A4 Colour		\$30.00	\$15.00		
A5 Black & White		\$10.00	\$5.00	GST	
A5 Colour		\$15.00	\$7.50		



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I11 · RECREATION & CULTURE					
I117 · Community Resource Centre (cont'd)					
I117006 · Computer Usage					
Log on fee			\$1.50	GST	
Per Minute			\$0.10	GST	
Wifi Connection 15 min			\$3.00	GST	
Wifi Connection 30 min			\$4.50	GST	
Wifi Connection 60 min			\$7.50	GST	
Secretarial & Design Services			\$30.00 per hour	GST	
Photocopying, Printing, Scanning (B&W)		Members	Non Members		
A4 1-50 pages		\$0.15	\$0.25	GST	price is per page
A4 51+ pages		\$0.15	\$0.15	GST	price is per page
Scans/Page		\$0.10	\$0.10	GST	price is per page
A3 1-50 pages		\$0.20	\$0.40	GST	price is per page
A3 51+ pages		\$0.20	\$0.20	GST	price is per page
Scans/Page		\$0.15	\$0.15	GST	price is per page
Photocopying, Printing, Scanning (Colour)		Members	Non Members		
A4 1-50 pages		\$0.30	\$0.60	GST	price is per page
A4 51+ pages		\$0.30	\$0.30	GST	price is per page
Scans/Page		\$0.30	\$0.30	GST	price is per page
A3 1-50 pages		\$0.60	\$0.90	GST	price is per page
A3 51+ pages		\$0.60	\$0.60	GST	price is per page
Scans/Page		\$0.30	\$0.30	GST	price is per page
Photo Printing					
Photo 6 x 4			Individual		
Single Print			\$0.50	GST	price is per print
Photo 5 x 7				GST	
Single Print			\$2.20	GST	price is per print
2-9 prints			\$1.80	GST	price is per print
10+ prints			\$1.40	GST	price is per print



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I11 · RECREATION & CULTURE					
I117 · Community Resource Centre (cont'd)					
I117007 · Secretarial Services (cont'd)					
Faxing			Individual		
Local			\$1.00	GST	
Interstate			\$2.00	GST	
Binding of documents			Individual		
Up to 20 pages			\$2.50	GST	price is for binding service only (does not include printing)
20 - 50 pages			\$3.50	GST	price is for binding service only (does not include printing)
50 - 100 pages			\$5.50	GST	price is for binding service only (does not include printing)
100+ pages			\$7.50	GST	price is for binding service only (does not include printing)
Faxing			Individual		
International			\$5.00	GST	
Extra Pages - Local			\$0.10	GST	price is per page
Extra Pages - Interstate			\$0.20	GST	price is per page
Extra Pages - International			\$0.50	GST	price is per page
Laminating		Members	Non Members		
A4		\$1.00	\$1.00	GST	
A3		\$2.00	\$2.00	GST	
Roll / metre		\$6.00	\$6.00	GST	
plus \$5.00 set up fee					
I117011 · Toy Library					
Membership 3 months			\$30.00	GST	
Membership 6 months			\$50.00	GST	
Deposit			\$40.00	FRE	
I12 · TRANSPORT					
I126 · Aerodrome					
I126410 · Fees - Landing at Airport			\$13.50 per tonne	GST	
I126420 · Passenger Head Tax			\$13.50 per person	GST	For all aircraft with a maximum takeoff weight >5700kg
I126430 · Charges - Fuel at Airport drum				GST	At cost plus 20% - AVGAS
Refuelling - Office Hours (inc reset of AirBP bowser)			\$28.00	GST	Between 6am and 6pm weekdays
Refuelling - After hours (inc reset of AirBP bowser)			\$248.00	GST	Times not included above
I132 · Tourism/Area Promotion					
I132003 · Advertising for Leonora Information Bay					
= to or < than 1 square metre			\$275.00	GST	
> than 1 square metre			\$550.00	GST	



Shire of Leonora

Fees and Charges for 2020 - 2021



I13 · ECONOMIC SERVICES

I133 · Building Control

I133410 · Charges - Building Permits

- a) certified application for a Class 1 or Class 10 building or incidental structure
- b) for building work for a Class 2 to Class 9 building or incidental structure
- c) uncertified application for a building permit
- d) application for a demolition permit
 - 1. for demolition work in respect of a Class 1 or Class 10 building or incidental structure
 - 2. for demolition work in respect of a Class 2 to Class 9 building
- e) application to extend the time during which a building or demolition permit has effect
- f) application for an occupancy permit for a completed building
- g) application for a temporary occupancy permit for an incomplete building
- h) application for modification of an occupancy permit for additional use of a building on a temporary basis
- i) application for a replacement occupancy permit for permanent change of the buildings use
- j) application for an occupancy permit or building approval certificate for registration of Strata Scheme, plan of re-subdivision
- k) application for an occupancy permit for a building in respect of which unauthorised work has been done
- l) application for a building approval certificate for a building in respect of which unauthorised work has been done
- m) application to replace an occupancy permit for an existing building
- n) application for a building approval certificate for an existing building where unauthorised work has been done
- o) application to extend the time during which an occupancy permit or building approval certificate has effect
- p) application as defined in regulation 31 – for each building standard in respect of which a declaration is sought is
- q) inspections of pool enclosures
- r) local government approval of battery powered smoke alarms

2020-21	2020-21	2020-21	GST Ind	Comments
	0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$97.70		FRE	
	0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$97.70		FRE	
	0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$97.70		FRE	
		\$105.00	FRE	
	\$105.000 for each storey of the building		FRE	
		\$105.00	FRE	
		\$105.00	FRE	
		\$105.00	FRE	
		\$105.00	FRE	
		\$105.00	FRE	
	The fee is \$11.60 for each strata unit covered by the application, but not less than \$115		FRE	
		\$105.00	FRE	
		\$105.00	FRE	
		\$105.00	FRE	
		\$105.00	FRE	
		\$105.00	FRE	
		\$2,160.15	FRE	
		\$57.45	FRE	
		\$179.40	FRE	



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I13 · ECONOMIC SERVICES					
I133 · Building Control (cont'd)					
Building Service Levy					
		Over \$45,000.00	\$45,000.00 or less	FRE	
Building permit or demolition permit		0.137% of the value of the work	\$61.65	FRE	
Occupancy permit or building approval certificate for approved building work under s51 of Building Act		\$61.65	\$61.65	FRE	
Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act		0.274% of the value of the work	\$123.30	FRE	
Occupancy permit under s46 of the Building Act		No levy is payable	No levy is payable	FRE	
Modification of occupancy permit for additional use of building on temporary basis under s48 of the Building Act		No levy is payable	No levy is payable	FRE	
Building Construction Industry Training Fund			Over \$20,000.00		
Value of construction work (including GST)			0.2%	GST	
I134451 · Museum Entry					
Adult			\$0.00	GST	Donation optional
Child			\$0.00	GST	Donation optional
Family			\$0.00	GST	Donation optional
Handset for Audio Tours			\$2.00	GST	
Entrance Fees - Bus Tours			\$0.00	GST	Donation optional
I134452 · Hoover House Accommodation					
Gold Room (Single)			\$170.00	GST	
Gold Room (Double)			\$190.00	GST	
Gold Room (Extra Person)			\$25.00	GST	Fold up bed
Blue Room (Single)			\$170.00	GST	
Blue Room (Double)			\$190.00	GST	
Blue Room (Extra Person)			\$25.00	GST	Fold up bed
Maroon Room (Single)			\$160.00	GST	
Maroon Room (Double)			\$180.00	GST	
Maroon Room (Extra Person)			\$25.00	GST	Fold up bed
RV RV Site Only Must be Self contained			\$0.00	GST	Donation optional



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I13 · ECONOMIC SERVICES					
I134 · Gwalia Historic Precinct					
I134454 · Merchandise Sales					
Publications, maps & guides					
110° In The Water Bag			\$40.00	GST	
Gwalia Unearthed guide			\$14.95	GST	
Leonora Loop Trail Guidebook			FREE		
Gwalia School: The Missing Years			\$15.00	GST	
Gwalia Unearthed DVD			\$14.95	GST	
Looking Back			\$32.00	GST	
Tall Timber			\$29.50	GST	
Golden Quest Discovery Trail inc 2 DVDs			\$38.95	GST	
Answering a Call			\$12.00	GST	
An Unlucky Oasis			\$40.00	GST	
Historical Cookbook			\$20.00	GST	
Gwalia			\$30.00	GST	
Digging Up the Past			\$15.00	GST	
Iron ore jewellery			\$10 - \$50	GST	
Souvenirs - Gwalia/Leonora					
Bucket Hat- Child			\$20.00	GST	
Bucket Hat - Youth/Adult			\$25.00	GST	
Engraved pen			\$5.95	GST	
Sketch of cottage - photocopy			\$2.00	GST	
Sketch of cottage - photocopy (Arlene Collins)			\$12.00	GST	
Embroidered cap			\$15.00	GST	
Photograph - framed			\$19.95	GST	
Car sticker			\$4.50	GST	
Stubby holder Milk Ctn			\$10.00	GST	
Wine Coolers			\$15.00	GST	
Water Drink Holders			\$10.00	GST	
Aluminium 750ml Water Bottle			\$15.00	GST	
Cork Based Coasters			\$10.00	GST	
Enamel Mug			\$15.00	GST	
Calico Bag Printed			\$12.00	GST	
Poster			\$2.00	GST	
Fridge magnet A			\$2.50	GST	
Postcard			\$2.00	GST	
DVD - Hoovers Gold			\$15.00	GST	
Keyring - Gwalia			\$8.00	GST	



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I13 · ECONOMIC SERVICES					
I134 · Gwalia Historic Precinct (cont'd)					
I134454 · Merchandise Sales (cont'd)					
Souvenirs - Gwalia/Leonora (cont'd)					
Glass - Scotch			\$12.00	GST	
Glass - Beer			\$12.00	GST	
Glass - Champagne			\$12.00	GST	
Glass - White wine			\$12.00	GST	
Glass - Red wine			\$12.00	GST	
Glass - Shot			\$10.00	GST	
Mug - White Ceramic			\$15.00	GST	
Spoon			\$7.00	GST	
Note Book and Pen			\$10.00	GST	
Hat Badges			\$5.50	GST	
Polo Shirts			\$35.00	GST	
Souvenirs - Other					
How to enjoy WA Wildflowers			\$21.00	GST	
Wildflowers of WA Calendar			\$21.95	GST	
Tea Towel - various designs			\$9.00	GST	
Spring Wildflowers Part 1			\$21.95	GST	
Australia Mail It Map - small A			\$7.00	GST	
Australia Mail It Map - large A			\$12.95	GST	
Australia Mail It Map - small B			\$13.00	GST	
Australia Mail It Map - large B			\$14.00	GST	
Collection Access			\$25.00	GST	Research (per hour)
Photocopying					
A4 Black & white			\$1.00	GST	per page
Photographs - Digital files provided on CD					
Personal Use			\$11.00	GST	per image
Scholarly Use			\$11.00	GST	per image
Commercial Use			\$22.00	GST	per image
Postage - within Australia			\$3.00	GST	per order
Postage - Overseas			\$22.00	GST	per order
Commercial Filming & Photography					
Filming			\$500.00	GST	per day or part thereof
Photography			\$250.00	GST	per day or part thereof



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I13 · ECONOMIC SERVICES					
I134 · Gwalia Historic Precinct (cont'd)					
I134455 · Catering & Coffee Sales					
Bed & Breakfast					
Continental Breakfast			\$8.00	GST	per person (this is included as part of the room tariff)
Cooked Breakfast			\$15.00	GST	This is only available for pre arranged functions
Morning/Afternoon Tea					For Meetings & Workshops
Tea, coffee, slice			\$10.00	GST	per person
Espresso, slice or scones			\$10.00	GST	per person
Lunch Sandwiches, slice, hot dish, fruit, tea or coffee			\$25.00	GST	per person
Sandwiches, tea or coffee			\$20.00	GST	per person
Cafe Sales					
Espresso or hot chocolate - mug			\$5.00	GST	
Espresso or hot chocolate - cup			\$4.50	GST	
Tea or instant coffee - cup			\$4.50	GST	
Iced coffee, chocolate or milkshake			\$6.00	GST	
Soft drink			\$2.50	GST	
Bottled water			\$2.50	FRE	
Hoover Gold cake - slice			\$6.50	GST	
Cheesecake - Various			\$6.00	GST	Lemon Meringue
Slice various - large			\$6.50	GST	This can be carrot cake or apple slice
Slice various - small			\$5.00	GST	
Muffin - various			\$4.00	GST	
Toasted sandwich			\$6.00	GST	
Chips & gravy			\$6.00	GST	
I134460 · Facility Hire					
Function Hire					
Hoover House, lawns & kitchen			\$600.00	GST	Inc tables and chairs
Security Deposit (Hoover House, lawns & kitchen)			\$200.00	FRE	
Lawn Area - day function			\$300.00	GST	
Lawn Area - evening function			\$400.00	GST	
Security Deposit (Lawn Area)			\$100.00	FRE	
BBQ Hire inc Gas Bottle			\$75.00	GST	
Kitchen Hire			\$150.00	GST	
Hire of Meeting Room or Verandah					
Full Day			\$300.00	GST	
Half Day			\$200.00	GST	
Two hour meeting			\$150.00	GST	
Evening			\$400.00	GST	
Hire of Projector and Screen			\$50.00	GST	
P/A Lectern Hire			\$40.00	GST	



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I13 · ECONOMIC SERVICES					
I135 · Information Centre					
I135001 · Gifts/Other Product Sales					
Publications, maps & guides					
110° In The Water Bag			\$40.00	GST	
Agnew			\$19.95	GST	
An Unlikely Oasis			\$40.00	GST	
Be Home before Dark			\$35.00	GST	
Digging up the Past			\$15.00	GST	
Flying Doctor Cookbook			\$20.00	GST	
Golden Quest Discovery Trail inc 2 DVDs			\$39.95	GST	
Golden Threads			\$23.95	GST	
Gwalia School: The Missing Years			\$15.00	GST	
Gwalia			\$30.00	GST	
Looking Back			\$32.00	GST	
Hiding Place			\$30.00	GST	
People like Us			\$40.00	GST	
Sole Survivor			\$35.00	GST	
Spring Wildflowers Part 1			\$21.95	GST	
Tall Timber			\$29.50	GST	
The Miner's Friend			\$12.95	GST	
The Round			\$66.00	GST	
Trail Book			\$0.00		No Charge
Leonora Heritage Trail Guidebook			\$0.00		No Charge
I135002 · Tourist Souvenir Sales					
Souvenirs					
Candles (Large)			\$31.50	GST	
Candles (Medium)			\$22.50	GST	
Candles (Small)			\$13.50	GST	
Candles (Buckets)			\$16.25	GST	
Gwalia Cards			\$5.00	GST	
Postcards			\$2.00	GST	
Shopping Bags			\$35.00	GST	
Shower Cap			\$15.95	GST	
Stickers (Large)			\$10.00	GST	
Tins			\$29.50	GST	
Waterbottles, t			\$10.00	GST	
Tea Towels			\$10.00	GST	
Pot Holders (Double)			\$25.00	GST	
Hand Towels			\$10.00	GST	
Macrame			\$10 - \$20	GST	
Pkt of Heirloom Wildflower seeds			\$6.00	GST	
Gift Pack of Heirloom Wildflower seeds			\$25.00	GST	
Aprons			\$34.95	GST	



Shire of Leonora

Fees and Charges for 2020 - 2021



	2020-21	2020-21	2020-21	GST Ind	Comments
I13 · ECONOMIC SERVICES					
I135 · Information Centre (cont'd)					
I135001 · Tourist Souvenir Sales (cont'd)					
Peg Apron			\$24.95	GST	
Band-aids			\$9.95	GST	
Stickers (Small)			\$7.50	GST	
Prints			\$40-\$80	GST	
Room Spray			\$219.95	GST	
Body Wash			\$29.95	GST	
Jewellery					
Necklaces			\$35.00	GST	
Earrings			\$15.00	GST	
Keyrings			\$18.00	GST	
Dish (large)			\$25.00	GST	
Dish (Small)			\$15.00	GST	
I137 · Shared Office Administration Centre					
I137009 · Office 1			\$11,220.00	GST	per annum plus outgoings
I137010 · Office 2			\$10,615.00	GST	per annum plus outgoings
I137011 · Office 4			\$35,337.23	GST	per annum plus outgoings
I137012 · DCPFS & Facility Rental			\$88,650.00	GST	per annum plus outgoings
I137013 · Casual Office Rental					
Office 1			\$55.00	GST	per day
Office 2			\$55.00	GST	per day
Consultant Room			\$55.00	GST	per day
Conference Room			\$165.00	GST	per day
Webcam Room			\$55.00	GST	per day
Training Room			\$55.00	GST	per day
Small Meeting Room			\$55.00	GST	per day
Family Interview Room			\$55.00	GST	per day
Videoconferencing Charge			\$35.00	GST	per hour
Booking Cancellation F			\$55.00	GST	per booking if cancelled within 24 hours
I137014 · Office 5			\$26,840.00	GST	per annum plus outgoings



Shire of Leonora **Fees and Charges for 2020 - 2021**



	2020-21	2020-21	2020-21	GST Ind	Comments
I14 · OTHER PROPERTY & SERVICES					
I141 · Private Works					
I141450 · Charges - plant hire					
Front End Loader			\$220.00	GST	per hour
Prime Mover and Low Loader			\$247.50	GST	per hour
Road Grader			\$220.00	GST	per hour
Padfoot roller			\$220.00	GST	per hour
Road Sweeper			\$113.30	GST	per hour
Forklift			\$113.30	GST	per hour
Utility			\$86.90	GST	per hour
Welder			\$66.00	GST	per hour
Mitsubishi Bus					
Bond - refundable			\$200.00	FRE	
first 100km			\$110.00	GST	
over 100km			\$1.01	GST	per km
Prime Mover - 1 Trailer			\$220.00	GST	per hour
Prime Mover - 2 Trailer			\$234.30	GST	per hour
Tiptruck - 10m3			\$170.50	GST	per hour
Tractor			\$93.50	GST	per hour
International Garbage Truck - driver only			\$176.00	GST	per hour
International Garbage Truck - 2 operators			\$200.20	GST	per hour
Excavator			\$185.00	GST	per hour
Water Tanker & Truck (37,000L)			\$220.00	GST	per hour
Water Truck (3,000L)			\$110.00	GST	per hour
Bulk Water			\$8.56	GST	per Kilolitre
Portable Cattle Yard			\$100.00	GST	per day
Labour Hire (Gardens & General Labour)			\$55.00	GST	per hour (normal working hours only)
Labour Hire (Gardens & General Labour)			\$82.50	GST	per hour (overtime hours/penalty rates)
Labour Hire (Plant Operators etc)			\$93.50	GST	per hour

- 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 16th June, 2020
- 15.0 CLOSURE OF MEETING**