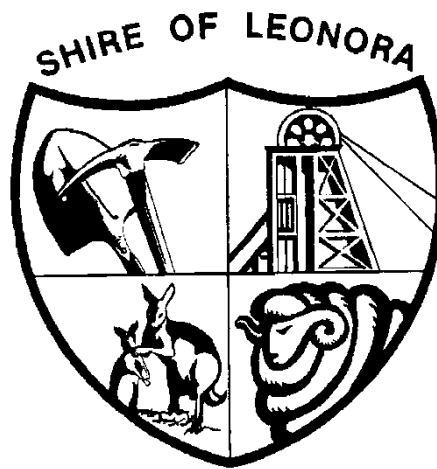


# **SHIRE OF LEONORA**

## **NOTICE OF AN ORDINARY COUNCIL MEETING**



DEAR COUNCIL MEMBER,  
THE NEXT ORDINARY MEETING OF THE SHIRE OF LEONORA  
WILL BE HELD ON TUESDAY, 20TH APRIL, 2021 IN THE SHIRE OF  
LEONORA COUNCIL CHAMBERS AT 9:30AM

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JG EPIS  
CHIEF EXECUTIVE OFFICER

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

# **SHIRE OF LEONORA**

## **INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS**

### **PLEASE NOTE:-**

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

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

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

JG EPIS  
CHIEF EXECUTIVE OFFICER

## COUNCIL MEETING INFORMATION NOTES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Local Government (administration) Regulations 1996**

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

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

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

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

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

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

**Local Government (Administration) Regulations 1996**

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

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

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

**10. Public Inspection of Unconfirmed Minutes (Reg 13)**

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

**SHIRE OF LEONORA**  
**ORDER OF BUSINESS FOR MEETING TO BE HELD**  
**TUESDAY 20TH APRIL, 2021.**

**COLOUR  
CODING**

- |              |   |
|--------------|---|
|              | <b>1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS/<br/>FINANCIAL INTEREST DISCLOSURES</b><br>Nil   |
|              | <b>2. DISCLAIMER NOTICE</b>   |
|              | <b>3. COUNCIL MEETING INFORMATION NOTES</b>   |
|              | <b>4. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE<br/>(PREVIOUSLY APPROVED)</b>   |
|              | <b>5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b>   |
|              | <b>6. PUBLIC QUESTION TIME</b>  |
|              | <b>7. APPLICATIONS FOR LEAVE OF ABSENCE</b>   |
|              | <b>8. PETITIONS / DEPUTATIONS / PRESENTATIONS</b>   |
| <b>White</b> | <b>9. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING</b><br>(Sent out previously)<br>Draft motion: That the Minutes of the Ordinary Meeting held on 16th March,<br>2021 be confirmed as a true and accurate record.    |
|              | <b>10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT<br/>DISCUSSION</b>   |
|              | <b>11. REPORTS OF OFFICERS</b>  |
| <b>Pink</b>  | <b>11.1 Chief Executive Officer</b><br>a) Revestment of Land<br>b) Compliance Audit Return<br>c) Disposition of Property/Land<br>d) Review of Local Laws<br>e) Draft Bush Fire Brigades Local Law<br>f) CEO Standards |
| <b>Blue</b>  | <b>11.2 Deputy Chief Executive Officer</b><br>a) Monthly Financial Statements – 31st March, 2021<br>b) Accounts for Payment   |
| <b>Green</b> | <b>11.3 Environmental Health Officer</b><br>a) Nambi Village Office and Housing Conditions  |
|              | <b>12. NEW BUSINESS OF AN URGENT NATURE<br/>INTRODUCED BY DECISION OF THE MEETING</b><br>a) Elected Members<br>b) Officers  |
|              | <b>13. STATE COUNCIL AGENDA</b>   |
|              | <b>14. NEXT MEETING Tuesday 18th May, 2021</b>  |
|              | <b>15. CLOSURE OF MEETING</b>   |

**11.0 REPORTS OF OFFICERS**  
**11.1 CHIEF EXECUTIVE OFFICER**  
**11.1(A) REVESTMENT OF LAND**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 20th April, 2021

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

**SUBJECT:** Revestment of Land

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Rateable Property – Revestments 16.3

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 19<sup>th</sup> March, 2021

**BACKGROUND**

Municipal rates on 79 Otterburn Street, Leonora have remained outstanding since the 1<sup>st</sup> July, 2016. Attempts to contact the owner, Malcolm Brian Jones since that date have been unsuccessful.

Description of land referred to is title reference Volume 1920 Folio 357. The land is VACANT. Townsite plan attached.

As of this date, an amount of \$2,336.00 is owing.

Notice of intent to have the land revested in the Crown was advertised in the Government Gazette on the 2<sup>nd</sup> March, 2021 and the Kalgoorlie Miner on the 27<sup>th</sup> February, 2021. No objection to the revestment of the land was received within the prescribed 30 day objection period.

**STATUTORY ENVIRONMENT**

In accordance with Section 6.74(1) of the *Local Government Act 1995* which states:

*If land is –*

- (a) rateable land; and*
- (b) vacant land; and*
- (c) land in respect of which any rates or services charges have been unpaid for a period of at least 3 years, the local government in whose district the land is situated may apply in the form and manner prescribed to the Minister to have the land revested in the Crown in right of the State.*

**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. Annual rate loss would be the minimum rate charge, possibly \$407.00.

**STRATEGIC IMPLICATIONS**

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



That Council resolve:

- (i) that the Application for Revestment of Land in the Crown, being Lot 79 Otterburn Street, Leonora (Volume 1920 Folio 357) be referred to the Minister for Local Government with a request that he grant the application;
- (ii) that if the application is approved by the Minister, the rate arrears including the Emergency Services Levy amounting to \$2,336.00 be written off; and
- (iii) that if the application is approved by the Minister, that a request be made to the Department of Planning, Lands and Heritage that the land, the subject of the revestment, be transferred to the Crown with a further request that the land be made available for re-sale.

#### **VOTING REQUIREMENT**

Absolute Majority Required

#### **SIGNATURE**

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Chief Executive Officer

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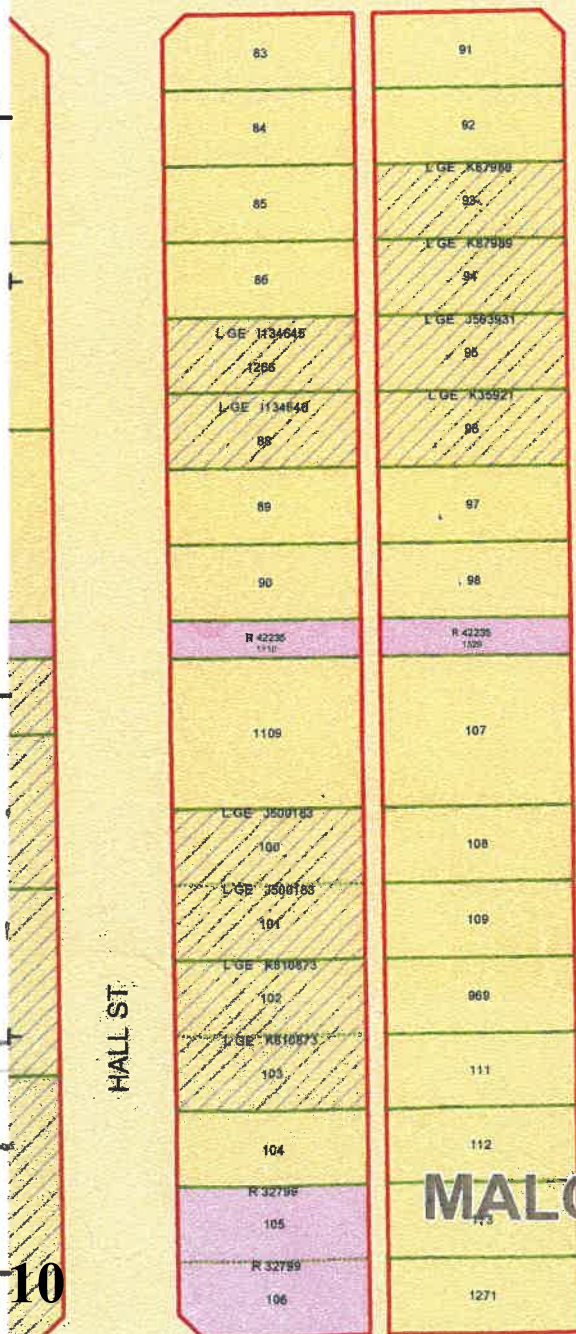
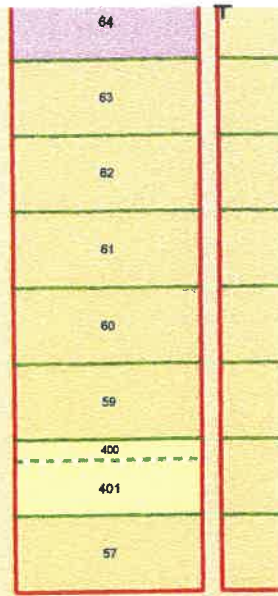
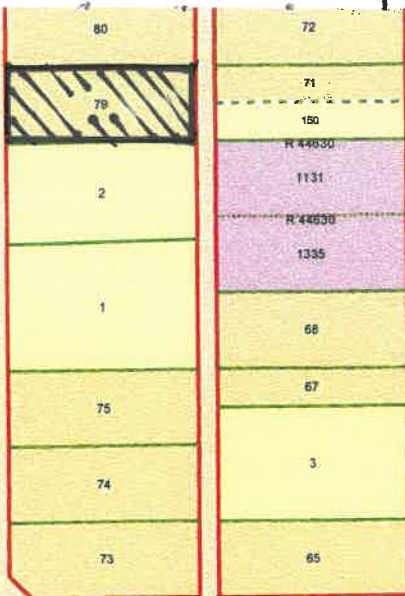
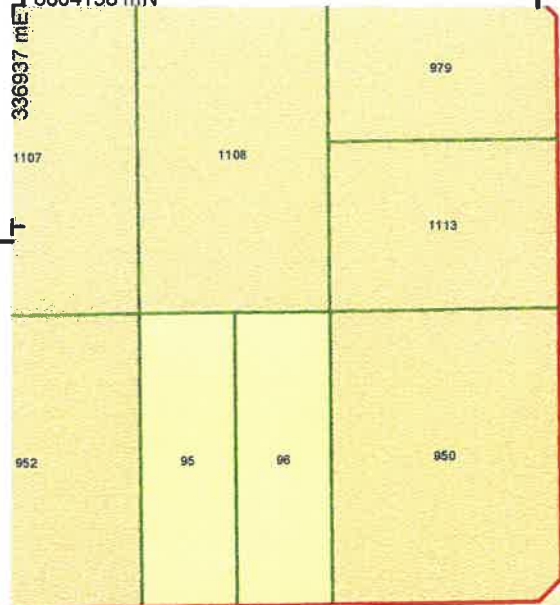
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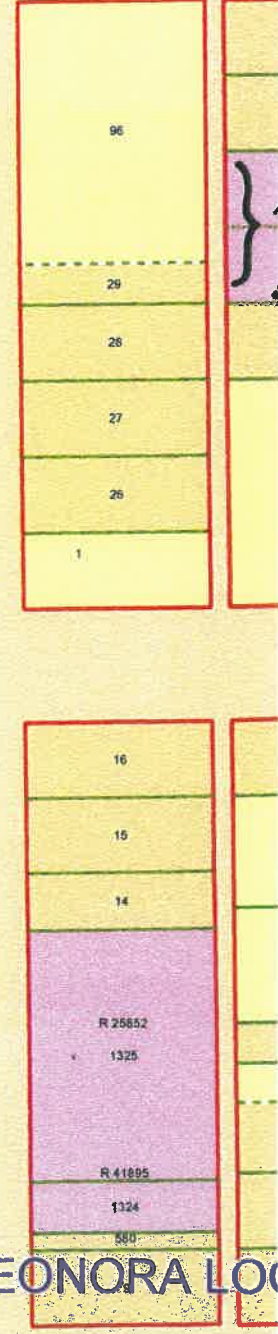
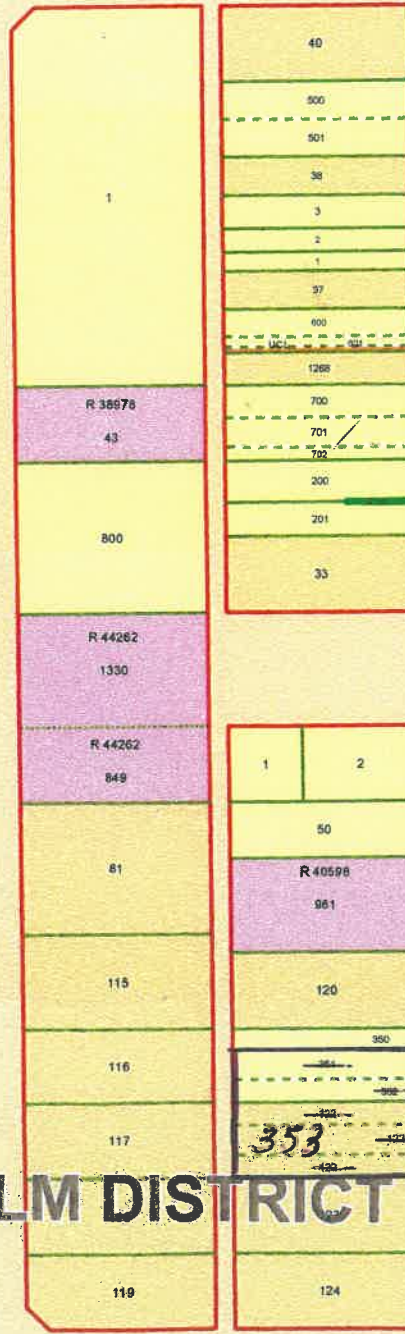
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OTTERBURN ST



HALL ST

MALCOLM DISTRICT

LEONORA LOO

## **11.0 REPORTS OF OFFICERS**

### **11.1 CHIEF EXECUTIVE OFFICER**

#### **11.1(B) COMPLIANCE AUDIT RETURN**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 20th April, 2021

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

**SUBJECT:** Compliance Audit Return 2020

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Department of Local Government

**FILE REFERENCE:** Department of Local Government & Regional Development – Circulars 6.11

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 30<sup>th</sup> March, 2021

#### **BACKGROUND**

Each year, Council is required to complete an annual compliance audit return (CAR) for the calendar year immediately preceding (1<sup>st</sup> January to 31<sup>st</sup> December) as published by the Department for Local Government and Communities. The CAR is then to be reviewed by the Audit Committee and a report presented to Council prior to the adoption of the CAR.

This year, the CAR was reviewed and completed by Moore Australia. Tanya Browning, Manager Local Government Advisory, from Moore Australia attended the Shire offices on 24 February 2021, during which time the CAR was completed through interviews with senior staff and the inspection of various documents and records including:

- Minute books
- Tender Register
- Financial Interest & Return Register
- Complaints Register
- Delegations Register
- Council's Website

The CAR is one of the tools that allow Council to monitor how the organisation is functioning in regards to compliance with the Local Government Act 1995 and provides the Audit and Risk Committee the opportunity to report to Council any cases of non-compliance or where full compliance was not achieved.

This process also provides opportunity for the Audit and Risk Committee to consider matters that may require further review within ongoing risk framework assessments and actions.

The Audit & Risk Committee reviewed the CAR at its meeting held 20<sup>th</sup> April, 2021, and resolved to recommend the adoption of the report to the Council and that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government. Minutes of that meeting are attached to this report as well as the 2020 CAR.

Through the completion of the 2020 CAR, there were instances of non compliance noted, particularly relating to matters which relate to recent changes to legislation, and to procurement under \$250,000 where insufficient evidence was available to support compliance with Council's purchasing policy. It was noted with management it is very difficult to declare during the review period the appropriate number of quotations had been obtained for every purchase (particularly low value purchases) in accordance with the purchasing policy.

A summary of matters noted during the completion of the 2020 CAR is attached for information. The attached summary also notes general improvement opportunities to systems and processes which were identified through



the completion of the CAR. These improvements may assist the Shire in its risk management activities and endeavours towards continual improvement of administrative and compliance functions.

## **STATUTORY IMPLICATIONS**

Regulation 14 of the *Local Government (Audit) Regulations 1996* provides that:

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 14 of the *Local Government (Audit) Regulations 1996* details the requirements with regard to certifying the CAR and issuing to the Departmental CEO

Section 7.13(1)(i) of the *Local Government Act 1995* refers to the provisions within regulations with regard to audits.

## **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.

## **RISK MANAGEMENT**

This item has been evaluated against the Shire's Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is medium prior to treatment.

## **STRATEGIC IMPLICATIONS**

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

## **RECOMMENDATIONS**

That the Council adopt the Compliance Audit Return for 2020 as shown in the attachment following this report, and that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.

## **VOTING REQUIREMENT**

Absolute Majority required.

## **SIGNATURE**

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Chief Executive Officer



## Leonora - Compliance Audit Return 2020

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Moore Australia
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Moore Australia
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Moore Australia
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Moore Australia
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Moore Australia



<b>Delegation of Power/Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Item 11.1(C) OMC held 19 May 2020	Moore Australia
2	s5.16	Were all delegations to committees in writing?	Yes		Moore Australia
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Moore Australia
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Moore Australia
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes	Item 11.1(C) OMC held 19 May 2020	Moore Australia
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Moore Australia
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Item 11.1(C) OMC held 19 May 2020	Moore Australia
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Moore Australia
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Moore Australia
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Moore Australia
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Moore Australia
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes	Item 11.1(C) OMC held 19 May 2020	Moore Australia
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Moore Australia

### Disclosure of Interest

<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Moore Australia



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

No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Moore Australia
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	N/A		Moore Australia
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Moore Australia
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Moore Australia
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Moore Australia
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Moore Australia
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Moore Australia
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Moore Australia
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Moore Australia
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Moore Australia
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Moore Australia
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	N/A		Moore Australia



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

No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	N/A		Moore Australia
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Moore Australia
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Moore Australia
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Moore Australia
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Moore Australia
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Moore Australia
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Moore Australia
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Moore Australia

### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		Moore Australia
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Moore Australia





<b>Elections</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		Moore Australia
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No entries recorded in register therefore none to remove	Moore Australia
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	N/A	No entries recorded in register	Moore Australia

<b>Finance</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	OCM 19/11/2019 item 10.1 (C)	Moore Australia
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes	Item 11.1(C) OMC held 19 May 2020	Moore Australia
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	No	Audits are under the Office of the Auditor General	Moore Australia
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	No	Audits are under the Office of the Auditor General	Moore Australia
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	Audit remained ongoing at conclusion of reporting period	Moore Australia
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A		Moore Australia



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No	Reference	Question	Response	Comments	Respondent
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	No	Report to Audit Committee item 4.1.1 18/2/20, received by Council item 11.1(B) OMC held 18/2/20.  Report did state action to be taken in relation to Operating Surplus Ratio but not Asset Sustainability Ratio	Moore Australia
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes		Moore Australia
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Moore Australia
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	No	Audits are under the Office of the Auditor General	Moore Australia
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	No	Audit remained ongoing at conclusion of reporting period	Moore Australia

### Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Item 11.1(A) at OMC held 21/7/20 reviewed the SCP 2017/2027	Moore Australia
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Item 11.1(A) at OMC held 21/7/20 reviewed the CBP 2020-2024	Moore Australia
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Moore Australia



<b>Local Government Employees</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Moore Australia
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Moore Australia
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Moore Australia
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Moore Australia
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Moore Australia
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Moore Australia

<b>Official Conduct</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	N/A	CEO is complaints officer	Moore Australia
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Moore Australia
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		Moore Australia
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	No entries recorded	Moore Australia

<b>Optional Questions</b>					
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No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	Audit & Risk Committee Meeting held 18/2/20 item 4.1.2 and presented to OMC 18/2/20 item 11.1(C)	Moore Australia
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes		Moore Australia
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	N/A		Moore Australia
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		Moore Australia
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	Item 11.2(L) at OMC held 18/2/2020	Moore Australia
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Moore Australia
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Moore Australia
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Item 11.2(M) at OMC held 18/2/2020	Moore Australia
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Moore Australia
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Moore Australia



### Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Moore Australia
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	No	Cannot guarantee compliance has occurred with all purchasing activities below \$250,000	Moore Australia
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Moore Australia
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Moore Australia
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Moore Australia
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Moore Australia
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Moore Australia
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Moore Australia
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Moore Australia



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No	Reference	Question	Response	Comments	Respondent
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Moore Australia
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Moore Australia
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	No EOIs called during 2020	Moore Australia
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Moore Australia
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A		Moore Australia
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A		Moore Australia
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Moore Australia
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	No panels established during 2020	Moore Australia
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Moore Australia
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Moore Australia
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Moore Australia



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No	Reference	Question	Response	Comments	Respondent
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Moore Australia
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Moore Australia
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Moore Australia
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes	OCM 21/05/2019 item 10.2(C)  Policy A.2.14	Moore Australia

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor/President, Leonora

\_\_\_\_\_  
Signed CEO, Leonora

**11.0 REPORTS OF OFFICERS**  
**11.1 CHIEF EXECUTIVE OFFICER**  
**11.1(C) DISPOSITION OF PROPERTY/LAND**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 20th April, 2021

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

**SUBJECT:** Disposition of Property/Land

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Council Property 3.0

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 13<sup>th</sup> April, 2021

**BACKGROUND**

Mr Robert William Johnson and Ms Susan Marilyn Johnson by way of written communication have offered to purchase Lot 300 Tower Street, Leonora from the Shire of Leonora.

The Johnsons are the registered proprietors of Leonora town Lots 116 and 120, commonly known as the White House Hotel which is adjacent to Leonora Lot 300 currently being utilised as a public parking area. The Johnson's claim that a successful purchase would add value to their current business operation but at the same time, provide them with the authority to deal with security and other anti-social behaviour issues that presently exists around the current rest rooms that are located on Lot 300.

At a meeting of Council held on the 16<sup>th</sup> March, 2021 the following resolution was passed unanimously.

- (i) Accept the offer to purchase land known as 300 Tower Street, Leonora on Deposited Plan 401140 contained within Certificate of Title Volume 2918 Folio 983 for the amount of \$50,000.00 (GST exclusive);
- (ii) Local Public Notice of the offer be provided pursuant to Section 3.58(3) of the *Local Government Act 1995*;
- (iii) The valuation of the land dated 30<sup>th</sup> September, 2020 be noted; and
- (iv) At the conclusion of the local public notice advertising period, the matter be referred back to Council to consider any submissions received and to resolve whether or not to dispose of the property.

A notice to Dispose of Property was published in the Kalgoorlie Miner on the 20<sup>th</sup> March, 2021. Furthermore, the notice was uploaded to the Shire's website and fixed to local notice boards.

The notice detailed that any person wishing to make a submission in regards the disposition had until 4:00pm Friday 9<sup>th</sup> April, 2021 to do so.

No submissions were received within the statutory time period.

**STATUTORY ENVIRONMENT**

***Local Government Act 1995 Section 3.58***

**3.58. Disposing of property**

- (1) In this section —  
*dispose* includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
*property* includes the whole or any part of the interest of a local government in property, but does not include money.



- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
  - (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

As advised previously, a current market valuation has been provided. Sale proceeds from the proposed land transaction has not been included in the 2020/2021 Budget nor was it considered during Budget Review.

## **STRATEGIC IMPLICATIONS**

There are no strategic implications resulting from the recommendation of this report, however the proposal may assist with traffic congestion on Tower Street and provide a safer/secure environment for those that patronise the Licenced premise.

## **RECOMMENDATIONS**

That Council resolve:

- (i) Without any submissions having been received, accept the offer to purchase land known as 300 Tower Street, Leonora on Deposited Plan 401140 contained within Certificate of Title Volume 2918 Folio 983 for the amount of \$50,000.00 plus the GST of \$5,000.00.
- (ii) That Documentary Services Pty Ltd be engaged to act as the settlement agent on behalf of the Shire of Leonora.
- (iii) That Robert William Johnson and Susan Marilyn Johnson advise Documentary Services Pty Ltd as to whom their preferred conveyancer is to be.

## **VOTING REQUIREMENT**

Simple Majority Required

## **SIGNATURE**

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Chief Executive Officer

**11.0 REPORTS OF OFFICERS**  
**11.1 CHIEF EXECUTIVE OFFICER**  
**11.1(D) REVIEW OF LOCAL LAWS**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 20th April, 2021

**AGENDA REFERENCE:** 11.1(D) APR 21

**SUBJECT:** Review of Local Laws under s3.16 of the Local Government Act 1995.

**LOCATION / ADDRESS:** N/A

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** Local Law 1.42

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 13<sup>th</sup> April 2021

**BACKGROUND**

Section 3.16 of the Local Government Act 1995 requires Local Governments to undertake a review of their local laws every eight years. The Shire's local laws are due for review.

The Shire has in place the following local laws:

Title	Gazetted	Page No	Comments
Airport	8-Jan-01	p145-150	Amended 23 Nov 2001, p6032. Consider adding to a new Local Government Property Local Law (see comments below).
Cemetery Leonora	25-Oct-00	p5979-89	This local law could be updated to more closely reflect a current WALGA model but is rarely used.
Parking and Parking Facilities	31-May-00	p2651-63	Consider amendment to reflect current provisions and terminology in Road Traffic Code.
Local Law Relating to Dogs	9-Jul-99	p3111 - 21	Amended 24 Dec 1999, p6873. Consider amendment to Second and Third Schedules to reflect provisions of Dog Act and Regulations regarding establishment of places where dogs prohibited and areas where dogs may be exercised off leash.
Health Local Laws 1999	9-Apr-99	p1483-1528	A new Public Health Act came into effect in 2016. The WA Local Government Association is considering model local law which in itself is dependent on Regulations being made under the new legislation. Consider making a new Waste local law and a Cats local law to replace Part 4 of Local Law and clause 5.2.4 to reflect provisions of Waste Avoidance and Resource Recovery Act 2010 and Cat Act 2011.
General Provisions	30-Dec-98	p7009-12	Deals with property under the Shire's care, control and management. Consider replacing with more up to date version.

Title	Gazetted	Page No	Comments
Standing Orders Local Laws 1998.	28 Jul 1998	p3919	Consider replacement with WALGA model that reflects current provisions of Local Government 1995 and associated regulations.
Roads, Prevention of Damage to	14-Dec-51	p3416	Repeal. Dealt with in General Provisions Local Law 1998.

The comments above are not meant to pre-empt any outcomes of the review but may assist any member of the public who may wish to view or comment on a local law, as well as guide the Shire in terms of any next steps.

Local laws are rarely used by the Shire but should be kept up to date. While in the event of any inconsistency between an Act or Regulation and a local law the Act/Regulation prevails to the extent of the inconsistency, in order to avoid confusion or the risk that an out of date provision in a local law may be wrongly applied it would be preferable to have in place local laws which reflect any updated 'higher' legislation.

For example, as noted above, a Public Health Act was made in 2016 and replaced a large portion of the *Health Act 1911* under which most local governments made Health Local Laws to the *Local Government Act 1995*. The consequential effects in terms of local laws and regulations are still being dealt with by the State Government and the WA Local Government Association in terms of any model health local laws that local governments could consider making, but other areas need updating:

- Clause 5.2.4 of the Shires *Health Local Law 1999* relates to the number of cats that may be kept without a permit (up to 2 over the age of 3 months). The keeping of cats is now dealt with by the *Cat Act 2011* and its associated regulations.
- Provisions about waste are dealt with in Part 4 of the *Health Local Law 1999*. The *Waste Avoidance and Resource Recovery Act 2007* deals with local government waste and a separate waste local law may be required.

The Standing Orders local law (which deals with how council meetings are to be conducted) is somewhat outdated and could be replaced by a more recent model produced by the WA Local Government Association that reflects changes to the Local Government Act and *Local Government (Administration) Regulations 1996* that affect how council meetings are to be conducted.

These issues, and any others that may arise can be considered during the public consultation process required as part of the review of local laws.

## STATUTORY ENVIRONMENT

Section 3.16 of the *Local Government Act 1995* requires local governments to undertake a review of their local laws at least once every eight years. The local government must call for comments from the community about local laws, consider the response and then decide whether or not to amend or repeal them using the process set out in s3.12.

## POLICY IMPLICATIONS

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

## FINANCIAL IMPLICATIONS

There are costs associated with advertising the review, reviewing any outcomes and making any changes to local laws that might be necessary.

## STRATEGIC IMPLICATIONS

Keeping local laws up to date ensures the Shire is well placed to deal with any issues that may arise. Many of the Shire's local laws are somewhat dated, and while they are rarely used should be kept as up to date as they reasonably can be.

## RECOMMENDATIONS

That Council:

1. Gives local public notice that the Shire proposes to review its local laws under section 3.16 of the Local Government Act 1995;

2. Notes that a copy of the local laws may be inspected or obtained at the Shire offices or from its website;
3. Notes that submissions about the local laws may be made to the Shire before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and
4. Notes that the results of the above advertising will be presented to Council for consideration of any submissions received.

#### **VOTING REQUIREMENT**

Simple majority required.

#### **SIGNATURE**

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Chief Executive Officer

## 11.0 REPORTS OF OFFICERS

### 11.1 CHIEF EXECUTIVE OFFICER

#### 11.1(E) DRAFT BUSH FIRE BRIGADES LOCAL LAW

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 20th April, 2021

**AGENDA REFERENCE:** 11.1(E) APR 21

**SUBJECT:** Draft Bush Fire Brigades Local Law

**LOCATION / ADDRESS:** N/A

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** Local Laws 1.42

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 14th April 2021

#### BACKGROUND

The *Bush Fires Act 1954* requires local governments who have bush fire brigades to adopt a local law dealing with certain matters listed in the Act. In particular s43 of the Bush Fires Act provides that a local government which establishes a bush fire brigade shall by its local laws:

*... provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.*

Sections of the Bush Fires Act where a local government may make local laws are:

- Under s33(5a) to require land owners to make fire breaks. Section 33(1) though allows this to be done simply by publishing a notice in the Gazette or a newspaper circulating in the district; and where a local government does so the provisions of the notice override the local law.
- Under s41(1), to establish and maintain one or more bush fire brigades and equip them with appliances, equipment and apparatus; and
- Under s62, make local laws in relation to —
  - the appointment, employment, payment, dismissal and duties of bush fire control officers; and
  - the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
  - any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.

The use of a local law to deal with anything other than what is required under the Act is unnecessary - all critical matters are dealt with under the Bush Fires Act and Regulations. For example:

- Part 2 of the Bush Fires Act sets out the powers of the Fire and Emergency Services Commissioner, provides for the appointment of bush fire liaison officers, and sets out powers of police or authorised persons as well as providing for entry on to land or buildings for the purposes of the Act;
- Part 3 sets out measures to prevent bush fires, including restricted or prohibited burning times, fire bans, and provisions about burning of land or rubbish. Section 33 allows a local government to require occupiers of land to establish fire breaks by a notice in the Gazette and or public notice, or by local law;
- Part 4 deals with the control and extinguishment of bush fires. In particular:
  - Section 36 provides that a local government may expend funds to control and extinguish bush fires;
  - Under s37 a local government must insure volunteer fire fighters and bush fire brigade equipment;
  - Section 38 provides that a local government may appoint a person as a bush fire control officer (and who does not necessarily have to be a local government employee), and of whom can be a

- Chief Bush Fire Control Officer and deputy. Under s38A the FES commissioner may appoint a person as a Chief Bush Fire Control officer if requested by a local government for its district;
- Section 39 sets out the powers of bush fire control officers;
- Section 40 sets out the powers and duties of local governments, brigades, and bush fire control officers in the event of a bush fire;
- Section 41 provides that Act, a local government shall keep a register of bush fire brigades and their members in accordance with the regulations, and may at any time cancel the registration of a bush fire brigade;
- Under s42A, any group of persons, however constituted and whether incorporated or not, may be established as a bush fire brigade under section 41(1) or 42(1).
- Section 43 is the only area of the Bush Fires Act that requires a local government to make a local law (discussed below); and
- Sections 44 – 47 deal with fire-fighting by officers of bush fire brigades, ‘CALM’ and bush fire control officers.
- Part 5 deals with miscellaneous matters and among other things:
  - Allows a local government to delegate any of its powers and duties to its CEO; and
  - Provides for penalty and prosecution provisions.

Local laws are usually used to regulate activities in communities generally. They typically set out a set of requirements and include provisions for non-compliance such as notices, infringements or prosecution. Services run by volunteers are not usually ‘regulated’ by local laws.

The question here is the extent to which a local law is useful when it comes to assisting and encouraging a service provided by volunteers; and what could be better dealt with by agreement. In this regard the Shire is better able to manage its funding and/or support to volunteer brigades in a more flexible manner, not by use of a local law.

A draft *Shire of Leonora Bush Fire Brigades Local Law* is attached. It deals only with those matters required by the Bush Fires Act. It also contains a number of notes and text boxes to assist readers to interpret what clauses mean, and what other legislation might apply, but which do not form part of the local law and will be deleted from the official version to be Gazetted.

Note that as required, it prescribes the duties of a captain of a bush fire brigade. Other matters are simply by agreement with a brigade. This could include:

- The make-up of bush fire brigades (membership, structure, meetings, elections, etc);
- How funding, facilities and equipment provided by the Shire is to be dealt with and any associated requirements;
- Record, book keeping, asset management and accounting requirements;
- Office bearers such as a secretary, treasurer, training, and/or equipment officers;
- Grievance processes and membership issues;
- How and with whom liaison with the Shire is to occur (day to day, longer term);
- What reporting might be required in terms of brigade activities, membership lists, acquittal of funds provided, etc; and
- Operational matters or standards.

These can be drafted by the Shire but can only be implemented in agreement with the brigades. They are not intended to be punitive or overly complex – brigade members are volunteers and should not be tied up with unnecessary regulation.

In addition the rules can be more easily changed than a local law - by council resolution and/or by the CEO acting under delegated authority from Council.

In the unlikely event it became necessary for the Shire to take action in relation to a brigade, if all else fails it could:

- Withhold funding; and/ or
- Seek return of assets and/or equipment; and/ or
- Ultimately, deregister a brigade under s41(3) of the Bush Fires Act. This provision is wide ranging and is used mainly when a brigade merges with another or disbands, but can be applied for any reason a local government see fit.

## STATUTORY ENVIRONMENT

Section 62 of the *Bush Fires Act 1954* provides that a local government may make local laws using the process set out in section 3.12 of the *Local Government Act 1995*. Amongst other things this requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.

The purpose and effect of the proposed *Shire of Leonora Bush Fire Brigades Local Law* is:

Purpose

To provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of bush fire brigades in the district, and prescribe their respective duties.

Effect

The appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of bush fire brigades in the district is prescribed, as are their respective duties.

As part of the process, local governments are also required to send a copy of the proposed local law to the Ministers for Local Government and Emergency Services. The results of the community consultation and feedback from the Minister(s) are to be considered by Council before it makes the local law.

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

There are costs associated with advertising the proposed new local law, reviewing submissions, and if council decides to make it, publication in the Government Gazette.

## **STRATEGIC IMPLICATIONS**

Communities appear to be facing more challenges from longer and more intense fire seasons. Implementing a proper legislative framework will assist the Shire to do what it can to deal with bush fires in future.

## **RECOMMENDATIONS**

That Council:

5. In accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, gives State wide and local public notice stating that:
  - a. It is proposed to make a *Shire of Leonora Bush Fire Brigades Local Law*, and a summary of its purpose and effect;
  - b. Copies of the proposed local law may be inspected at the Shire offices;
  - c. Submissions about the proposed local law may be made to the Shire within a period of not less than 6 weeks after the notice is given;
6. In accordance with s3.12(3)(b) of the Act, as soon as the notice is given sends a copy of the proposed local law to the Ministers for Local Government and Emergency Services;
7. In accordance with s3.12(3)(c) of the Act, supply a copy of the proposed local law to any person requesting it; and
8. Notes that the results of the public consultation be presented to Council for consideration of any submissions received.

## **VOTING REQUIREMENT**

Simple majority required.

## **SIGNATURE**

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Chief Executive Officer



## Shire of Leonora

### BUSH FIRE BRIGADES LOCAL LAW 2021

#### **Note**

This document contains a number of notes and text boxes which do not form part of the local law and are simply to assist with explaining the application of the local law, or are extracts from other legislation.

Most significant issues that relate to bush fires, brigades and firefighting are dealt with by the Bush Fires Act 1954 and the associated Regulations. The only matters that must be included in a local law are in s43:

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

All other matters are dealt with under the Act. For example:

- Part 2 of the Act sets out the powers of the Fire and Emergency Services Commissioner, provides for the appointment of bush fire liaison officers, and sets out powers of police or authorised persons as well as providing for entry on to land or buildings for the purposes of the Act;
- Part 3 sets out measures to prevent bush fires, including restricted or prohibited burning times, fire bans, and provisions about burning of land or rubbish. Section 33 allows a local government to require occupiers of land to establish fire breaks by a notice in the Gazette and or public notice, or by local law;
- Part 4 deals with the control and extinguishment of bush fires. In particular:
  - Section 36 provides that a local government may expend funds to control and extinguish bush fires;
  - Under s37 a local government must insure volunteer fire fighters and bush fire brigade equipment;
  - Section 38 provides that a local government may appoint a person as a bush fire control officer (and who does not necessarily have to be a local government employee), and of whom can be a Chief Bush Fire Control Officer and deputy. Under s38A the FES commissioner may appoint a person as a Chief Bush Fire Control officer if requested by a local government for its district;
  - Section 39 sets out the powers of bush fire control officers;
  - Section 40 sets out the powers and duties of local governments, brigades, and bush fire control officers in the event of a bush fire;
  - Section 41 provides that a local government shall keep a register of bush fire brigades and their members in accordance with the regulations, and may at any time cancel the registration of a bush fire brigade;
  - Under s42A, any group of persons, however constituted and whether incorporated or not, may be established as a bush fire brigade under section 41(1) or 42(1); and
  - Sections 44 – 47 deal with fire-fighting by officers of bush fire brigades, 'CALM' and bush fire control officers.
- Part 5 of the Act deals with miscellaneous matters and among other things:
  - Allows a local government to delegate any of its powers and duties to its CEO; and
  - Provides for penalty and prosecution provisions.

**LOCAL GOVERNMENT ACT 1995**  
**BUSH FIRES ACT 1954**  
***Shire of Leonora***  
**BUSH FIRE BRIGADES LOCAL LAW 2021**

Under the powers conferred by the *Local Government Act 1995*, *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Leonora resolved on 20<sup>th</sup> April, 2021 to make the following local law.

**1 Citation**

This local law may be cited as the *Shire of Leonora Bush Fire Brigades Local Law 2021*.

**2 Definitions**

- (1) In this local law unless the context otherwise requires –

**Act** means the *Bush Fires Act 1954*;

**brigade area** is defined in clause 5(1)(b);

**bush fire brigade** is defined in section 7 of the Act;

**bush fire brigade** means a bush fire brigade for the time being registered in a register kept pursuant to section 41;

Extract from s7 of Bush Fires Act 1954

**CEO** means the Chief Executive Officer of the local government;

**district** means the district of the local government;

**local government** means the *Shire of Leonora*;

**normal brigade activities** is defined by section 35A of the Act; and

### 35A. Terms used

In this Division, and in section 41 —

**bush fire** means a fire or potential fire, however caused, and includes a fire in a building;

**loss or damage** does not include loss or damage that is caused by or results from theft, reasonable wear or tear, mechanical or electrical breakdown, failure or breakage;

**normal brigade activities** means the following activities when carried out by a volunteer fire fighter —

- (a) the prevention, control or extinguishment of bush fires;
- (b) any act or operation at or about the scene of a bush fire, or in connection with a bush fire, which is necessary for, directed towards, or incidental to, the control or suppression of the fire or the prevention of spread of the fire, or in any other way necessarily associated with the fire including travelling and support services such as meals and communication systems;
- (c) any bush fire prevention activity including the burning, ploughing or clearing of fire-breaks or any other operation, including but without being limited to, the inspection of fire-breaks or other works and the survey of areas for the purpose of detecting fire or ascertaining the need for precautions against the outbreak of fire, but not including the activities of an owner or occupier providing a fire-break or fire prevention works on his own property in order to comply with a notice given under section 33(1) or a local law made under section 33(5a);
- (d) demonstrations, exercises, fundraising, promotions, public education, competitions or a training process for volunteers;
- (e) examination, preparation, maintenance, adjustment or repair of any vehicle, equipment, building or thing used or intended to be used by a bush fire brigade for the purpose of fighting fires or for carrying out fire prevention operations including activities associated with administration of a bush fire brigade;
- (f) travelling in aircraft for the purposes of inspection of fire-breaks, fire hazards and bush fires;
- (g) erection, removal or maintenance of radio masts used for fire related purposes;
- (h) attending an incident where the skills of a volunteer fire fighter or the operation of fire fighting equipment may reduce or remove a perceived threat to life or property;
- (i) attending an incident subsequently found to be a false alarm;

**volunteer fire fighter** means a bush fire control officer, a person who is a registered member of a bush fire brigade established under this Act or a person working under the direction of that officer or member.

*[Section 35A inserted by No. 60 of 1992 s. 18; amended by No. 14 of 1996 s. 4.]*

Extract from Bush Fires Act 1954

**Regulations** means Regulations made under the Act.

(2) In this local law, unless the context otherwise requires, a reference to —

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant; and

- (d) any additional Lieutenants;  
means a person holding that position in a bush fire brigade.

### **3 Application**

This local law applies throughout the district.

DRAFT

Provisions relating to the establishment and maintenance of firebreaks, and the powers of the local government to enter the property and establish firebreaks on default by an owner or occupier are dealt with in section 33 of the Act:

**33. Local government may require occupier of land to plough or clear fire-break**

- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —
- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;
  - (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,

and the notice may require the owner or occupier to do so —

- (c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
  - (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.
- (2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the *Local Government Act 1995*, as his address for the service of rate notices.
- (2a) The provisions of subsection (2) are in addition to and not in derogation of those of sections 75 and 76 of the *Interpretation Act 1984*.
- (3) The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence.
- Penalty: \$5 000.
- (4) Where an owner or occupier of land who has received notice under subsection (1) fails or neglects to comply with the requisitions of the notice within the time specified in the notice —
- (a) the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with; and
  - (b) the bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the requisitions of the notice.

- (5) The amount of any costs and expenses incurred by the bush fire control officer or other officer in doing the acts, matters, or things provided for in subsection (4) —
  - (a) shall be ascertained and fixed by the local government and a certificate signed by the mayor or president of the local government shall be *prima facie* evidence of the amount; and
  - (b) may be recovered by the local government in any court of competent jurisdiction as a debt due from the owner or occupier of land to the local government.
- (5a) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* —
  - (a) requiring owners and occupiers of land in its district to clear fire-breaks in such manner, at such places, at such times, of such dimensions and to such number, and whether in parallel or otherwise, as are specified in the local laws and to maintain the fire-breaks clear of inflammable matter;
  - (b) providing that things required by the local laws to be done shall be done to the satisfaction of the local government or its duly authorised officer.
- (5b) Where an owner or occupier of land fails or neglects in any respect to comply with the requirements of local laws made under subsection (5a) the provisions of subsections (3), (4) and (5) apply *mutatis mutandis* as if those requirements were the requisitions of a notice given under subsection (1).
- (5c) Nothing in subsection (5a) affects the power of a local government to give notice under subsection (1) nor its duty to do so if so required by the Minister.
- (5d) Where the provisions of local laws made under subsection (5a) are inconsistent with those of a notice given under subsection (1) or under section 34 or 35, the provisions of that notice shall, to the extent of the inconsistency, prevail.
- (6) A local government may, at the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and the amount of the expense, if not paid on demand, may be recovered from the owner or occupier by the local government in a court of competent jurisdiction as a debt due from the owner or occupier to the local government.
- (7) Nothing in this section authorises a local government —
  - (a) to set fire to the bush, or to require an owner or occupier of land to set fire to the bush, contrary to the provisions of section 17; or
  - (b) to make local laws authorising or requiring bush to be set on fire contrary to the provisions of section 17.
- (8) Any amount recoverable by a local government under this section as a debt due from the owner or occupier of land is, until paid in full —
  - (a) a debt due from each subsequent owner in succession; and
  - (b) a charge against the land with the same consequences as if it were a charge under the *Local Government Act 1995* for unpaid rates; and
  - (c) recoverable by the local government in the same manner as rates imposed in respect of the land are recoverable under that Act.
- (9) In this section —

**owner or occupier of land** includes a prescribed department of the Public Service that occupies land or a prescribed State agency or instrumentality that owns or occupies land.

[Section 33 amended by No. 11 of 1963 s. 15; No. 113 of 1965 s. 8(1); No. 65 of 1977 s. 32 and 48; No. 51 of 1979 s. 3 and 5; No. 8 of 1987 s. 8; No. 14 of 1996 s. 4; No. 38 of 2002 s. 28 and 39; No. 70 of 2003 s. 7; No. 19 of 2010 s. 52(4).]

#### 4 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).
- (3) A bush fire brigade established under subclause (1) is to hold a meeting at least once every financial year to appoint persons to the positions in clause 5(4).

#### 41. Bush fire brigades

- (1) For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.
- (2) A local government shall keep a register of bush fire brigades and their members in accordance with the regulations and shall register therein each bush fire brigade established by it under subsection (1) and each member of each such brigade.
- (2a) A local government is to notify the FES Commissioner as soon as practicable after any changes occur in any of the details required to be recorded in the register under subsection (2).
- (3) A local government may at any time cancel the registration of a bush fire brigade.

*Extract from Bush Fires Act 1954*

Note that there are no penalties for a breach of this local law. Bush fire brigade members are valued members of the community who volunteer their time to provide a service.

The Shire also has an obligation and duty of care to ensure that volunteers are adequately trained, comply with relevant health and safety rules, and that brigades deal properly with public funds and property. Issues are generally and preferably dealt with by agreement and consensus but if an issue is serious enough the Shire could suspend funding to a brigade and ultimately cancel its registration under the Act.

While a reason for cancellation of the registration of a bush fire brigade under s41(3) of the Act is not required it may come about from things like :

- A brigade having no members, or being merged with another;
- A consistent or serious failure to comply with the reasonable directions by a brigade or its members;
- Misuse of local government property; and/or
- Misuse of funds.

#### 5 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 4(1) the local government is to –
  - (a) Give a name to the bush fire brigade;
  - (b) Specify the brigade area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities; and
  - (c) Appoint –



- (i) a Captain;
  - (ii) a First Lieutenant;
  - (iii) a Second Lieutenant; and
  - (iv) additional Lieutenants if the local government considers it necessary.;
- (2) A person appointed to a position pursuant to subclause (1)(c) is to be taken to be a brigade member.
- (3) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (4) An election is to be held at the first annual general meeting by the members of the brigade for appointments to the positions referred to in subclause (1)(c) and every subsequent annual general meeting.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting or at any time, then the Brigade members are to vote for a replacement member to fill the position.
- (7) The Brigade members may elect, set the term of office, describe the duties of, and dismiss, any person to any other position including secretary, treasurer, equipment officer, training officer or other positions, and may combine those positions; and
- (8) The Brigade members may establish types of brigade membership including fire fighting members, auxiliary members, cadet members, and honorary life members.

## **6 Duties of Captain and bush fire brigade officers**

- (1) The duties of the Captain are to:
  - (a) Provide leadership to bush fire brigades;
  - (b) Monitor bush fire brigades' resourcing, equipment and training levels;
  - (c) Liaise with the local government concerning –
    - (i) Fire prevention or fire suppression matters generally;
    - (ii) Directions to be issued by the local government to bush fire control officers, including those who issue permits to burn; and
    - (iii) Bush fire brigade officers;
  - (d) Ensure that a list of bush fire brigade members is maintained;
  - (e) Report annually to the local government the office bearers of the bush fire brigade in accordance with the Regulations;
  - (f) Report to the local government not later than 30 April each year, for consideration and appropriate provision being made in the next local government budget, the status of a bush fire brigade's –
    - (i) Training and readiness;
    - (ii) Protective clothing;
    - (iii) Equipment; and
    - (iv) Vehicles and appliances.
  - (g) Nominate persons to the CEO for appointment as bush fire control officers by the local government;
  - (h) Arrange for normal brigade activities as authorised by the Act or by the local government; and
  - (i) Where a vacancy occurs in a position appointed under clause 5(1)(c), to –
    - (i) Advise the CEO of the vacancy as soon as practicable; and
    - (ii) Make alternate suitable arrangements for that position until an appointment is made.
- (2) The duties of other bush fire brigade officers are to support the Captain in his/her role.



## **7 Appointment, employment, payment, dismissal and duties of bush fire control officers**

The appointment, employment, payment, dismissal and duties of bush fire control officers is dealt with by the Act.

### **38. Local government may appoint bush fire control officer**

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
- (2C) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the FES Commissioner may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
- (2D) Where a local government that has been served with a notice pursuant to subsection (2C) fails or neglects to comply with the requirements of that notice, the FES Commissioner may appoint a person who is not employed in the Department to the vacant office.
- (2E) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the FES Commissioner, by the FES Commissioner.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
  - (a) carrying out normal brigade activities;
  - [(b), (c) deleted]*
  - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
  - (e) procuring the due observance by all persons of the provisions of Part III.
- (5A) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.

- (5B) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions issued under subsection (5A) carry out the directions but subject to the provisions of this Act.
- (5C) The provisions of subsections (5A) and (5B) are not in derogation of those of subsection (4).
- (6) In this section —
- approved local government means a local government approved under subsection (7) by the FES Commissioner.
- (7) If it appears to the FES Commissioner that the standard of efficiency of a local government in fire prevention and control justifies the FES Commissioner doing so, the FES Commissioner, by notice published in the Government Gazette —
- (a) may approve the local government as one to which subsections (6) to (18) apply; and
- (b) may from time to time cancel or vary any previous approval given under this subsection.
- (8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.
- (9) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by subsection (17).
- (10) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (11) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under subsection (10) is, subject to subsection (12), entitled to act in the discharge of the duties of that office.
- (12) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under subsection (10) is available and able to discharge those duties.
- (13) The local government shall give notice of an appointment made under subsection (8) or (10) to the FES Commissioner and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the FES Commissioner shall cause notice of the appointment to be published once in the Government Gazette.
- (14) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under subsections (6) to (18).
- (15) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by subsection (17), notwithstanding the advice and assistance tendered to him by the committee.

- (16) The provisions of subsections (6) to (18) are not in derogation of those of any other subsection of this section.
- (17) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is “catastrophic”, “extreme”, “severe” or “very high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.
- (18) Subsections (6) to (18) do not authorise the burning of bush —
- (a) during the prohibited burning times; or
  - (b) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

*Extract from the Bush Fires Act 1954*

The *Interpretation Act 1984* further provides that:

**52. Power to appoint includes power to remove, suspend, appoint acting officer etc.**

- (1) Where a written law confers a power or imposes a duty upon a person to make an appointment to an office or position, including an acting appointment, the person having such power or duty shall also have the power —
- (a) to remove or suspend a person so appointed to an office or position, and to reappoint or reinstate, any person appointed in exercise of such power or duty; and
  - (b) where a person so appointed to an office or position is suspended or unable, or expected to become unable, for any other cause to perform the functions of such office or position, to appoint a person to act temporarily in place of the person so appointed during the period of suspension or other inability but a person shall not be appointed to so act temporarily unless he is eligible and qualified to be appointed to the office or position; and
  - (c) to specify the period for which any person appointed in exercise of such a power or duty shall hold his appointment.
- (2) For the purposes of subsection (1)(b), **cause** includes —
- (a) illness; and
  - (b) temporary absence from the State; and
  - (c) conflict of interest.
- (3) The validity of anything done by a person purporting to act under an appointment made under subsection (1)(b) shall not be called in question on the ground that the occasion for his appointment had not arisen or had ceased.
- (4) Where a written law confers a power or imposes a duty upon a person to make an appointment to an office or position and that power or duty is exercisable only upon the nomination or recommendation, or is subject to the approval, concurrence, or

(5) Nothing in this section affects the tenure of office or position of any person under the express provisions of any written law.

**53. Appointments may be by name or office**

(a) perform any function; or

(b) be a member of any board, tribunal, commission, committee, council, or other similar body, whether corporate or unincorporate; or

(c) be or do any other thing,

## 8 Maintenance and equipment with appliances and apparatus of bush fire brigades

The Common Seal of the )  
Shire of Leonora was affixed in )  
the presence of )

James Epis  
Chief Executive Officer

**11.0 REPORTS OF OFFICERS**  
**11.1 CHIEF EXECUTIVE OFFICER**  
**11.1(F) CEO STANDARDS**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 20<sup>th</sup> April, 2021

**AGENDA REFERENCE:** 11.1(F) APRIL 21

**SUBJECT:** New CEO Standards

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** CEO Standards

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 14<sup>th</sup> April, 2021

**BACKGROUND**

On February 3<sup>rd</sup> 2021 changes took effect to the *Local Government Act 1995*, *Local Government (Model Code of Conduct) Regulations 2021*, and the *Local Government (Administration) Amendment Regulations 2021 (CEO Standards)*, and the *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.

At the Ordinary Meeting of Council held 16<sup>th</sup> February 2021 the Shire of Leonora focussed on the requirement to operate under the mandatory minimum standards covering the recruitment, selection, performance review and early termination of local government Chief Executive Officers. Prior to the Council meeting, the President and the Chief Executive Officer discussed the CEO's contract as it stands and decided that no adjustments need to be made to the current contract in relation to the new CEO model standards. However, it was felt that an independent review should be conducted to do a comparison with the current CEO contract including the CEO's KPIs, with the new CEO model standards, to ensure that it conforms with the CEO model standards.

Quotations for the review were sought and Mr Steven Tweedie was appointed to do the review at a reasonable cost.

Mr Steven Tweedie forwarded a matrix highlighting the differences between the current CEO contract and the model standards for CEO recruitment, performance, and termination. Differences have been found as the model standards include new requirements in the process of CEO recruitment etc., but until legal advice or advice from WALGA/LG Pro has been provided, the necessity for changes to the current contract are unresolved.

There are also some new provisions in relation to the performance review of the CEO, including.

- the basis for the performance review must be agreed in writing by the Council and the CEO - this already occurs at the Shire of Leonora
- once the CEO performance review is completed the Council must, by absolute majority, endorse the performance review – this will be followed by Council

The important thing is that these differences are acknowledged, and the Council will be bound by them in the event a new CEO is appointed once the current contract has been completed. This was passed as a resolution at the Council Meeting held on Tuesday 16<sup>th</sup> March 2021, that Council "adopt the Model Standards as the Shire of Leonora's Standards for the Recruitment, Selection, Performance Review and Termination of Local Government CEOs".

For the information of the Councillors and to provide transparency, the matrix completed by Mr Steven Tweedie highlighting these differences between the current contract and the Model Standards is attached. Please note that this does not include the changes to the preliminary work required to recruit a CEO under the Model Standards, and the Council will obviously be bound by them in the case of a future recruitment.

## **STATUTORY ENVIRONMENT**

On 3<sup>rd</sup> February 2021 changes took effect to the Local Government Act 1995, and the Local Government (Model Code of Conduct) Regulations 2021, Local Government (Administration) Amendment Regulations 2021 (CEO Standards) and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021.

## **POLICY IMPLICATIONS**

The CEO Standards will need to be included as Council Policy.

## **FINANCIAL IMPLICATIONS**

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

## **STRATEGIC IMPLICATIONS**

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

## **RECOMMENDATIONS**

That Council;

- i) by absolute majority:
  - a. acknowledge the differences between the Shire of Leonora's new Model Standards for the Recruitment, Selection, Performance Review and Termination of Local Government CEOs that took effect on 3<sup>rd</sup> February 2021, and the current CEO's contract signed on 1<sup>st</sup> July 2020, and
  - b. continue to be bound by the new CEO Standards until further advice, if any, is received from WALGA or LG Professionals

## **VOTING REQUIREMENT**

Absolute Majority.

## **SIGNATURE**

---

Chief Executive Officer

# Shire of Leonora

## Standards for CEO Recruitment, Performance and Termination

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## Policy Purpose:

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

## Division 1 — Preliminary provisions

### 1. Citation

These are the *Shire of Leonora* Standards for CEO Recruitment, Performance and Termination.

### 2. Terms used

(1) In these standards —

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

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the *Shire of Leonora*;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

#### **4. Application of Division**

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

#### **5. Determination of selection criteria and approval of job description form**

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

#### **6. Advertising requirements**

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

#### **7. Job description form to be made available by local government**

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

## **8. Establishment of selection panel for employment of CEO**

- (1) In this clause —  
***independent person*** means a person other than any of the following —
  - (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
  - (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

## **9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
  - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
  - (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

- (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

## **10. Application of cl. 5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
- (a) clause 5 does not apply to the new recruitment and selection process; and
  - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

## **11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

## **12. Variations to proposed terms of contract of employment**

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

## **13. Recruitment to be undertaken on expiry of certain CEO contracts**

- (1) In this clause —

**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
  - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
  - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
- and
- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

#### **14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

### **Division 3 — Standards for review of performance of CEOs**

#### **15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

#### **16. Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

- (3) The matters referred to in subclause (1) must be set out in a written document.

#### **17. Carrying out a performance review**

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

#### **18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

#### **19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

### **Division 4 — Standards for termination of employment of CEOs**

#### **20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

#### **21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
  - (d) genuinely considering any response given by the CEO in response to the allegations.

## **22. Additional principles applying to termination for performance related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

## **23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

## **24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

## 11.0 REPORTS OF OFFICERS

### 11.2 DEPUTY CHIEF EXECUTIVE OFFICER

#### 11.2(A) MONTHLY FINANCIAL STATEMENTS

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 20th April, 2021

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

**SUBJECT:** Monthly Financial Statements

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Nil

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

**NAME:** Linda Gray

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

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

#### BACKGROUND

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

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

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

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

#### STATUTORY ENVIRONMENT

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

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

(1A) *In this regulation —*

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

34. (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- (b) *budget estimates to the end of the month to which the statement relates;*
- (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) *the net current assets at the end of the month to which the statement relates.*

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



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

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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

### **RECOMMENDATIONS**

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

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

be accepted.

### **VOTING REQUIREMENT**

Simple Majority

### **SIGNATURE**

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Deputy Chief Executive Officer

13 April 2021

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

### COMPILATION REPORT TO THE SHIRE OF LEONORA

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

### THE RESPONSIBILITY OF THE SHIRE OF LEONORA

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

### OUR RESPONSIBILITY

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

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

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



Michelle Shafizadeh  
Director  
Moore Australia (WA) Pty Ltd

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

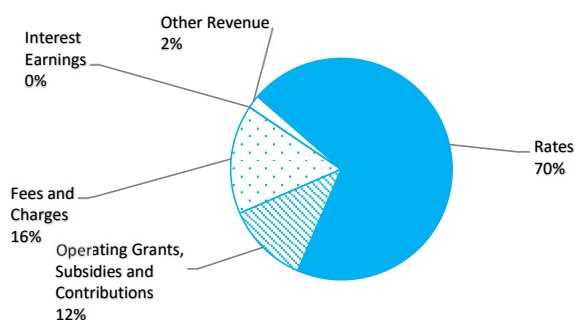
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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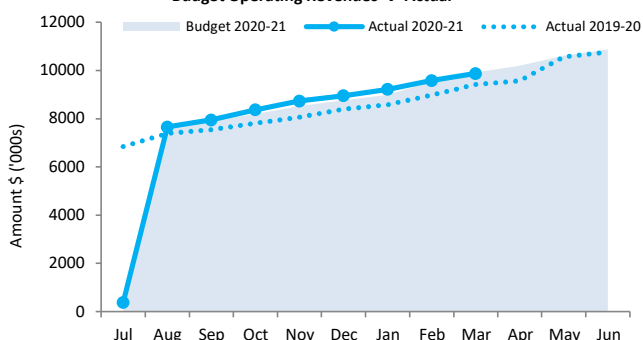
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OPERATING ACTIVITIES

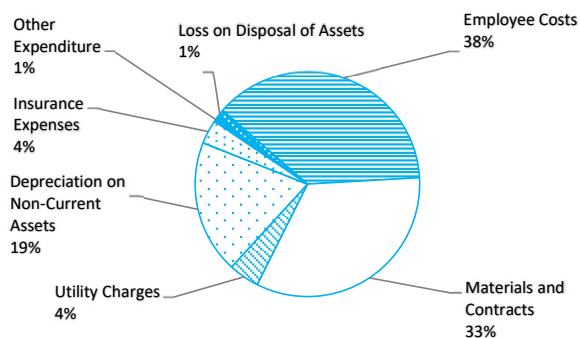
OPERATING REVENUE



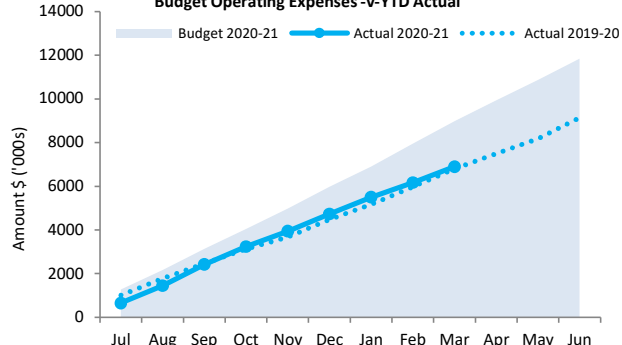
Budget Operating Revenues -v- Actual



OPERATING EXPENSES



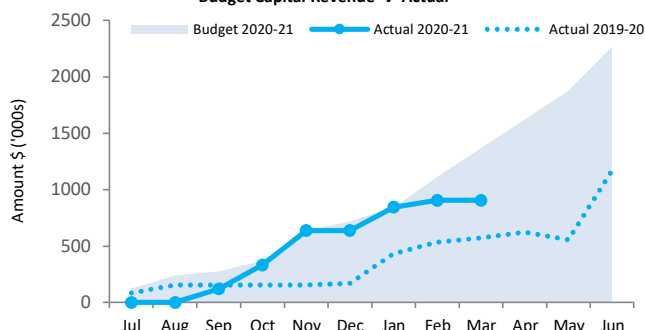
Budget Operating Expenses -v- YTD Actual



INVESTING ACTIVITIES

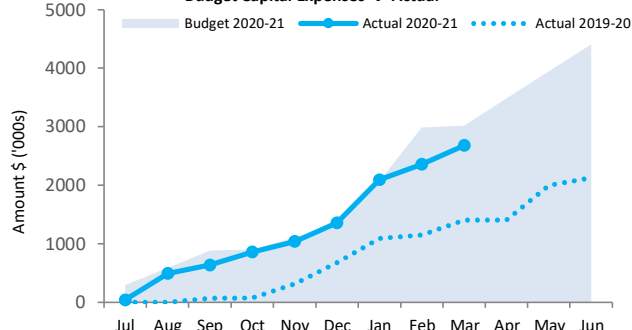
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



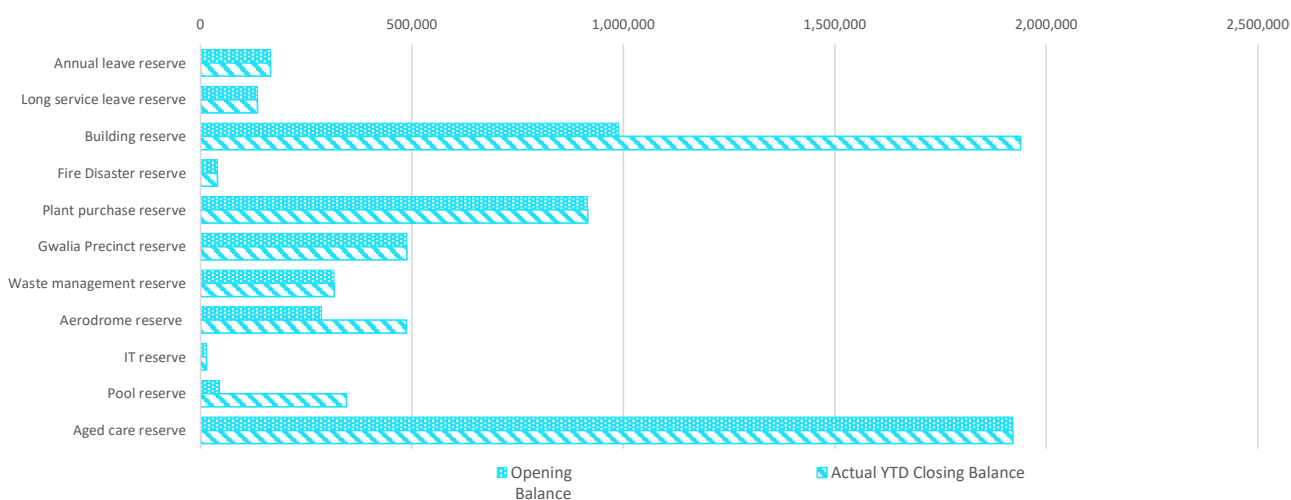
CAPITAL EXPENSES

Budget Capital Expenses -v- Actual



FINANCING ACTIVITIES

RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.58 M	\$2.58 M	\$2.58 M	\$0.00 M
Closing	\$0.00 M	\$1.72 M	\$3.75 M	\$2.03 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$11.56 M	% of total
Unrestricted Cash	\$4.79 M	41.5%
Restricted Cash	\$6.77 M	58.5%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.44 M	% Outstanding
Trade Payables	\$0.20 M	
0 to 30 days		54.7%
30 to 90 days		45.3%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.39 M	% Outstanding
Rates Receivable	\$0.16 M	97.8%
Trade Receivable	\$0.23 M	% Collected
30 to 90 days		70.4%
Over 90 Days		4%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.96 M	\$2.43 M	\$4.40 M	\$1.96 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$6.92 M	% Variance
YTD Budget	\$6.87 M	0.6%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$1.19 M	% Variance
YTD Budget	\$1.30 M	(8.2%)

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$1.57 M	% Variance
YTD Budget	\$1.44 M	9.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.14 M)	(\$1.90 M)	(\$1.77 M)	\$0.13 M

Refer to Statement of Financial Activity

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

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$2.68 M	% Spent
Amended Budget	\$4.41 M	(39.3%)

Refer to Note 8 - Capital Acquisition

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

Refer to Note 8 - Capital Acquisition

Key Financing Activities

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

Refer to Statement of Financial Activity

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

Refer to Note 9 - Cash Reserves

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MARCH 2021

## STATUTORY REPORTING PROGRAMS

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

### PROGRAM NAME AND OBJECTIVES

#### GOVERNANCE

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

#### ACTIVITIES

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

#### GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

##### 1. Rates.

- (a) GRV (gross rental value) refers to property rates for Leonora, Leinster and Agnew town sites and operational mines and associated infrastructure.
- (b) UV (Unimproved value) refers to mining properties and tenements (other than mines and other associated infrastructure) and prospecting licenses, exploration licenses and mining leases. It also refers to pastoral properties.
- (c) Additional rates and rates written back refer mainly to mining rates where tenements are granted or surrendered following the adoption of the budget.
- (d) Administration charge refers to the charge levied on ratepayers electing to make payment of rates on the offered instalment plan and is based on the actual cost involved in administering this process.
- (e) Administration costs allocated are the costs of maintaining records, levying and collecting all rates.

##### 2. Grants

- (a) Grants Commission - a general purpose grant allocated annually by the Federal Government to all local governments. The amount is determined by various formulae devised by the Grants Commission, with a significant component being based on population.
- (b) Roads Grant - An unimproved road grant allocated by the Federal Government and again distributed by the Grants Commission utilising a pre-determined formula.
- (c) Administration costs allocated to grants refers to the costs associated in the collection of Federal Government grants including provision and updating of data used in grants commission formula.

##### 3. Interest from Investments

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

#### LAW, ORDER, PUBLIC SAFETY

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

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

#### HEALTH

To provide an operational framework for environmental and community health.

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

#### EDUCATION AND WELFARE

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

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

HOUSING

To provide and maintain staff housing.

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

COMMUNITY AMENITIES

To provide services required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

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

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

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

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,577,463	2,577,463	<b>2,577,463</b>	0	0.00%	
<b>Revenue from operating activities</b>							
Governance		1,530	1,147	<b>187</b>	(960)	(83.70%)	
General purpose funding - general rates	6	6,938,219	6,873,719	<b>6,917,852</b>	44,133	0.64%	
General purpose funding - other		589,993	445,004	<b>448,255</b>	3,251	0.73%	
Law, order and public safety		9,950	9,266	<b>8,293</b>	(973)	(10.50%)	
Health		36,095	27,504	<b>21,044</b>	(6,460)	(23.49%)	
Education and welfare		328,300	257,817	<b>276,048</b>	18,231	7.07%	
Housing		44,795	33,602	<b>29,393</b>	(4,209)	(12.53%)	
Community amenities		423,146	365,409	<b>386,108</b>	20,699	5.66%	
Recreation and culture		456,746	438,145	<b>382,777</b>	(55,368)	(12.64%)	▼
Transport		896,870	672,367	<b>727,373</b>	55,006	8.18%	▲
Economic services		1,025,208	689,187	<b>554,865</b>	(134,322)	(19.49%)	▼
Other property and services		143,500	107,623	<b>120,368</b>	12,745	11.84%	
		<b>10,894,352</b>	<b>9,920,790</b>	<b>9,872,563</b>	(48,227)		
<b>Expenditure from operating activities</b>							
Governance		(679,857)	(539,474)	<b>(324,318)</b>	215,156	39.88%	▲
General purpose funding		(418,515)	(318,915)	<b>(305,102)</b>	13,813	4.33%	
Law, order and public safety		(234,032)	(167,616)	<b>(146,701)</b>	20,915	12.48%	▲
Health		(883,213)	(725,421)	<b>(526,550)</b>	198,871	27.41%	▲
Education and welfare		(820,828)	(604,182)	<b>(536,888)</b>	67,294	11.14%	▲
Community amenities		(371,501)	(276,443)	<b>(242,093)</b>	34,350	12.43%	▲
Recreation and culture		(1,834,841)	(1,349,174)	<b>(1,135,618)</b>	213,556	15.83%	▲
Transport		(3,539,032)	(2,669,374)	<b>(2,340,105)</b>	329,269	12.34%	▲
Economic services		(3,030,648)	(2,281,028)	<b>(1,339,681)</b>	941,347	41.27%	▲
Other property and services		(44,520)	(33,390)	<b>4,115</b>	37,505	112.32%	▲
		<b>(11,856,987)</b>	<b>(8,965,017)</b>	<b>(6,892,941)</b>	2,072,076		
Non-cash amounts excluded from operating activities	1(a)	1,920,718	1,477,187	<b>1,417,019</b>	(60,168)	(4.07%)	
<b>Amount attributable to operating activities</b>		<b>958,083</b>	<b>2,432,960</b>	<b>4,396,641</b>	1,963,681		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,937,321	1,175,500	<b>679,803</b>	(495,697)	(42.17%)	▼
Proceeds from disposal of assets	7	331,000	192,000	<b>225,454</b>	33,454	17.42%	▲
Payments for property, plant and equipment and infrastructure	8	(4,409,632)	(3,264,516)	<b>(2,677,164)</b>	587,352	17.99%	▲
<b>Amount attributable to investing activities</b>		<b>(2,141,311)</b>	<b>(1,897,016)</b>	<b>(1,771,907)</b>	125,109		
<b>Financing Activities</b>							
Transfer from reserves	9	250,000	250,000	<b>0</b>	(250,000)	(100.00%)	▼
Transfer to reserves	9	(1,644,235)	(1,644,235)	<b>(1,451,193)</b>	193,042	11.74%	▲
<b>Amount attributable to financing activities</b>		<b>(1,394,235)</b>	<b>(1,394,235)</b>	<b>(1,451,193)</b>	(56,958)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,719,172</b>	<b>3,751,004</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 14 for an explanation of the reasons for the variance.

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

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



## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MARCH 2021

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

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

**BY NATURE OR TYPE**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,577,463	2,577,463	<b>2,577,463</b>	0	0.00%	
<b>Revenue from operating activities</b>							
Rates	6	6,938,219	6,873,719	<b>6,917,852</b>	44,133	0.64%	
Operating grants, subsidies and contributions	11	1,563,953	1,296,682	<b>1,190,621</b>	(106,061)	(8.18%)	▼
Fees and charges		1,962,206	1,438,817	<b>1,571,483</b>	132,666	9.22%	▲
Interest earnings		44,000	33,002	<b>2,319</b>	(30,683)	(92.97%)	▼
Other revenue		385,974	278,570	<b>190,288</b>	(88,282)	(31.69%)	▼
		<b>10,894,352</b>	<b>9,920,790</b>	<b>9,872,563</b>	(48,227)		
<b>Expenditure from operating activities</b>							
Employee costs		(2,338,080)	(1,721,019)	<b>(2,598,955)</b>	(877,936)	(51.01%)	▼
Materials and contracts		(6,883,102)	(5,166,006)	<b>(2,293,170)</b>	2,872,836	55.61%	▲
Utility charges		(305,200)	(231,892)	<b>(305,072)</b>	(73,180)	(31.56%)	▼
Depreciation on non-current assets		(1,774,091)	(1,330,560)	<b>(1,324,073)</b>	6,487	0.49%	
Insurance expenses		(241,690)	(241,690)	<b>(240,081)</b>	1,609	0.67%	
Other expenditure		(168,197)	(127,223)	<b>(38,644)</b>	88,579	69.62%	▲
Loss on disposal of assets	7	(146,627)	(146,627)	<b>(92,946)</b>	53,681	36.61%	▲
		<b>(11,856,987)</b>	<b>(8,965,017)</b>	<b>(6,892,941)</b>	2,072,076		
Non-cash amounts excluded from operating activities	1(a)	1,920,718	1,477,187	<b>1,417,019</b>	(60,168)	(4.07%)	
<b>Amount attributable to operating activities</b>		<b>958,083</b>	<b>2,432,960</b>	<b>4,396,641</b>	1,963,681		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,937,321	1,175,500	<b>679,803</b>	(495,697)	(42.17%)	▼
Proceeds from disposal of assets	7	331,000	192,000	<b>225,454</b>	33,454	17.42%	▲
Payments for property, plant and equipment and infrastructure	8	(4,409,632)	(3,264,516)	<b>(2,677,164)</b>	587,352	17.99%	▲
<b>Amount attributable to investing activities</b>		<b>(2,141,311)</b>	<b>(1,897,016)</b>	<b>(1,771,907)</b>	125,109		
<b>Financing Activities</b>							
Transfer from reserves	9	250,000	250,000	<b>0</b>	(250,000)	(100.00%)	▼
Transfer to reserves	9	(1,644,235)	(1,644,235)	<b>(1,451,193)</b>	193,042	11.74%	▲
<b>Amount attributable to financing activities</b>		<b>(1,394,235)</b>	<b>(1,394,235)</b>	<b>(1,451,193)</b>	(56,958)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,719,172</b>	<b>3,751,004</b>			

**KEY INFORMATION**

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

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

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

# MONTHLY FINANCIAL REPORT

## FOR THE PERIOD ENDED 31 MARCH 2021

## BASIS OF PREPARATION

### BASIS OF PREPARATION

#### REPORT PURPOSE

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

#### BASIS OF ACCOUNTING

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

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

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

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 09 April 2021

### SIGNIFICANT ACCOUNTING POLICIES

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

#### GOODS AND SERVICES TAX

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

#### ROUNDING OFF FIGURES

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

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Add: Loss on asset disposals	7	146,627	146,627	92,946
Add: Depreciation on assets		1,774,091	1,330,560	1,324,073
<b>Total non-cash items excluded from operating activities</b>		<b>1,920,718</b>	<b>1,477,187</b>	<b>1,417,019</b>

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

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

		Last Year Closing 30 June 2020	This Time Last Year 31 March 2020	Year to Date 31 March 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(5,315,508)	(5,263,310)	(6,766,701)
Add: Provisions - employee	10	228,633	145,175	228,633
<b>Total adjustments to net current assets</b>		<b>(5,086,875)</b>	<b>(5,118,135)</b>	<b>(6,538,068)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	7,545,391	6,647,168	11,558,191
Financial assets at amortised cost	2	0	1,900,000	0
Rates receivables	3	195,415	270,730	159,375
Receivables	3	318,438	456,896	229,538
Other current assets	4	89,353	68,983	37,965
<b>Less: Current liabilities</b>				
Payables	5	(175,626)	(204,771)	(437,465)
Contract liabilities	10	(80,000)	(479,501)	(1,029,899)
Provisions	10	(228,633)	(145,175)	(228,633)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(5,086,875)</b>	<b>(5,118,135)</b>	<b>(6,538,068)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,577,463</b>	<b>3,396,195</b>	<b>3,751,004</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Municipal bank	Cash and cash equivalents	4,790,210	0	4,790,210	0	NAB	Variable	Nil
Trust bank	Cash and cash equivalents	10	0	10	0	NAB	Nil	Nil
Petty cash and floats	Cash and cash equivalents	1,270	0	1,270	0	Cash on hand	Nil	Nil
Reserve bank	Cash and cash equivalents	0	6,766,701	6,766,701	0	NAB	Variable	Nil
<b>Total</b>		<b>4,791,490</b>	<b>6,766,701</b>	<b>11,558,191</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		4,791,490	6,766,701	11,558,191	0			
		<b>4,791,490</b>	<b>6,766,701</b>	<b>11,558,191</b>	<b>0</b>			

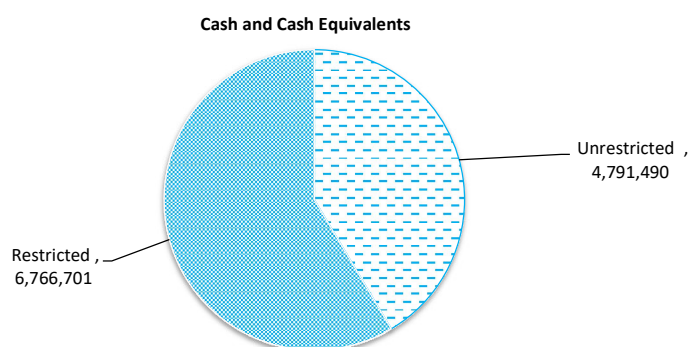
#### KEY INFORMATION

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

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

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

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



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

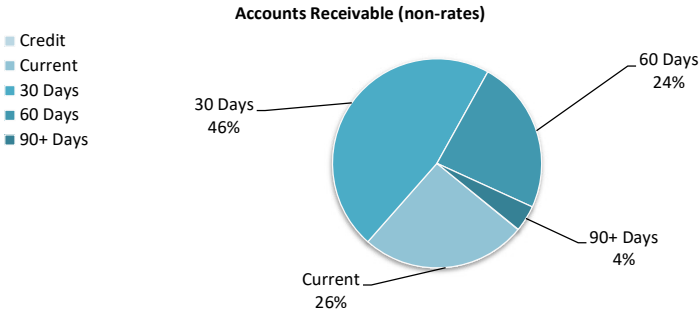
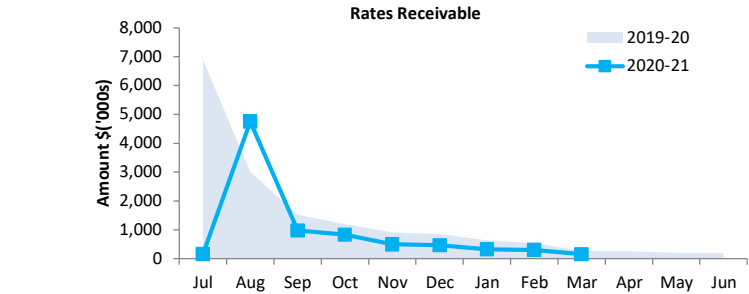
OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates receivable	30 June 2020	31 Mar 2021
	\$	\$
Opening arrears previous years	165,403	195,415
Rates, instalment charges and interest levied	6,448,237	6,917,852
Less - collections to date	(6,418,225)	(6,953,892)
Equals current outstanding	195,415	159,375
<b>Net rates collectable</b>	<b>195,415</b>	<b>159,375</b>
% Collected	97%	97.8%

KEY INFORMATION

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

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(146)	58,931	106,972	54,539	9,242	229,538
Percentage	(0.1%)	25.7%	46.6%	23.8%	4%	
<b>Balance per trial balance</b>						
Sundry receivable						229,538
<b>Total receivables general outstanding</b>						<b>229,538</b>
Amounts shown above include GST (where applicable)						



	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 March 2021
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Stores on hand	89,353	112,445	(163,833)	37,965
<b>Total other current assets</b>	<b>89,353</b>	<b>112,445</b>	<b>(163,833)</b>	<b>37,965</b>

#### KEY INFORMATION

##### Inventory

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

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

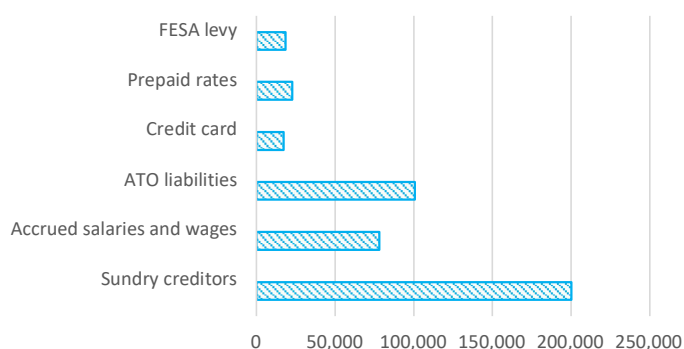
Payables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - trade	0	109,453	90,757	0	3	200,213
Percentage	0%	54.7%	45.3%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						200,213
Accrued salaries and wages						78,040
ATO liabilities						100,625
Credit card						17,331
Prepaid rates						22,734
FESA levy						18,522
<b>Total payables general outstanding</b>						<b>437,465</b>

Amounts shown above include GST (where applicable)

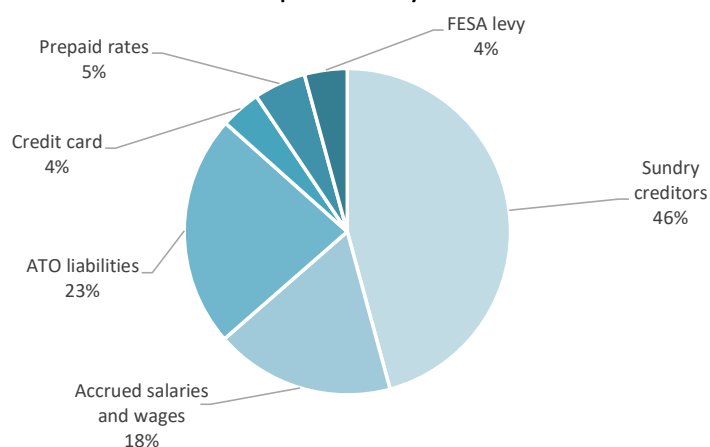
#### KEY INFORMATION

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

Composition of Payables



Composition of Payables





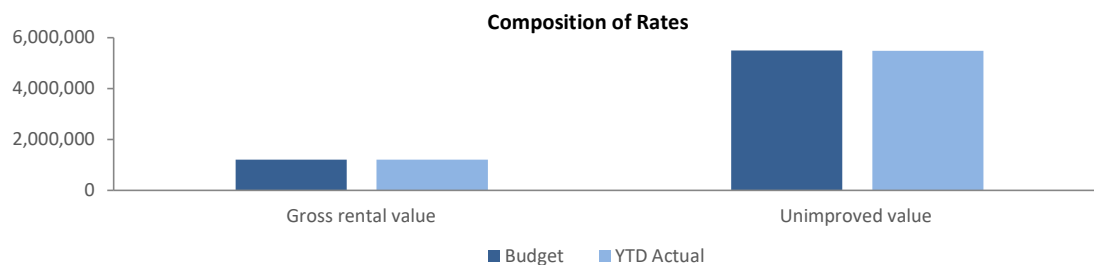
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

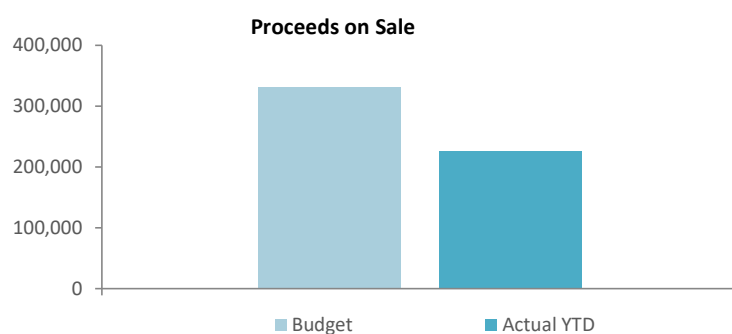
General rate revenue	Amended Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
General rate revenue	0.0706	586	15,222,674	1,074,721	129,000	0	1,203,721	1,074,721	127,065	0	1,201,786
<b>Unimproved value</b>											
General rate revenue	0.1550	1,415	34,965,661	5,419,677	80,000	0	5,499,677	5,419,677	61,568	0	5,481,245
<b>Sub-Total</b>		<b>2,001</b>	<b>50,188,335</b>	<b>6,494,398</b>	<b>209,000</b>	<b>0</b>	<b>6,703,398</b>	<b>6,494,398</b>	<b>188,633</b>	<b>0</b>	<b>6,683,031</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
General rate revenue	323	61	120,189	29,393	0	0	29,393	29,393	0	0	29,393
<b>Unimproved value</b>											
General rate revenue	323	636	720,994	205,428	0	0	205,428	205,428	0	0	205,428
<b>Sub-total</b>		<b>697</b>	<b>841,183</b>	<b>234,821</b>	<b>0</b>	<b>0</b>	<b>234,821</b>	<b>234,821</b>	<b>0</b>	<b>0</b>	<b>234,821</b>
<b>Total general rates</b>							<b>6,938,219</b>				<b>6,917,852</b>

KEY INFORMATION

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



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
<b>Transport</b>									
658	2018 Ford Ranger Grader Ute	45,752	33,000	0	(12,752)	0	0	0	0
660	Holden Colorado Space Cab Tray Top 4WD	40,764	33,000	0	(7,764)	0	0	0	0
645	Asset 645 John Deere 670G Grader 2014	235,000	140,000	0	(95,000)	233,498	145,000	0	(88,498)
<b>Economic services</b>									
PE15	2017 Nissan X Trail ST	0	0	0	0	20,436	19,545	0	(891)
<b>Other property and services</b>									
PE70	2019 Nissan Patrol 4WD CEO	68,145	52,000	0	(16,145)	64,466	60,909	0	(3,557)
PE39	2019 Ford Everest 4WD DCEO	51,179	38,000	0	(13,179)	0	0	0	0
658	2018 Amarok Dual Cab MWS	36,787	35,000	0	(1,787)	0	0	0	0
		<b>477,627</b>	<b>331,000</b>	<b>0</b>	<b>(146,627)</b>	<b>318,400</b>	<b>225,454</b>	<b>0</b>	<b>(92,946)</b>



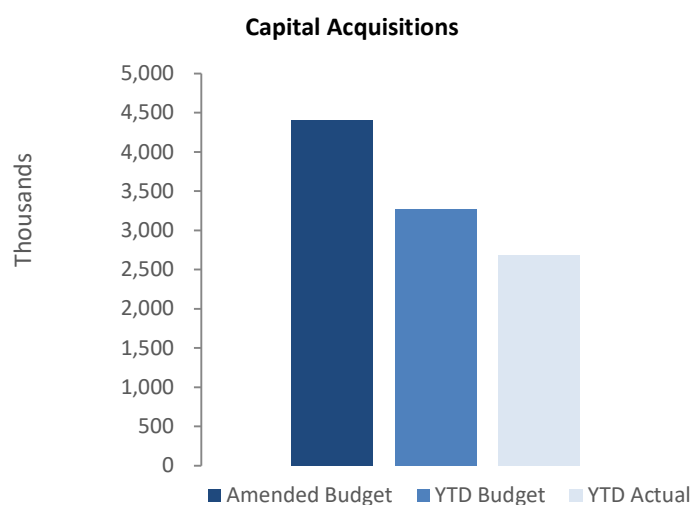
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	838,566	626,841	260,293	(366,548)
Furniture and equipment	7,000	5,250	0	(5,250)
Plant and equipment	1,037,500	737,500	807,785	70,285
Infrastructure - roads	725,357	544,018	837,091	293,073
Infrastructure - parks, gardens, recreation facilities	1,801,209	1,350,907	771,995	(578,912)
<b>Payments for Capital Acquisitions</b>	<b>4,409,632</b>	<b>3,264,516</b>	<b>2,677,164</b>	<b>(587,352)</b>
<b>Total Capital Acquisitions</b>	<b>4,409,632</b>	<b>3,264,516</b>	<b>2,677,164</b>	<b>(587,352)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,937,321	1,175,500	679,803	(495,697)
Other (disposals & C/Fwd)	331,000	192,000	225,454	33,454
Cash backed reserves				
Aerodrome reserve	250,000	250,000	0	(250,000)
Contribution - operations	1,891,311	1,647,016	1,771,907	124,891
<b>Capital funding total</b>	<b>4,409,632</b>	<b>3,264,516</b>	<b>2,677,164</b>	<b>(587,352)</b>

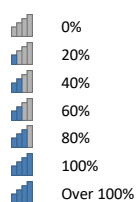
**SIGNIFICANT ACCOUNTING POLICIES**

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



Capital expenditure total

Level of completion indicators



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

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

Amended

	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Buildings</b>					
LB20001	11A Walton Street	25,000	18,750	0	(18,750)
LB20002	Doctor's House	40,000	30,000	0	(30,000)
LB20003	11 Queen Victoria Street	35,000	26,250	0	(26,250)
LB20004	26 Queen Victoria Street	15,000	11,250	7,832	(3,418)
LB20005	29 Hoover Street	35,000	26,250	0	(26,250)
LB20006	40A Hoover Street	25,000	18,750	0	(18,750)
LB20007	51 Gwalia Street	70,000	52,500	8,139	(44,361)
LB20008	9 Cohen Street	25,000	18,750	0	(18,750)
LB20009	Oval Caretaker	20,000	15,000	10,660	(4,340)
LB20011	Renewable Energy Setup Lot 60 Tower St	28,500	21,375	25,909	4,534
LB20012	Renewable Energy Setup Lot 96 Tower St	28,500	21,375	25,909	4,534
LB20013	Public Toilet - Town	150,000	112,500	15,000	(97,500)
LB20014	Tower Street Playground	0	0	14,031	14,031
LB20015	Public Toilet - Gwalia Museum	126,764	95,073	86,792	(8,281)
LB20016	Porch - Gwalia Museum	22,600	16,950	0	(16,950)
LB20017	Records storage shed - Kalgoorlie (1/4)	70,000	52,500	0	(52,500)
LB20018	Renewable Energy Setup Admin Offices	16,000	12,000	14,545	2,545
LB20019	Container Scheme Modifications	8,000	6,000	1,345	(4,655)
LB20020	Ageing in Place Project	0	0	50,131	50,131
	Playground- Tower Street Toilet	73,202	54,902	0	(54,902)
	Old CRC Building - renovation	25,000	16,667	0	(16,667)
		838,566	626,841	260,293	(366,548)
<b>Furniture and Equipment</b>					
FE20001	Services Locator	7,000	5,250	0	(5,250)
		7,000	5,250	0	(5,250)
<b>Plant and Equipment</b>					
PE20001	Tractor	66,500	66,500	65,500	(1,000)
PE20002	Backhoe	145,000	145,000	154,500	9,500
PE20003	Grader	450,000	450,000	407,000	(43,000)
PE20004	Grader Driver's Vehicle	62,000	0	0	0
PE20005	Solar Street Lights x 3 Light	8,000	0	0	0
PE20006	Solar Street Lights x 3 Heavy	40,000	0	0	0
PE20007	Airport Reporting Vehicle	62,000	0	0	0
PE20008	MWS's Vehicle	73,000	0	0	0
PE20009	CEO's Vehicle	76,000	76,000	97,024	21,024
PE20010	DCEO's Vehicle	55,000	0	0	0
PE20011	Cattle Yard - Animal Welfare	0	0	21,010	21,010
PE20012	Excavator P322B New Motor	0	0	62,751	62,751
		1,037,500	737,500	807,785	70,285
<b>Infrastructure Roads</b>					
IR20001	Leonora Nambi Road (RRG)	450,000	337,500	722,227	384,727
IR20002	Leonora Town Reseal (R2R)	225,357	169,018	0	(169,018)
IR20003	Grid renewals	50,000	37,500	114,864	77,364
		725,357	544,018	837,091	293,073
<b>Infrastructure Other</b>					
LB20010	Bowling Club internal fencing	30,000	22,500	0	(22,500)
IO20001	Tower Street Playground Phase 1	317,000	237,750	79,947	(157,803)
IO20002	Pumptrack	135,000	101,250	119,259	18,009
IO20003	Standpipe	30,000	22,500	0	(22,500)
IO20004	Fencing - Shire Common	273,027	204,770	0	(204,770)
IO20005	Airport Runway Lights	632,458	474,344	570,529	96,186
IO20006	Information Bay Upgrade	10,000	7,500	2,260	(5,240)
IO20007	Malcom Dam Upgrade	40,000	30,000	0	(30,000)
IO20008	Playground Tower Street Phase 2	333,724	250,293		(250,293)
		1,801,209	1,350,907	771,995	(578,912)
		4,409,632	3,264,516	2,677,164	(587,352)

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

**OPERATING ACTIVITIES  
NOTE 9  
CASH RESERVES**

**Cash backed reserve**

<b>Reserve name</b>	<b>Opening Balance</b>	<b>Budget Interest Earned</b>	<b>Actual Interest Earned</b>	<b>Budget Transfers In (+)</b>	<b>Actual Transfers In (+)</b>	<b>Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Annual leave reserve	165,344	0	38	0	0	0	0	165,344	165,382
Long service leave reserve	134,561	960	31	0	0	0	0	135,521	134,592
Building reserve	988,771	40,000	245	950,000	950,000	0	0	1,978,771	1,939,016
Fire Disaster reserve	39,922	460	9	0	0	0	0	40,382	39,931
Plant purchase reserve	915,193	7,500	212	0	0	0	0	922,693	915,405
Gwalia Precinct reserve	488,650	0	113	0	0	0	0	488,650	488,763
Waste management reserve	315,991	2,000	73	0	0	0	0	317,991	316,064
Aerodrome reserve	286,443	3,400	11	200,000	200,000	(250,000)	0	239,843	486,454
IT reserve	15,000	0	0	0	0	0	0	15,000	15,000
Pool reserve	45,041	40	16	428,875	300,000	0	0	473,956	345,057
Aged care reserve	1,920,592	11,000	445	0	0	0	0	1,931,592	1,921,037
	<b>5,315,508</b>	<b>65,360</b>	<b>1,193</b>	<b>1,578,875</b>	<b>1,450,000</b>	<b>(250,000)</b>	<b>0</b>	<b>6,709,743</b>	<b>6,766,701</b>

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 March 2021
		\$	\$	\$	\$
<b>Unspent grants, contributions, reimbursements and liabilities</b>					
- operating	11	80,000	251,916	(255,832)	76,084
- non-operating	12	0	953,815	0	953,815
<b>Total unspent grants, contributions and reimbursements</b>		80,000	1,205,731	(255,832)	1,029,899
<b>Provisions</b>					
Annual leave		154,386	0	0	154,386
Long service leave		74,247	0	0	74,247
<b>Total Provisions</b>		228,633	0	0	228,633
<b>Total other current liabilities</b>		<b>308,633</b>	<b>1,205,731</b>	<b>(255,832)</b>	<b>1,258,532</b>
<b>Amounts shown above include GST (where applicable)</b>					

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

##### Short-term employee benefits

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

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

##### Other long-term employee benefits

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

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

##### Contract liabilities

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

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

**NOTE 11**

**OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2021	Current Liability 31 Mar 2021	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Grant - Equalisation	0	0	0	0	0	273,399	205,050	221,333
Grant - Roads (Untied)	0	0	0	0	0	304,094	228,071	215,377
<b>Law, order, public safety</b>								
Operational Grant - Bush Fire	0	0	0	0	0	2,000	1,500	2,288
<b>Education and welfare</b>								
Youth Support DCP Grant	0	73,136	(54,852)	18,284	18,284	71,935	53,952	54,852
Grant- Sustainability Child Ca	0	0	0	0	0	78,865	78,865	78,865
<b>Recreation and culture</b>								
Indue agreement	0	94,607	(94,607)	0	0	0	0	94,607
CRC grant funding	0	84,173	(84,173)	0	0	132,887	132,887	84,173
CRC other funding	0	0	0	0	0	0		3,000
National Australia Day grant	0	0	0	0	0	20,000	20,000	20,000
BHP Vital Resources Fund	0	0	0	0	0	100,000	100,000	100,000
ACA Grant - Indoor Cricket Net	0	0	0	0	0	0	0	9,000
<b>Transport</b>								
MRWA Direct	0	0	0	0	0	159,050	159,050	159,050
Contrib. - Street Lights	0	0	0	0	0	4,070	4,070	3,699
<b>Economic services</b>								
Weed control	0	0	0	0	0	0		10,000
Lotterywest Gwalia Interpretation	0	0	0	0	0	248,403	186,300	134,377
Golden Gift Sponsorship	0	0	0	0	0	115,000	86,248	0
Golden Gift Grants	0	0	0	0	0	54,250	40,689	0
	<b>0</b>	<b>251,916</b>	<b>(233,632)</b>	<b>18,284</b>	<b>18,284</b>	<b>1,563,953</b>	<b>1,296,682</b>	<b>1,190,621</b>
<b>Operating contributions</b>								
<b>Transport</b>								
NGWG Consultant	80,000	0	(22,200)	57,800	57,800	0	0	0
	<b>80,000</b>	<b>0</b>	<b>(22,200)</b>	<b>57,800</b>	<b>57,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>80,000</b>	<b>251,916</b>	<b>(255,832)</b>	<b>76,084</b>	<b>76,084</b>	<b>1,563,953</b>	<b>1,296,682</b>	<b>1,190,621</b>

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

NOTE 12

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2021	Current Liability 31 Mar 2021	Amended Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>General purpose funding</b>								
Grant - Infra (COVID) Phase 2	0	233,607	0	233,607	233,607	333,724	133,489	0
<b>Law, order, public safety</b>								
Emergency Management	0	0	0	0	0	10,000	10,000	10,000
<b>Recreation and culture</b>								
Ageing in Place Project	0	500,000	0	500,000	500,000	0	0	0
ACA Grant - Indoor Cricket Net	0	0	0	0	0	10,000	10,000	0
<b>Transport</b>								
Grant - Roads to Recovery	0	0	0	0	0	403,593	223,819	178,241
Grant - Infrastructure COVID-19	0	220,208	0	220,208	220,208	440,415	330,309	0
RRG Funding	0	0	0	0	0	300,000	225,000	300,000
RADS Grant	0	0	0	0	0	439,589	242,883	191,562
	<b>0</b>	<b>953,815</b>	<b>0</b>	<b>953,815</b>	<b>953,815</b>	<b>1,937,321</b>	<b>1,175,500</b>	<b>679,803</b>



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

**NOTE 13  
BUDGET AMENDMENTS**

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

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

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

**NOTE 13  
BUDGET AMENDMENTS**

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

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

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

**NOTE 14  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Recreation and culture	(55,368)	(12.64%)	▼ Timing	\$55K due to timing on revenue recognition.
Transport	55,006	8.18%	▲ Timing	\$50K still to be recouped from RRG
Economic services	(134,322)	(19.49%)	▼ Timing	\$50K waiting to be recouped from LotteryWest/Golden Gift revenue still to be received \$90K
<b>Expenditure from operating activities</b>				
Governance	215,156	39.88%	▲ Timing	\$50K Council Payments/\$100K money not yet paid to RFDS/\$27K Audit Fees not yet paid & expenses re Strategic Planning \$27K
Law, order and public safety	20,915	12.48%	▲ Permanent	Unlikely to complete Vet Program \$14K
Health	198,871	27.41%	▲ Timing	\$40K Payments behind to contract Health Officer/\$80K payment behind re Doctor & Medical Costs/COVID mitigation funds not fully expended \$70K
Education and welfare	67,294	11.14%	▲ Timing	\$70K due to Youth Management Fees not yet invoiced
Community amenities	34,350	12.43%	▲ Timing	Waste maintenance costs down \$25K/Grave restoration work not as high as previous years \$5K
Recreation and culture	213,556	15.83%	▲ Timing	Pool Maintenance down & general costs \$100K/Community requests not fully drawn down \$20K/CRC Wages & equipment down \$35K/Parks maintenance down \$15K/Mural not done as yet \$30K/Sport Facility not yet used \$15K
Transport	329,269	12.34%	▲ Timing	Road maintenance down \$240K/Depot maintenance \$30K/Street lighting \$60K
Economic services	941,347	41.27%	▲ Timing	Heritage expenditure (Agnew & Barnes) not yet done \$200K/Cactus down \$10K/Tourism promotion down \$50K/Gwalia expenditure re LotteryWest down \$180K/Other Gwalia maintenance costs down \$220K/Golden Gift down \$15K
Other property and services	37,505	112.32%	▲ Timing	Private works down \$10K/Allocations producing positive results - to be adjusted at EOFY
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(495,697)	(42.17%)	▼ Timing	Part payment of Infrastructure grants - sitting on Balance Sheet due to revenue recognition & projects not yet completed
Proceeds from disposal of assets	33,454	17.42%	▲ Timing	Various vehicles still to be sourced
Payments for property, plant and equipment and infrastructure	587,352	17.99%	▲ Timing	Some projects to be completed
<b>Financing activities</b>				
Transfer from reserves	(250,000)	(100.00%)	▼ Permanent	Funds not required - originally to be transferred from Reserve for airport lighting but not required
Transfer to reserves	193,042	11.74%	▲ Timing	To be Transferred

## **11.0 REPORTS OF OFFICERS**

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

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

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 20th April, 2021

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

**SUBJECT:** Accounts for Payment

**LOCATION / ADDRESS:** Nil

**NAME OF APPLICANT:** Nil

**FILE REFERENCE:** Nil

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

**NAME:** Linda Gray

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

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

#### **BACKGROUND**

Attached statements consist of accounts paid by Delegated Authority totalling **\$1,452,103.51** since the previous council meeting consisting of:

1. Direct Bank Transactions numbered from **1810** to **1863** and totalling **\$61,790.00**;  
*a. Includes Credit Card Payments of \$17,291.75 for March, 2021*
2. Batch Payments **65, 66, 67, 68 & 69**, totalling **\$1,092,554.56**; and
3. Cheques **25772** to **25782** and Payroll Payments from **Pay Period Ending 22/03/2021**, to **05/04/2021** totalling **\$297,758.95**.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **STRATEGIC IMPLICATIONS**

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

## RECOMMENDATIONS

That the accounts for payment, as detailed:

1. Direct Bank Transactions numbered from **1773** to **1809** and totalling **\$37,246.13**;
  - a. Includes Credit Card Payments for **February, 2021**, totalling **\$7,376.62**
2. Batch Payment **64**, totalling **\$63,956.79**; and
3. Refunds and Payroll Payments from **Pay Period Ending 15/02/2020**, to **12/03/2021** totalling **\$164,594.69**.

be accepted.

## VOTING REQUIREMENT

Simple Majority

## SIGNATURE

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Deputy Chief Executive Officer

Shire of Leonora				
Monthly Report – List of Credit Card Transactions Paid by Delegated Authority				
Submitted to Council on the 20th April, 2021				
The following list of accounts relate to Credit Card Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Payments detailed are from statements for <b>March, 2021</b> as per Direct Bank Transaction <b>1809</b> totalling <b>\$17,291.75</b>				
CHIEF EXECUTIVE OFFICER				
Reference	Date	Name	Item	Payment by Delegated Authority
CEO 03/21	01/03/2021	GoFundMe	Donation from the Shire in support of Don and Donna Reid Emergency Fund	10,700.00
	08/03/2021	Bizness Apps	Monthly Subscription to Hosting Application for Geocaching App - March, 2020	128.47
	10/03/2021	Environmental Health Australia	Foodsafe Pack & Training Workbooks	204.60
	12/03/2021	My Tax Savers	12 Month Subscription	539.00
	16/03/2021	Foxtel	Foxtel, Internet and Phone for 35 Hoover Street	211.94
	23/03/2021	Whitehouse Hotel	Dinner and refreshments for Northern Goldfields Working Group	244.60
	25/03/2021	Coles Express Leonora	Fuel for P1	104.35
	25/03/2021	Mad Wax Car Wash	Car Wash - P1	30.00
	25/03/2022	Puma Energy	Fuel for P1	145.23
	29/03/2021	The Plaza Hotel	Accommodation, Meals and Incidentals J Epis	434.42
	29/03/2021	National Australia Bank	Card Fee March, 2021	9.00
CEO 03/21			<b>Total CEO Card March, 2021</b>	<b>\$12,751.61</b>
DCEO 03/21	01/03/2021	Trinity Crawley	Accommodation for Z Comstive - Training in Perth	110.00
	02/03/2021	BP Hyden	Fuel for P2	84.23
	03/03/2021	Liberty Oil Albany	Fuel for P2	64.16
	04/03/2021	BP Hyden	Fuel for P2	87.43
	08/03/2021	Shire Of Leonora - General	Coffees made for Staff Training - Gwalia	49.00
	09/03/2021	Shire Of Leonora - General	Coffees for Staff Training - Gwalia	45.00
	15/03/2021	Shire Of Leonora - General	Coffees for Staff Training - Gwalia	27.00
	15/03/2021	Shire Of Leonora - General	Coffees for Training - Gwalia	19.50
	15/03/2021	EZI Diffuse	Monthly Subscription to Child HR software	72.39
	15/03/2021	Qantas	Flights for G Ross - Staying longer in Leonora to assist in Staff Training	906.81
	15/03/2021	Qantas	Flights for Staff Training	455.26
	15/03/2021	Rydges Kalgoorlie	Councillor Refreshments	201.15
	19/03/2021	Swan Taxis	Taxi Fare - L Gray - Staff Training	46.99
	19/03/2021	Swan Taxis	Cab Fare - Staff Training - L Gray	34.44
	19/03/2021	GM Cabs	Taxi Fare - L Gray - Staff Training	21.95
	19/03/2021	City Of Kalgoorlie/Boulder	Parking Fees - Kalgoorlie Airport - L Gray Training	10.00
	22/03/2021	Swan Taxis	Taxi Fare - L Gray - Staff Training	46.10
DCEO 03/21			<b>Sub Total DCEO Card March, 2021</b>	<b>\$2,281.41</b>

Reference	Date	Name	Item	Payment by Delegated Authority
			<b>Balance Brought Forward DCEO Card March, 2021</b>	<b>\$2,281.41</b>
	22/03/2021	Ausrecord	Labels, Filing Rack and Files for Archiving purposes	326.59
	22/03/2021	QT Hotels	Accommodation for L Gray - Staff Training	242.59
	22/03/2021	Zoom	Zoom Subscription Renewal	230.89
	24/03/2021	Qantas	Flights - Staff Training	900.08
	25/03/2021	AYA Group Pty Ltd	Catering and consumables for Hoover House	45.61
	26/03/2021	OnlineWorkWear	Work Clothes for K. Lord	304.65
	29/03/2021	Caltex Star Mart Coolgardie	Fuel for P2	40.01
	29/03/2021	Liberty Leonora	Fuel for P2	91.71
	29/03/2021	BP Kelmscott	Fuel for P2	56.82
	29/03/2021	National Australia Bank	Card Fee March, 2021	9.00
<b>DCEO 03/21</b>			<b>Total DCEO Card March, 2021</b>	<b>\$4,529.36</b>
<b>Other Fees/Payments</b>	22/03/2021	National Australia Bank	International Transaction Fee	6.93
	08/03/2021	National Australia Bank	International Transaction Fee	3.85
<b>Other Fees/Payments</b>			<b>Total Other Fees/Payments March 2021</b>	<b>\$10.78</b>
<b>1863</b>	<b>06/04/2021</b>	<b>National Australia Bank</b>	<b>Credit Card Payments - March, 2021</b>	<b>\$17,291.75</b>

<b>Shire of Leonora</b>				
<b>Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority</b>				
<b>Submitted to Council on the 20th April, 2021</b>				
The following list of accounts relate to Direct Bank Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions are numbered from <b>1810</b> to <b>1863</b> and totalling <b>\$61,790.00</b>				
<b>CHIEF EXECUTIVE OFFICER</b>				
<b>Transaction</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>
1810	16/03/2021	Australian Super	Superannuation PPE: 08/03/2021	1,389.50
1811	16/03/2021	Aware Super	Superannuation PPE: 08/03/2021	8,179.60
1812	16/03/2021	Christian Super	Superannuation PPE: 08/03/2021	106.59
1813	16/03/2021	CBUS	Superannuation PPE: 08/03/2021	432.26
1814	16/03/2021	Dazacom Superfund	Superannuation PPE: 08/03/2021	257.03
1815	16/03/2021	HESTA	Superannuation PPE: 08/03/2021	225.05
1816	16/03/2021	Host Plus	Superannuation PPE: 08/03/2021	53.92
1817	16/03/2021	ING Superannuation	Superannuation PPE: 08/03/2021	492.99
1818	16/03/2021	MLC Super Fund	Superannuation PPE: 08/03/2021	1,608.86
1819	16/03/2021	NGS Super	Superannuation PPE: 08/03/2021	307.57
1820	16/03/2021	Sunsuper	Superannuation PPE: 08/03/2021	191.00
1821	16/03/2021	TWU Super Fund	Superannuation PPE: 08/03/2021	614.96
1822	16/03/2021	Wealth Personal Superannuation	Superannuation PPE: 08/03/2021	57.55
1823	15/03/2021	3E Advantage	Printing Costs for Childcare, Shire, CRC, Works & Museum, + payment of difference of Contracted Amount vs Actual Amount February, 2021 Office National Photocopier Agreements	3,670.97
1826	29/03/2021	Australian Super	Superannuation PPE: 22/03/2021	1,442.88
1827	29/03/2021	Aware Super	Superannuation PPE: 22/03/2021	7,822.83
1828	29/03/2021	Christian Super	Superannuation PPE: 22/03/2021	101.46
1829	29/03/2021	CBUS	Superannuation PPE: 22/03/2021	535.56
1830	29/03/2021	Dazacom Superfund	Superannuation PPE: 22/03/2021	257.03
1831	29/03/2021	HESTA	Superannuation PPE: 22/03/2021	225.05
1832	29/03/2021	Host Plus	Superannuation PPE: 22/03/2021	76.73
1833	29/03/2021	ING Superannuation	Superannuation PPE: 22/03/2021	501.42
1834	29/03/2021	MLC Super Fund	Superannuation PPE: 22/03/2021	1,570.27
1835	29/03/2021	NGS Super	Superannuation PPE: 22/03/2021	307.57
1836	29/03/2021	Sunsuper	Superannuation PPE: 22/03/2021	254.21
1837	29/03/2021	TWU Super Fund	Superannuation PPE: 22/03/2021	333.38
1838	29/03/2021	Wealth Personal Superannuation	Superannuation PPE: 22/03/2021	43.16
1839	29/03/2021	National Australia Bank	NAB Connect Fee - March, 2021	48.98
1840	31/03/2021	National Australia Bank	Account Fees - March, 2021	76.70
1841	01/04/2021	Westnet Pty Ltd	Email hosting - Leonora CRC - April, 2021	11.00
<b>Sub Total</b>				<b>\$31,196.08</b>



Transaction	Date	Name	Item	Payment by Delegated Authority
			<b>Balance Brought Forward</b>	<b>\$31,196.08</b>
1842	01/04/2021	National Australia Bank	EFTPOS Merchant Fee - March, 2021 - Childcare - 7381278	20.00
1843	01/04/2021	National Australia Bank	EFTPOS Merchant Fee - March, 2021 - Info Centre - 7374463	21.60
1844	01/04/2021	National Australia Bank	EFTPOS Merchant Fee - March, 2021 - CRC - 7380395	23.78
1845	01/04/2021	National Australia Bank	EFTPOS Merchant Fee - March, 2021 - Airport - 7374471	41.80
1846	01/04/2021	National Australia Bank	EFTPOS Merchant Fee - March, 2021 - Rec Centre - 7379314	43.64
1847	01/04/2021	National Australia Bank	EFTPOS Merchant Fee - March, 2021 - Shire & Museum - 7381393	266.24
1848	01/04/2021	National Australia Bank	EFTPOS Merchant Fee - March, 2021 - Shire & Museum - 7381393	295.12
1849	07/04/2021	Click Super	Click Super Monthly Charge -March, 2021	22.22
1850	06/04/2021	Australian Super	Superannuation PPE: 05/04/2021	1,229.04
1851	06/04/2021	Aware Super	Superannuation PPE: 05/04/2021	7,966.15
1852	06/04/2021	Christian Super	Superannuation PPE: 05/04/2021	101.46
1853	06/04/2021	CBUS	Superannuation PPE: 05/04/2021	473.61
1854	06/04/2021	Dazacom Superfund	Superannuation PPE: 05/04/2021	257.03
1855	06/04/2021	HESTA	Superannuation PPE: 05/04/2021	225.05
1856	06/04/2021	Host Plus	Superannuation PPE: 05/04/2021	200.03
1857	06/04/2021	ING Superannuation	Superannuation PPE: 05/04/2021	492.99
1858	06/04/2021	MLC Super Fund	Superannuation PPE: 05/04/2021	804.51
1859	06/04/2021	NGS Super	Superannuation PPE: 05/04/2021	298.26
1860	06/04/2021	Sunsuper	Superannuation PPE: 05/04/2021	209.27
1861	06/04/2021	TWU Super Fund	Superannuation PPE: 05/04/2021	267.21
1862	06/04/2021	Wealth Personal Superannuation	Superannuation PPE: 05/04/2021	43.16
1863	06/04/2021	National Australia Bank	Credit Card Payments - March, 2021	17,291.75
			<b>GRAND TOTAL</b>	<b>\$61,790.00</b>

Shire of Leonora				
Monthly Report - List of Accounts Paid by Delegated Authority				
Submitted to Council on the 20th April, 2021				
<p><b>Batch Payments 65, 66, 67, 68 &amp; 69</b>, totalling <b>\$1,092,554.56</b> have been paid by delegated authority by the Chief Executive Officer and has been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.</p>				
CHIEF EXECUTIVE OFFICER				
Batch Reference	Date	Name	Item	Payment by delegated Authority
BP 65.01	25/02/2021	AYA Group Pty Ltd	Consumables Provided to Gwalia, Main Office and Childcare Centre	304.33
BP 65.02	25/02/2021	Bidfood Kalgoorlie	Consumables for Hoover House	170.78
BP 65.03	25/02/2021	Butler Settineri	Grant Acquittal of the RADS 2019/21 Upgrade Lighting at the Leonora Airport	880.00
BP 65.04	25/02/2021	Butson Group Pty Ltd	Lunch for Council Meeting 16/2/21	150.00
BP 65.05	25/02/2021	Canning Pool and Pump Centre	Pool Blanket and Fittings for Lot 294 Queen Victoria	689.95
BP 65.06	25/02/2021	Coolgardie Tyre Service	4 Tyres for P6	1,276.00
BP 65.07	25/02/2021	Dave Hadden	Consulting and Administration for Leonora, Laverton and Menzies 8/2/21 - 12/2/21	6,028.00
BP 65.08	25/02/2021	Department of Fire and Emergency Services	ESLB 3rd Quarter Contribution	44,159.67
BP 65.09	25/02/2021	Earth Australia Contracting Pty Ltd	1 X 9kg Gas Bottle for Lot 229 Hoover - Lot 229 Hoover	45.00
BP 65.10	25/02/2021	GHD Pty Ltd	Preparation of Local Planning Strategy and Scheme	3,588.95
BP 65.11	25/02/2021	Goldfields Truck Power	Fuel Filter for Hyster Forklift and Filters for P833	384.14
BP 65.12	25/02/2021	GTN Services	Front Brake Pads for P6	291.06
BP 65.13	25/02/2021	J.R. & A. Hersey Pty Ltd	Uniform for Childcare Centre	421.74
BP 65.14	25/02/2021	Jim Epis	CEO's Recreation Expense	5,825.82
BP 65.15	25/02/2021	Landgate	Custom Map Laminated and Postage	547.71
BP 65.16	25/02/2021	McMahon Burnett Transport	Freight for Stationery	211.31
BP 65.17	25/02/2021	Modus Australia	Yarra 3 Custom Toilet Building and Burton - 1 Custom Toilet Building	34,423.84
BP 65.18	25/02/2021	Moore Australia	Compilation of the Statement of Financial Activity for January, 2021	4,125.00
BP 65.19	25/02/2021	Netlogic Information Technology	Monthly Offsite Consulting Labour	262.50
BP 65.20	25/02/2021	Northern Goldfields Electrical Pty Ltd	Repair Aircon in CEO Office, Repair Electric Door Lock to Entrance at Shire Pool, Install 4 New Split System Air conditioners at Airport, Maintenance - Oval Caretaker Residence and Repairs to Air-conditioned Unit Drain System at Youth Centre	3,911.05
BP 65.21	25/02/2021	Penns Cartage Contractors	Freight for Depot	499.40
BP 65.22	25/02/2021	Rangeland Services Pty Ltd	Removal of Old Fence and Supply and Install New Fence from Playground - Tower Street	11,829.13
BP 65.23	25/02/2021	Sigma Chemicals	Pool Chemicals for Shire Pool	643.94
Batch Payment 65 Sub Total				<b>\$120,669.32</b>

Batch Reference	Date	Name	Item	Payment by delegated Authority
			<b>Batch Payment 65 Balance Brought Forward</b>	<b>\$120,669.32</b>
BP 65.24	25/02/2021	Smart HD Security Solutions	Security Monitoring Yearly Fee for Remote Monitoring of Alarm System and Access Control at NGROAC	520.00
BP 65.25	25/02/2021	Squire Patton Boggs	Watching Brief Over Native Title Claim WAD91/2019 Nyalpa Pimiku and WC2018/005 - Darlot Claim	414.48
BP 65.26	25/02/2021	Susan Cutting.	Reimbursement for Childcare Centre	35.00
BP 65.27	25/02/2021	Talitha Sprigg.	Reimbursement for Goldfield Girl Event Accommodation	443.63
BP 65.28	25/02/2021	Tradelink Pty Ltd	PVC Flexible Waste Connector for Lot 250 Queen Victoria	47.70
BP 65.29	25/02/2021	Tutt Bryant Equipment WA	Rubber Buffers, A/C Compressor and Service Kit for P2333	5,173.44
BP 65.30	25/02/2021	WA Reticulation Supplies	2 Solenoids and Solenoid Coils for Oval	223.17
			<b>Batch Payment 65 Total</b>	<b>\$127,526.74</b>
BP 66.01	11/03/2021	Air Liquide W.A. Ltd	Rental Fees for February 2021	23.54
BP 66.02	11/03/2021	ALU Glass	Laminated Glass for Outside Sliding Door for Lot 229 Hoover	1,032.90
BP 66.03	11/03/2021	Bidfood Kalgoorlie	Goods for Hoover House B&B	515.74
BP 66.04	11/03/2021	BOC Limited	Container Service Supplied Monthly for Depot and Medical Centre Equipment	130.25
BP 66.05	11/03/2021	Bridget Jackson.	Native Medicine for resell at Information Centre	400.00
BP 66.06	11/03/2021	Bunnings Building Supplies Pty Ltd	Tiles and Consumables for Lot 250 Queen Victoria, Shelving and Consumables for Childcare Centre	883.42
BP 66.07	11/03/2021	Canine Control	Ranger Service 22/2/21 - 24/2/21	4,169.39
BP 66.08	11/03/2021	Concept Media	40cm X 7col Article for Gwalia	2,079.00
BP 66.09	11/03/2021	CyberSecure Pty Limited	Monthly Data Protection Services	250.80
BP 66.10	11/03/2021	Dave Hadden	Consulting/Admin for Leonora, Laverton and Menzies 17/2/2021 - 26/2/2021	9,064.00
BP 66.11	11/03/2021	Dunning's	Refill 38 Drums of Avgas @ \$2.14573 Ex GST per Litre	17,938.30
BP 66.12	11/03/2021	Eagle Petroleum (WA) Pty Ltd	Deliver Approximate 30,000 Litres of Diesel @ \$1.1069 Pre Litre and Fuel Cards	37,020.94
BP 66.13	11/03/2021	Goldfields Pest Control	Live Termite Treatment to Archive Room at Gwalia, Inspections, Spider Treatment and Mice Baits	880.00
BP 66.14	11/03/2021	J.R. & A. Hersey Pty Ltd	Uniform for Childcare Centre and Workshop Consumables for Depot	1,555.07
BP 66.15	11/03/2021	Juwest Pty Ltd	2 Days of 8T Excavator Hire for Leonora Nambi Road Project	2,090.00
BP 66.16	11/03/2021	Kerion Pty. Ltd.	One way Flight for Z Comstive Leonora - Perth	270.00
BP 66.17	11/03/2021	Komatsu Australia Pty Ltd	2 Sets of Filters for P202	569.78
BP 66.18	11/03/2021	Landgate	Mining Tenement Schedule M2021/2 and Valuations Chargeable Schedule G2021/2	536.60
BP 66.19	11/03/2021	Leonora Post Office	Postage and Freight for Main Office, Gwalia and Information Centre and 150 Lolly Bags for Australia Day	687.75
BP 66.20	11/03/2021	Linda Gray	Recreation Allowance	1,563.91
BP 66.21	11/03/2021	Local Government Supervisors Association	One Year Membership to the Local Government Works Association	99.99
BP 66.22	11/03/2021	Luck Thai Cleaning	Cleaning Shire Facilities 15/02/21 - 28/02/21	9,281.25
			<b>Batch Payment 66 Sub Total</b>	<b>\$91,042.63</b>

Batch Reference	Date	Name	Item	Payment by delegated Authority
			<b>Batch Payment 66 Balance Brought Forward</b>	<b>\$91,042.63</b>
BP 66.23	11/03/2021	Marketforce	Gwalia Vacant Position Advertising	2,137.31
BP 66.24	11/03/2021	Modus Australia	Yarra 3 Custom Toilet Building for Gwalia and Burton - 1 Custom Toilet Building Town Park	77,629.20
BP 66.25	11/03/2021	Mova Furniture Trailer Hire	Blinds and Fittings for Lot 229 Hoover Street	846.40
BP 66.26	11/03/2021	Multiple Trades and Maintenance	Replace Tap at Public Toilets	259.17
BP 66.27	11/03/2021	Netlogic Information Technology	Synology Rackstation Backup Drive, PDU, Adapter and Software	3,450.00
BP 66.28	11/03/2021	Northern Goldfields Electrical Pty Ltd	Install New Air Con in Server Room at Main Office and Replace Power Points at Lot 1142 Walton (South)	569.80
BP 66.29	11/03/2021	Outback Parks&Lodges	Accommodation for Ranger and B West for 25/2/21 Relief Staff for Childcare Centre	465.00
BP 66.30	11/03/2021	Penns Cartage Contractors	Freight for Shire Pool	226.60
BP 66.31	11/03/2021	Prime Media Group Ltd	Promoting Leonora TV January, 2021	1,100.00
BP 66.32	11/03/2021	Prosegur Australia Pty Ltd	ATM Monthly Rental January, 2021	3,000.18
BP 66.33	11/03/2021	PWT Electrical Pty Ltd	5 Burner Gas Oven for Youth Centre	5,828.90
BP 66.34	11/03/2021	Shire of Laverton	Aerodrome Reporting Officer Training	3,326.25
BP 66.35	11/03/2021	Sign Here Signs Pty Ltd	Additional Signs for Gwalia	6,088.50
BP 66.36	11/03/2021	Stratco (WA) Pty Ltd	Consumables for Airport	229.86
BP 66.37	11/03/2021	Toll Transport Pty Ltd	Freight for Main Office and Depot	108.56
BP 66.38	11/03/2021	Tutt Bryant Equipment - WA	2 Fuel Fillers and 6 Rubber Buffers + Freight	2,286.33
BP 66.39	11/03/2021	Vanguard Press	Freight and Handling of Northern Goldfields Maps and Brochure	107.55
BP 66.40	11/03/2021	WA Traffic Planning	Traffic Management Plan for the Golden Gift, 2021	385.00
BP 66.41	11/03/2021	West Australian Newspapers Ltd	Gwalia Vacant Position Advertising, Advertising Annual General Meeting of Electors 16th March, 2021	2,399.78
BP 66.42	11/03/2021	Western Australian Local Government Ass.	Strategic Plan - Elected Members Training L Trevenen - Understanding LG & Conflicts of Interest	585.00
BP 66.43	11/03/2021	Whitehouse Hotel	Dinner and Refreshments for Farmers Across Borders	1,956.00
BP 66.44	11/03/2021	Wurth Australia Pty Ltd	Parts and Consumables for Depot	701.95
BP 66.45	11/03/2021	Xstra Group Pty Ltd	PABX Hosting, Provision and Support per Extension. Service Rental per Month February, 2021	508.46
BP 66.46	11/03/2021	Zandra Comstive.	Reimbursement for Travel and Food Purchased for Grant Workshop	203.90
			<b>Batch Payment 66 Total</b>	<b>\$205,442.33</b>
BP 67.01	18/03/2021	Agserv	Summary Mosquito IGR 250g	339.90
BP 67.02	18/03/2021	Aprilla Grids Pty Ltd	Supply and Deliver Stock Grid Base	126,350.40
BP 67.03	18/03/2021	Arlene Collings-	Post Cards for Gwalia	400.00
BP 67.04	18/03/2021	AYA Group Pty Ltd	Dryer for Hoover House, Consumables Provided to Gwalia Museum, Childcare and Main Office	2,125.69
BP 67.05	18/03/2021	Bidfood Kalgoorlie	Consumables for Hoover House	259.81
BP 67.06	18/03/2021	Boldline Services	Parts and Repairs P2333, P03, P832, P2456, P438, P15 AND P232	8,104.80
BP 67.07	18/03/2021	Bunnings Building Supplies Pty Ltd	Cabinets and Benchtops for Lot 250 Queen Victoria	1,714.98
BP 67.08	18/03/2021	Dunning's	Refill 38 Drums of Avgas @ \$2.42540 per L	18,433.05
<b>92</b>			<b>Batch Payment 67 Sub Total</b>	<b>\$157,728.63</b>

Batch Reference	Date	Name	Item	Payment by delegated Authority
			<b>Batch Payment 67 Balance Brought Forward</b>	<b>\$157,728.63</b>
BP 67.09	18/03/2021	Elite Gym Hire	12 Months Gym Equipment Hire Rental April, 2021	1,499.74
BP 67.10	18/03/2021	Gail Ross	Reimbursement for Bread for Hoover House	22.50
BP 67.11	18/03/2021	Goldfields Locksmiths	New Locks, Cylinders and Keys for Youth Centre	1,020.92
BP 67.12	18/03/2021	Heatley's Sales Pty Ltd	Toilet Paper and Paper Towel and Disposable Overalls for Depot	441.66
BP 67.13	18/03/2021	Juwest Pty Ltd	Remove Shed Pad, Fill and Compact at Town Park, Repair Water Leak at Gwalia, Find Fault, Excavate and Replace Solenoid at Oval AND Drinking Fountain for Skate Park	6,492.10
BP 67.14	18/03/2021	Kiara Reddingius	Patrons Fee for 2020/2021 Leonora Golden Gift	3,000.00
BP 67.15	18/03/2021	Kleenheat Gas	1 House Hold Gas Bottle for Lot 137 A Hoover South	124.41
BP 67.16	18/03/2021	Leonora Motor Inn	Accommodation P Craig	270.00
BP 67.17	18/03/2021	Luck Thai Cleaning	Cleaning Shire Facilities 01/03/21 - 14/03/21	9,083.25
BP 67.18	18/03/2021	Modern Teaching Aids Pty Ltd	Various Toys and Cleaning Supplies for Childcare Centre	2,748.82
BP 67.19	18/03/2021	Multiple Trades and Maintenance	Repair Tap in Kitchen at Info Centre	360.60
BP 67.20	18/03/2021	Office National Kalgoorlie	Stationery for Childcare Centre, CRC and Main Office	543.77
BP 67.21	18/03/2021	Outback Parks&Lodges	Accommodation for C Wilkinson, Ranger, B West, J & D Wilkinson and E Jandi	2,395.00
BP 67.22	18/03/2021	Planet Pet and Aquarium	Aquarium for Childcare Centre	113.25
BP 67.23	18/03/2021	Stratco (WA) Pty Ltd	Fencing for Internal Fence at Childcare Centre	88.00
BP 67.24	18/03/2021	Toll Transport Pty Ltd	Freight for Depot	21.88
BP 67.25	18/03/2021	Verb Advertising	Provide 1 x 15 TVC for Shire of Leonora and Gwalia Ghost Town	88.00
BP 67.26	18/03/2021	Western Australian Local Government Ass.	Elected Members Training for L Gray - Understanding LG & Conflicts of Interest	975.00
			<b>Batch Payment 67 Total</b>	<b>\$187,017.53</b>
BP 68.01	01/04/2021	Abco Products Pty Ltd	Supply 1 Floor Polisher	3,953.41
BP 68.02	01/04/2021	Aflex Technology (N.Z) Ltd	Inflatable for the Pool	12,357.40
BP 68.03	01/04/2021	Artcom Fabrication Design Group	Gwalia Assay Office Plinths and Panels.	14,198.72
BP 68.04	01/04/2021	AYA Group Pty Ltd	Cleaning Supplies for Nyunnga-Ku Womans Group	143.75
BP 68.05	01/04/2021	Bidfood Kalgoorlie	Consumables for Hoover House and Childcare Centre	375.56
BP 68.06	01/04/2021	BOC Limited	Container Service Supplied Monthly for Depot and Medical Centre Equipment	144.20
BP 68.07	01/04/2021	Corsign WA Pty Ltd	Leonora Public Health Profile	154.00
BP 68.08	01/04/2021	Dave Hadden	Consulting/Administration 8/3/2021 - 12/3/2021	6,028.00
BP 68.09	01/04/2021	Design Sense Graphics & Web	Update and Printing of Brochures for Golden Gift, 2021	1,017.50
BP 68.10	01/04/2021	Eagle Petroleum (WA) Pty Ltd	6 Boxes of Grease Cartridge	491.04
BP 68.11	01/04/2021	Earth Australia Contracting Pty Ltd	2 X House Hold Gas Bottles for Youth Centre	350.02
BP 68.12	01/04/2021	Flex Industries Pty Ltd	Supply 6 Brake Shoe Kits for P833	600.01
BP 68.13	01/04/2021	German Solar Power	Renewable Energy Setup for Rec Centre, CRC and Main Office	73,000.00
			<b>Batch Payment 68 Sub Total</b>	<b>\$112,813.61</b>
			<b>Batch Payment 68 Balance Brought Forward</b>	<b>\$112,813.61</b>



Batch Reference	Date	Name	Item	Payment by delegated Authority
BP 68.14	01/04/2021	GME Resources Limited	Tenement Death 18/3/2020 E39/1831 rates refund	92.66
BP 68.15	01/04/2021	GTN Services	Scheduled Service for P4 and P2	682.81
BP 68.16	01/04/2021	Juwest Pty Ltd	Re-route Water Pipes in Laundry, Connect Vanity Basin and Install Toilet at 26 Queen Victoria St and Form, Pour and Finish 13m X6m Pad for Shed at Oval Caretaker	11,400.84
BP 68.17	01/04/2021	Kingwest Resources Limited	Tenement Death 25/3/2020 E37/0882 rates refund	395.11
BP 68.18	01/04/2021	Kumarina Resources Limited	Tenement Deaths 11/6/2020 P39/5230 to P39/5238 rates refunds	197.09
BP 68.19	01/04/2021	Leonora Motor Inn	Accommodation for B Gawronski	525.00
BP 68.20	01/04/2021	Luck Thai Cleaning	Cleaning Shire Facilities 15/03/21 - 28/03/21	9,256.50
BP 68.21	01/04/2021	Melville Raymond Dalla Costa	Tenement Death E36/0912 29/4/2020 rates refund	55.60
BP 68.22	01/04/2021	Moore Australia	Budget Workshop for L Gray	990.00
BP 68.23	01/04/2021	Multiple Trades and Maintenance	Backflow Device Annual Test - Tourist Information Bay and CRC	3,803.09
BP 68.24	01/04/2021	Netlogic Information Technology	Brad in Person for General Maintenance and Monthly Offsite Consulting Labour	6,435.00
BP 68.25	01/04/2021	Office National Kalgoorlie	Stationery for CRC, Childcare and Main Office	487.60
BP 68.26	01/04/2021	Outback Parks&Lodges	Accommodation for E Jandi Relief Staff at Childcare Centre and Ranger Accommodation	950.00
BP 68.27	01/04/2021	Parkitect Australia Pty Ltd	Advanced Long Pumtrack - Skate Park	45,650.00
BP 68.28	01/04/2021	PWT Electrical Pty Ltd	Install WIFI Booster to Lot 229 Hoover St	732.13
BP 68.29	01/04/2021	Ross Norrie	Reimbursement for Training	947.60
BP 68.30	01/04/2021	Shop for Shops	Male Mannequin for Gwalia Museum	385.00
BP 68.31	01/04/2021	Sigma Chemicals	3 Trichlor Tabs for Lot 294 Queen Victoria St, Lot 250 Queen Victoria St and Oval	470.25
BP 68.32	01/04/2021	Steven Tweedie	Advance Local Government Act Training for Elected Officers and Staff	2,200.00
BP 68.33	01/04/2021	Stratco (WA) Pty Ltd	10 X 120L Wheelie Bin	477.40
BP 68.34	01/04/2021	Threat Protect	Alarm Monitoring for Shire Facilities	968.83
BP 68.35	01/04/2021	Toll Transport Pty Ltd	Freight for Pool, Youth Centre, Depot and Main Office	285.35
BP 68.36	01/04/2021	Luck Thai Cleaning	Cleaning Shire Facilities 15/03/21 - 28/03/21	9.00
			<b>Batch Payment 68 Total</b>	<b>\$200,210.47</b>
BP 69.01	09/04/2021	ASSA	Interim Consulting Fees for Airport RE; Facility for the Storage of Larger Bodied Aircraft	24,750.00
BP 69.02	09/04/2021	Bidfood Kalgoorlie	Consumables for Hoover House	440.19
BP 69.03	09/04/2021	Bitutek Pty Ltd	Leonora Town and Nambi Road Reseal	222,367.26
BP 69.04	09/04/2021	Boord Constructions	Preparation and Delivery of Concrete Slab for Leinster Day Care Centre	11,000.00
BP 69.05	09/04/2021	Bunnings Building Supplies Pty Ltd	Parts and Materials for Rear Patio at Lot 1142A Walton (South)	351.90
BP 69.06	09/04/2021	Butler Settineri	Consulting Fees for Roads/Assets/Ratios	660.00
BP 69.07	09/04/2021	Canine Control	Ranger Service 14/3/21 - 16/3/21	4,169.39
BP 69.08	09/04/2021	Cloud Collections Pty Ltd	Legal Costs Recoverable	889.50
BP 69.09	09/04/2021	CyberSecure Pty Limited	Monthly Data Protection Services	250.80
BP 69.10	09/04/2021	Dunning's	Refill 38 Drums of Avgas @ \$2.20491per Litre	18,433.05
BP 69.11	09/04/2021	Eagle Petroleum (WA) Pty Ltd	Shire Fuel Cards March, 2021	598.66
BP 69.12	09/04/2021	GTN Services	Scheduled Service for P6	411.05
			<b>Batch Payment 69 Sub Total</b>	<b>\$284,321.80</b>

Batch Reference	Date	Name	Item	Payment by delegated Authority
			<b>Batch Payment 69 Balance Brought Forward</b>	<b>\$284,321.80</b>
BP 69.13	09/04/2021	In A Box Holdings Pty Ltd	Domain Registration for Leonora Golden Gift Website (12 Month Service 20/4/2021-20/4/2022)	150.00
BP 69.14	09/04/2021	Jim Epis -	CEO Recreation Allowance	3,055.52
BP 69.15	09/04/2021	Juwest Pty Ltd	Repairs to Reticulation at the Oval	173.25
BP 69.16	09/04/2021	Kalgoorlie Retravisision	1 Fujitsu Aircon for Depot	1,098.00
BP 69.17	09/04/2021	Larrikin House Pty Ltd	2 Assorted Big Books for Childcare Centre	177.00
BP 69.18	09/04/2021	Lee-Anne Trevenen	Reimbursement for Fuel for P245	97.24
BP 69.19	09/04/2021	Leonora Post Office	Postage and Freight for Main Office, Info Centre and Depot	180.80
BP 69.20	09/04/2021	McMahon Burnett Transport	Freight for Main Office	145.91
BP 69.21	09/04/2021	MLG OZ Pty Ltd	120 Tonne of Crusher Dust for Various Roads	1,326.60
BP 69.22	09/04/2021	Moore Australia	Input Budget Review Changes in Reckon, Compilation of the Statement of Financial Activity and BAS for February, 2021	6,325.00
BP 69.23	09/04/2021	Netlogic Information Technology	Monthly Offsite Consulting Labour	179.00
BP 69.24	09/04/2021	Office National Kalgoorlie	Repair and Maintenance for Photocopier for Main Office	687.50
BP 69.25	09/04/2021	On Call ECT	Contract Teacher for Childcare Centre	250.00
BP 69.26	09/04/2021	Prosegur Australia Pty Ltd	ATM Fees and Charges for February, 2021	3,004.94
BP 69.27	09/04/2021	Royal Life Saving (WA Branch)	Replacement Pool Manager	5,511.00
BP 69.28	09/04/2021	Sandra and David Wheeler	Expenses for Clean up Australia Day	80.87
BP 69.29	09/04/2021	Sigma Chemicals	Chlorine for Shire Pool	616.00
BP 69.30	09/04/2021	Toll Transport Pty Ltd	Freight for Info Centre and Pool	132.73
BP 69.31	09/04/2021	West Australian Newspapers Ltd	Public Notice Special Meeting of Audit and Risk Committee and Proposal to Dispose of Property Advertisement	816.00
BP 69.32	09/04/2021	Western Australian Local Government Ass.	Website Design Refresh	63,514.00
BP 69.33	09/04/2021	Xstra Group Pty Ltd	PABX Hosting, Provision and Support per Extension. Service Rental per Month: March, 2021	514.33
			<b>Batch Payment 69 Total</b>	<b>\$372,357.49</b>
			<b>BATCH PAYMENTS 65 - 69 GRAND TOTAL</b>	<b>\$1,092,554.56</b>

<b>Shire of Leonora</b>				
<b>Monthly Report – List of Accounts Paid by Delegated Authority</b>				
<b>Submitted to Council on the 20th April, 2021</b>				
The following list of accounts has been paid under delegation by the Chief Executive Officer, since the previous list of accounts. <b>Cheques 25772 to 25782</b> , and Payroll Liability payments since the previous list of accounts paid by Delegated Authority totalling <b>\$297,758.95</b> .				
<b>CHIEF EXECUTIVE OFFICER</b>				
<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>
25772	25/02/2021	Telstra	Fees and Charges for Camping Requisites 8/2/21 - 7/2/21	90.00
25773	25/02/2021	Horizon Power	Power Supplied 17/12/20 - 16/02/21 for Shire Facilities and Cutting of Vegetation on Goldfields Hwy	30,042.96
25774	10/03/2021	Australian Taxation Office	January, 2021 BAS	6,128.00
25775	12/03/2021	Horizon Power	Power Supplied to Street Lights and LOT 16 Tower st 27/01/21 - 24/02/21	5,381.83
25776	12/03/2021	Telstra	Fees and Charges for CRC 10/02/21 - 10/03/21	4,000.00
25777	12/03/2021	Water Corporation	Service Charges for LOT 1261, 1262, 1263 and 1264 Stuart Street	369.88
PPE22032021	23/03/2021	Shire of Leonora	Salaries & Wages PPE: 22/03/2021	84,220.72
25778	25/03/2021	Department Of Transport	Insurances & Licenses for P2296	118.10
25779	25/03/2021	Horizon Power	Power Supplied to Rec Centre for 19/02/21 - 18/03/21	5,786.13
25780	25/03/2021	Telstra	Service and Usage Charges for March, 2021	7,614.60
25781	25/03/2021	Water Corporation	Water Usage and Service Charges 19/1/21 - 16/3/21	28,975.86
PL23032021	29/03/2021	Shire of Leonora	Payroll Liabilities PPE: 22/03/2021	610.50
25782	30/03/2021	Australian Taxation Office	February, 2021 BAS	32,329.00
PPE05042021	06/04/2021	Shire of Leonora	Salaries & Wages PPE: 05/04/2021	92,091.37
			<b>GRAND TOTAL</b>	<b>\$297,758.95</b>



## **11.0 REPORTS OF OFFICERS**

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

#### **11.3(A) NAMBI VILLAGE OFFICE AND HOUSING CONDITIONS**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 20<sup>th</sup> April, 2021

**AGENDA REFERENCE:** 11.3 (A) APR 21

**SUBJECT:** Nambi Village Office and Housing Conditions.

**LOCATION / ADDRESS:** Lot 1327 Leonora/Nambi Road Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** 23.6.0

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

**NAME:** Dave Hadden

**OFFICER:** Environmental Health Officer/Building Surveyor

**INTEREST DISCLOSURE:** Nil

**DATE:** 14<sup>th</sup> April, 2021

#### **BACKGROUND**

Staff are currently working with Wirrpanda Foundation to help clean up village land as well as residential yards throughout the village. It was noted that the village office has been badly vandalised recently requiring staff to write to Katampul Aboriginal Corporation to make contact with Council to discuss the condition of the office and Katampul's plans to repair the building. Unfortunately Katampul did not make contact with Council staff as requested in correspondence date 25<sup>th</sup> February 2021.

#### **Comment**

As such Council forwarded further correspondence to Katampul Aboriginal Corporation requesting them to make contact with Council staff within 14 days from the date of the correspondence (22<sup>nd</sup> March 2021). This correspondence advised that failure to make contact with shire staff to discuss the village office and deteriorating condition of village housing within the requested timeline would result in an agenda item being tabled at the April 2021 Council Meeting recommending issue of a Building Order. The Building Order proposed would require that the office building is returned to a safe and usable condition within a timeline determined by Council minute. Staff intend to recommend that Council determine to issue a Building Order on the village office.

#### **STATUTORY ENVIRONMENT**

Building Act 2011.

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

Financial implications can be expected through the administrative management order process and site development costs.

#### **STRATEGIC IMPLICATIONS**

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

## **RECOMMENDATIONS**

That Council;

- a) Determine to engage McLeods Barristers and Solicitors to prepare a Building Order to be served on the Nambi Village office (Katampul Aboriginal Corporation) requiring the building to be renovated /repaired to a safe condition, and
- b) Direct staff to serve the Building Order on Katampul Aboriginal Corporation.

## **VOTING REQUIREMENT**

Simple Majority

## **SIGNATURE**

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Environmental Health Officer/Building Surveyor

**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 18th May, 2021

**15.0 CLOSURE OF MEETING**