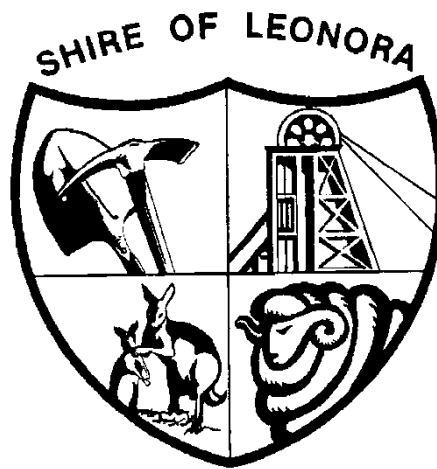


SHIRE OF LEONORA

NOTICE OF AN ORDINARY COUNCIL MEETING



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

JG EPIS
CHIEF EXECUTIVE OFFICER

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

SHIRE OF LEONORA

INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:-

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

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

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

JG EPIS
CHIEF EXECUTIVE OFFICER

COUNCIL MEETING INFORMATION NOTES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Local Government (administration) Regulations 1996

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

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

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

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

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

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

Local Government (Administration) Regulations 1996

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

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

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

10. Public Inspection of Unconfirmed Minutes (Reg 13)

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

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

**COLOUR
CODING**

1. **DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS/
FINANCIAL INTEREST DISCLOSURES**
2. **DISCLAIMER NOTICE**
3. **COUNCIL MEETING INFORMATION NOTES**
4. **RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE
(PREVIOUSLY APPROVED)**
5. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
6. **PUBLIC QUESTION TIME**
7. **APPLICATIONS FOR LEAVE OF ABSENCE**
8. **PETITIONS / DEPUTATIONS / PRESENTATIONS**
9. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**
(Sent out previously)
Draft motion: That the Minutes of the Ordinary Meeting held on 15th June, 2021 be confirmed as a true and accurate record.
10. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
11. **REPORTS OF OFFICERS**
 - 11.1 **Chief Executive Officer**
 - a) Revestment of Land
 - b) Review of Local Laws
 - c) Draft Bush Fire Brigades Local Law
 - d) Geographic Street Names – Malcolm Dam Road
 - e) Code of Conduct for Employees
 - f) Road Closure
 - 11.2 **Deputy Chief Executive Officer**
 - a) Monthly Financial Statements – 30th June, 2021
 - b) Accounts for Payment
 - 11.3 **Environmental Health Officer**
Nil
12. **NEW BUSINESS OF AN URGENT NATURE
INTRODUCED BY DECISION OF THE MEETING**
 - a) Elected Members
 - b) Officers
13. **STATE COUNCIL AGENDA**
14. **NEXT MEETING Tuesday 17th August, 2021**
15. **CLOSURE OF MEETING**

White

Pink

Blue

Green

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

SUBMISSION TO: Meeting of Council
Meeting Date: 20th July, 2021

AGENDA REFERENCE: 11.1 (A) JUL 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: 21st June, 2021

BACKGROUND

Municipal rates Lot 808 Gwalia Street, Leonora have remained outstanding since the 1st July, 2014. Attempts to contact the owners, Kupa Merrison and John Boyce since that date have been unsuccessful.

Description of land referred to is title reference Volume 2202 Folio 306. The land is VACANT, however, a reasonable shed/workshop is located at the rear of the property. Townsite plan attached.

As of this date, an amount of \$2,687.00 is owing.

Notice of intent to have the land revested in the Crown was advertised in the Government Gazette on the 7th May, 2021 and the Kalgoorlie Miner on the 8th May, 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 808 Gwalia Street, Leonora (Volume 2202 Folio 306) 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 \$2,687.00 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

Chief Executive Officer

11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(B) REVIEW OF LOCAL LAWS

SUBMISSION TO: Meeting of Council
Meeting Date: 20th July, 2021

AGENDA REFERENCE: 11.1(B) JUL 21

SUBJECT: Outcome of review of local laws under s3.16 of the Local Government Act 1995.

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Local Laws 1.42

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 29th June, 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.

At its meeting held on 20 April 2021 in accordance with Section 3.16(2) of the *Local Government Act 1995* Council resolved to initiate the review and to give local public notice calling for submissions from the public, which closed on 18 June 2021. None were received.

In terms of the next steps, the Shire has complied with its statutory obligations and could simply leave existing local laws 'as is'. It is however considered preferable to update those that may be used from time to time, and take no further action with respect to others.

Suggested outcomes are summarised in the following table:

Title	Gazetted	Comments	Suggested outcome
Airport	8-Jan-01 p145-150 Amended 23 Nov 2001, p6032.	Consider adding to a new Local Government Property Local Law.	Repeal and make a new Public Places and Local Government Property Local Law with Airport provisions included in it.
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.	No further action.
Parking and Parking Facilities	31-May-00 p2651-63	Consider amendment to reflect current provisions and terminology in Road Traffic Code.	No further action. This local law is rarely used.
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.	Make a Dogs Amendment Local Law to reflect provisions in 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	Make a Cats Local Law and repeal clause 5.2.4 of the current Health Local Laws 1999.

Title	Gazetted	Comments	Suggested outcome
		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.	Leave the rest of the Health Local Law 'as is' with respect to waste and other provisions. While a WALGA model Waste Local Law exists, the provisions of the current Health Local Law are adequate and it would be more efficient to replace waste provisions at the same time a new Health Local Law might be made.
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.	Repeal and replace with a new Public Places and Local Government Property Local Law.
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.	Repeal and replace with a new Meeting Procedures Local Law.
Roads, Prevention of Damage to	14-Dec-51 p3416	Repeal. Dealt with in General Provisions Local Law 1998.	Repeal as part of process to make a new Public Places and Local Government Property Local Law.

If council agrees then this would require the following local laws to be made:

- Public Places and Local Government Property;
- Dogs Amendment;
- Cats; and
- Meeting Procedures.

The process to make or amend a local law must be done under Section 3.16(2) of the *Local Government Act 1995*.

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 Section 3.16(2) of the *Local Government Act 1995*.

The Shire has therefore complied with its obligations under Section 3.16(2) of the *Local Government Act 1995*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are costs associated with making new local laws and amending them including drafting, advertising and Gazettal. If Council adopts the recommended outcomes then quotes will be sought to assist with the process under Section 3.16(2) of the *Local Government Act 1995* but can be minimised as any new local laws will be based on models developed by WALGA and/or other local governments.

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. Adopts the outcome of the review of the Shires local laws under Section 3.16 of the Local Government Act 1995; and
2. Requests the CEO to submit to council draft local laws that relate to:
 - a. Public Places and Local Government Property;
 - b. Dogs Amendment;
 - c. Cats; and
 - d. Meeting Procedures.

VOTING REQUIREMENT

Absolute majority required.

SIGNATURE

Chief Executive Officer

11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(C) DRAFT BUSH FIRE BRIGADES LOCAL LAW

SUBMISSION TO: Meeting of Council
Meeting Date: 20th July, 2021

AGENDA REFERENCE: 11.1(C) JUL 21

SUBJECT: Draft Bush Fire Brigades Local Law

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Local Laws 1.42

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 7th July, 2021

BACKGROUND

At its meeting held on 20th April 2021 Council resolved to adopt a draft Shire of Leonora Bush Fire Brigades Local Law, advertise it for public comment, and send copies to the Ministers for Local Government, and Emergency Services.

Section 43 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.”

A list of the sections of the *Bush Fires Act* where a local government may make local laws is listed in the report to Council of 20th April, 2021 but in essence 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.

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.

Local public notice was given in The Kalgoorlie Miner and closed on 25th June 2021. No comments were received from the public.

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 Department of Local Government, Sport and Cultural Industries replied on behalf of the Minister for Local Government recommending two minor formatting changes, which should be agreed to and are shown ‘marked’ on the attached updated version of the draft local law.

The Minister for Emergency Services advised that neither he nor the Department of Fire and Emergency Services had any comment in relation to the draft local law.

Council should now make the proposed Shire of Leonora Bush Fire Brigades Local Law. It will come into effect 14 days after publication in the Government Gazette.

Once Gazetted, the Shire is also required to submit the local law for scrutiny to the WA Parliamentary Joint Standing Committee on Delegated Legislation, which oversees the making of subsidiary regulation like local laws on behalf of Parliament.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Implications are minimal, however some costs associated with making the local law, publication in the Government Gazette and providing notice of its coming into effect will be incurred.

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:

1. Adopts the Shire of Leonora Bush Fire Brigades Local Law 2021 in accordance with section 3.12(4) of the *Local Government Act 1995*, subject to:
 - a. Minor amendments as ‘marked up’ on the attachment to the report to Council; and
 - b. Deletion of text boxes, page numbers in the index and notes in the version to be officially Gazetted.
2. Directs the CEO to:
 - a. Publish the local Law in the Government Gazette;
 - b. After Gazetted, provide a copy of the local law to the Minister in accordance with s3.12(5) of the *Local Government Act 1995*; and
 - c. Give local public notice in accordance with s3.16:
 - i. Stating the title of the local law;
 - ii. Summarising the purpose and effect of the local law and specifying the day on which it comes into operation; and
 - iii. Advising that copies of the local law may be inspected or obtained from the Shire offices.
3. In accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12th November 2010, directs the CEO to send a copy of the local law and a duly completed explanatory memorandum, signed by the Shire President and Chief Executive Officer to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

VOTING REQUIREMENT

Absolute majority required.

SIGNATURE

Chief Executive Officer

11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(C) DRAFT BUSH FIRE BRIGADES LOCAL LAW

SUBMISSION TO: Meeting of Council
Meeting Date: 20th July, 2021

AGENDA REFERENCE: 11.1(C) JUL 21

SUBJECT: Draft Bush Fire Brigades Local Law

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Local Laws 1.42

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 7th July, 2021

BACKGROUND

At its meeting held on 20th April 2021 Council resolved to adopt a draft Shire of Leonora Bush Fire Brigades Local Law, advertise it for public comment, and send copies to the Ministers for Local Government, and Emergency Services.

Section 43 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.”

A list of the sections of the *Bush Fires Act* where a local government may make local laws is listed in the report to Council of 20th April, 2021 but in essence 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.

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.

Local public notice was given in The Kalgoorlie Miner and closed on 25th June 2021. No comments were received from the public.

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 Department of Local Government, Sport and Cultural Industries replied on behalf of the Minister for Local Government recommending two minor formatting changes, which should be agreed to and are shown ‘marked’ on the attached updated version of the draft local law.

The Minister for Emergency Services advised that neither he nor the Department of Fire and Emergency Services had any comment in relation to the draft local law.

Council should now make the proposed Shire of Leonora Bush Fire Brigades Local Law. It will come into effect 14 days after publication in the Government Gazette.

Once Gazetted, the Shire is also required to submit the local law for scrutiny to the WA Parliamentary Joint Standing Committee on Delegated Legislation, which oversees the making of subsidiary regulation like local laws on behalf of Parliament.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Implications are minimal, however some costs associated with making the local law, publication in the Government Gazette and providing notice of its coming into effect will be incurred.

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:

1. Adopts the Shire of Leonora Bush Fire Brigades Local Law 2021 in accordance with section 3.12(4) of the *Local Government Act 1995*, subject to:
 - a. Minor amendments as 'marked up' on the attachment to the report to Council; and
 - b. Deletion of text boxes, page numbers in the index and notes in the version to be officially Gazetted.
2. Directs the CEO to:
 - a. Publish the local Law in the Government Gazette;
 - b. After Gazettal, provide a copy of the local law to the Minister in accordance with s3.12(5) of the *Local Government Act 1995*; and
 - c. Give local public notice in accordance with s3.16:
 - i. Stating the title of the local law;
 - ii. Summarising the purpose and effect of the local law and specifying the day on which it comes into operation; and
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3. In accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12th November 2010, directs the CEO to send a copy of the local law and a duly completed explanatory memorandum, signed by the Shire President and Chief Executive Officer to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

VOTING REQUIREMENT

Absolute majority required.

SIGNATURE

Chief Executive Officer

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 20th July, 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).]

Extract from *Bush Fires Act 1954*

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 consent of some other person, then the powers conferred by subsection (1)(a) to (c) shall only be exercisable upon such nomination or recommendation or subject to such approval, concurrence, or consent.
- (5) Nothing in this section affects the tenure of office or position of any person under the express provisions of any written law.

[Section 52 amended by No. 31 of 2010 s. 7.]

53. Appointments may be by name or office

Where a written law confers a power or imposes a duty upon a person to appoint or designate a person to —

- (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,

that person may make the appointment or designation either by appointing or designating a person by name or by appointing or designating the holder of an office by the term designating his office; and any such appointment or designation of the holder of an office shall be construed as the appointment or designation of the person from time to time holding, acting in, or lawfully performing the functions of the office.

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

The local government may provide funds for the maintenance and equipment with appliances and apparatus of bush fire brigades in accordance with Part 6 of *the Local Government Act 1995*.

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

.....
Cr Peter Craig
Shire President

.....
James Epis
Chief Executive Officer

11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(D) GEOGRAPHIC STREET NAMES – MALCOLM DAM ROAD

SUBMISSION TO: Meeting of Council
Meeting Date: 20th July, 2021

AGENDA REFERENCE: 11.1(D) JUL 21

SUBJECT: Geographic Road Names – Malcolm Dam Road

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Lands Department – Nomenclature 6.7

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 7th July, 2021

BACKGROUND

Geographical names in Western Australia are an essential reference system for transportation and communication and are an important element of our culture. Clear, unambiguous names for populated places, roads and physical features are essential for correct reference in resource development and planning and standard forms of names are important elements of reliable maps and charts. The orderly process of designating names for landscape and seascape phenomena permits the State to exercise its prerogative in managing and protecting this aspect of our culture and heritage.

The Geographic Names Committee, originally the Nomenclature Advisory Committee, was appointed as an advisory committee to the Minister for Lands in 1936. Essentially, it performs a similar role today as it did in 1936, in providing advice to the minister on geographical name issues. The name of the Committee was changed in 1987 and the representation was revised in 1987 and 2002.

The primary task of the Committee is to develop rules and guidelines for approval by the Minister. Changing attitudes and perceptions and the pressures of urban growth have led to the revision and updates of guidelines. The guidelines on the naming of parks and reserves and roads have been significantly changed following consultation with local government.

Of all the Committee's guidelines, that of restricting the approval of names honouring living persons is the most contentious. Although this policy may seem unduly restrictive, it prevents the naming of features on the basis of self-recognition or through exerting inappropriate influence. Because place names make inexpensive, long-lasting and prominent memorials, the Committee in the main prefers to base assessments on the lifetime achievements of a person.

The Secretary of the committee represents the State on a national consultative committee that meets annually to address issues of common interest to all states and territories and some guidelines adopted now reflect a national approach.

The Geographic Names Committee is served by a Secretariat provided by the Information Services Division of LANDGATE. The secretariat serves the needs of the real estate, Local Government and mapping industries for names and maintains a computer database "GENOMA" that holds essential information on all named roads and places in the State.

Responsibility for the naming of roads, features, townsites and places in Western Australia resides with the Minister for Land Information. The Geographic Names Committee was established by the Minister and represents many different points of view, from local communities to professional institutions and government agencies within Western Australia. It provides an inexpensive mechanism to make democratic naming decisions for the State Government.

Survey documents require endorsed road names before the survey can be approved. To facilitate the early release of titles, the developer or their agent should be prompt in lodging a concept plan and a proposal for road names with the Secretary, Geographic Names Committee. Proposals should conform with the 'Road Naming Guidelines' and it is also advisable to supply the relevant local governments with a copy of the proposal. Following agreement between the Committee and the local government, the names will be approved and all interested parties advised.

The recently surveyed road from the Leonora-Laverton Highway to Malcom Dam has never officially been named. (see drawing)

Naming of roads can be controversial.

In 1990 the following road names were submitted by the Shire of Leonora to the Geographic Names Committee for approval which were all subsequently granted.

- Fitzgerald Drive
- Walton Street
- Rowe Court
- Edquist Street
- Mackinnon Court
- Cleland Court
- Hadfield Place
- James Place
- Snell Street
- Bell Court

The names mentioned above have one thing in common in that those persons were previously a Shire President/Chairman or mayor of the Shire of Leonora.

I am proposing that the recently surveyed road mentioned above be officially named "Malcolm Dam Road" as everyone has known it to be since 1903.

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

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

Management goals of the Reserve are:

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

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

Even though the "Malcolm Dam Road" has never been surveyed nor dedicated, it is my understanding that the road has been continually maintained since 1903 by the Mount Malcolm Roads Board (1903 to 1917Z) Leonora-Malcolm Roads Board (1917 to 1940), Leonora Roads Board (1930 to 1961) and since that time, the Shire of Leonora.

STATUTORY ENVIRONMENT

In accordance with the *Land Administration Act 1997* Part 2 – General Administration division 3 General.

POLICY IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council resolve to submit the name Malcolm Dam Road to the Geographic Names Committee for their consideration and possibly approval.




VOTING REQUIREMENT

Simple majority required.

SIGNATURE

Chief Executive Officer

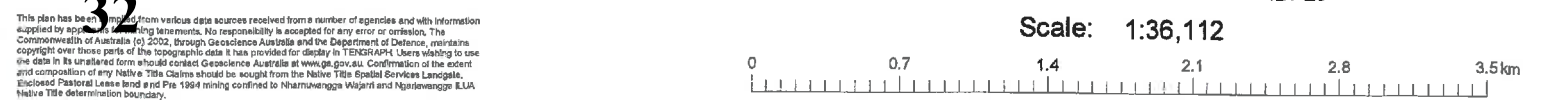


-  Pending Application
-  Live Tenement
-  Application over Live Tenement

09:46 AM, 23/07/202

ex138

Tenement Status (Public)



11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(E) CODE OF CONDUCT FOR EMPLOYEES

SUBMISSION TO: Meeting of Council
Meeting Date: 20th July, 2021

AGENDA REFERENCE: 11.1(E) JUL 21

SUBJECT: Code of Conduct for Employees

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: 1.41 – Code of Conduct

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 12th July, 2021

BACKGROUND

New Local Government Regulations took effect on 3rd February 2021, implementing the remaining parts of the *Local Government Legislation Amendment Act 2019*:

- *Local Government (Administration) Amendment Regulations 2021.*
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021.*
- *Local Government (Model Code of Conduct) Regulations 2021.*

The new Regulations, amongst many other things, require that Local Governments adopt a Code of Conduct for Employees.

Whilst, and in accordance with the new Regulations, Council adopted various standards and codes at the Ordinary meeting held on 16th March, 2021, the WA Local Government Association has only recently prepared and released a base template for the Code of Conduct for Employees.

Whereas previously there was a single Code of Conduct for Council Members, Committee Members and Employees, adopted by Council, new legislation requires that there be a separate Code of Conduct for Council Members, Committee Members and Candidates for Election, adopted by the Council on 16th March, 2021, and for Employees, to be adopted by the CEO.

The Code sets out principles and standards of behaviour that employees must observe when performing their duties and is intended to promote accountable and ethical decision-making.

The WALGA template has been modified to suit the needs of the Shire of Leonora and is presented for Council endorsement.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

Specific sections of the following Act and / or Regulations apply to this item include:

- *Local Government Act 1995*
- *Local Government (Administration) Amendment Regulations 2021*
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*
- *Local Government (Model Code of Conduct) Regulations 2021.*

POLICY IMPLICATIONS

The new Code of Conduct for Employees will replace the previous Code of Conduct for Employees.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council:

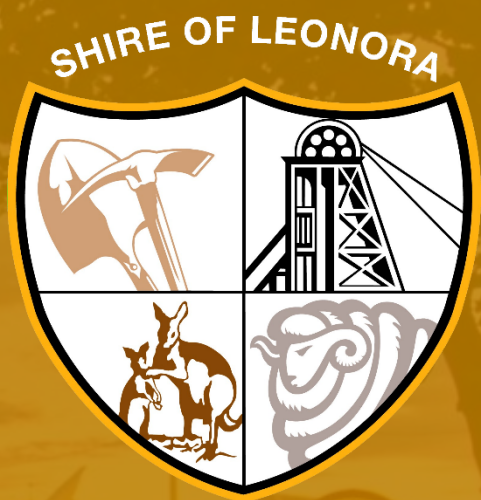
1. Endorses the new Code of Conduct for Employees for the Shire of Leonora, as prepared and presented by the Chief Executive Officer; and
2. Pursuant to section 5.51A (3) of the *Local Government Act 1995*, request the Chief Executive Officer to ensure that the adopted Code of Conduct is published on the Shire's official website, as soon as practical.

VOTING REQUIREMENT

Simple majority required.

SIGNATURE

Chief Executive Officer



Code of Conduct 2021

Employees

Adopted: July 2021
Reviewed: July 2021

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Foreword

The Shire of Leonora Code of Conduct for Employees, (the Code) has been adopted to ensure employees understand and respect their roles and responsibilities. This enables professional relationships to be established and maintained in the interests of providing good governance, overall integrity, and good government for the community.

Whereas previously there was a single Code of Conduct for Council Members, Committee Members and Employees, adopted by Council, new legislation requires that there be a separate Code of Conduct for Council Members, Committee Members and Candidates for Election, adopted by the Council, and for Employees, adopted by the CEO.

The Code sets out principles and standards of behaviour that employees must observe when performing their duties and is intended to promote accountable and ethical decision-making. However, the Code does not establish a rule for every situation an employee may face while performing their role and undertaking their duties daily.

The Code should be read in conjunction with the Local Government Act 1995, the Local Government (Administration) Regulations 1996, other legislation, Council and CEO Policy Manuals and operational procedures that affect employees while performing their role and duties and the Code does not override or affect those provisions or requirements.

The Code contains certain matters for employees which must be addressed as a requirement of legislation, including gifts and conflicts of interest, as well as the standards around personal behaviour, which if breached, may lead to reporting and action being taken under the Code.

In view of this, the Code details explanatory matters around key areas of:

- professional conduct
- record keeping
- use of Shire resources and finances
- conflict of interest, gifts, and benefits
- reporting breaches of the Code

Employees of the Shire of Leonora (the Shire) are subject to the provisions of the Code upon their acceptance of employment and while they remain employed by the Shire.

The Code is an important document in outlining the expectations of employee behaviour and aims to ensure that the Shire of Leonora's residents, ratepayers and stakeholders will recognise the high standards of service and ethical decision making by all employees.

If you have any concerns about anything in the Code, please raise it with your Manager, DCEO or me, as your CEO.

Jim Epis
Chief Executive Officer
Shire of Leonora
July 2021

1 Introduction

The Shire of Leonora Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Leonora's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d) *more efficient and effective local government.*

1.1 Statutory Environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the Local Government (Administration) Regulations 1996.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.2 Application

For the purposes of the Code, the term employees include persons employed by the Shire of Leonora or engaged by the Shire under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts) does not apply to the CEO.

2 Vision

A proactive, sustainable, safe, friendly and prosperous place to be

3 Code of Conduct

3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

3.2 Principles Affecting Employment by the Shire of Leonora

The Principles set out in section 5.40 of the Act apply to the employment of the Shire's employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed*

Local Government Act 1995

3.3 Personal Behaviour

Employees will:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire,
- (b) perform their duties impartially and in the best interests of the Shire uninfluenced by fear or favour,
- (c) act in good faith (i.e., honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire and the community,
- (d) make no allegations which are improper or derogatory (unless true and in the public interest)
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Shire.

3.4 Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards,
- (b) be frank and honest in their official dealing with each other; and
- (c) report any dishonesty or possible dishonesty on the part of any other employee to their Manager, DCEO or the CEO in accordance with this Code and the Shire's policies.

3.5 Performane of Duties

While on duty, employees will give their whole time and attention to the Shire's business and ensure that their work is carried out efficiently, economically, and effectively, and that their standard of work reflects favourably both on them and on the Shire.

3.6 Compliance with Lawful and Reasonable Directions, Decisions and Policies

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Manager, DCEO or the CEO.
- (b) Employees will give effect to the lawful decisions and policies of the Shire whether they agree with or approve of them.

3.7 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

3.8 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire upon its creation unless otherwise agreed by separate contract.

3.9 Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire's Recordkeeping Plan.

3.10 Dealing with Other Employees

- (a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- (b) Employees must be aware of and comply with their obligations under relevant law and the Shire's policies regarding workplace behaviour and occupational safety and health, set out in Council and/or CEO Policy Manuals.
- (c) Employee behaviour should reflect the Shire's values and contribute towards creating and maintaining a safe and supportive workplace.

3.11 Dealing with community

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Shire services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly, and equitably.

3.12 Professional Communications

- (a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire's activities should reflect the status, values, and objectives of the Shire
- (b) Communications should be accurate, polite, and professional.

3.13 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments, or engage in communication activities about or on behalf of the Shire, it's Council Members, employees, or contractors, which breach this Code.
- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

3.14 Personal Presentation

Employees are expected to always comply with neat and responsible dress standards. Management reserves the right to raise the issue of dress with individual employees.

3.15 Gifts

- (a) Application
This clause does not apply to the CEO.
- (b) Definitions
In this clause –

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under the ***Local Government (Elections) Regulations 1997 regulation 30B***; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA

(ABN 91 208 607 072) or the LG Professionals Australia
(ABN 85 004 221 818);

[r.19AA of the Local Government (Administration) Regulations 1996]

gift means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the Local Government Act 1995]

relative, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the Local Government Act 1995]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the Local Government (Administration) Regulations 1996]

reportable gift means:

- (i) a gift worth more than \$24 but less than \$50 or
- (ii) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$24 but less than \$50

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

Threshold Amount, for a prohibited gift, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (c) **Determination**
In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined the threshold amount for prohibited gifts is \$50.
- (d) Employees must not accept a prohibited gift from an associated person.
- (e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- (f) The notification of the acceptance of a reportable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is one of two or more accepted from the same person within a period of one year:
 - (1) a description;
 - (2) the estimated value; and
 - (3) the date of acceptance,of each other gift accepted within the one year period.
- (g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- (h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire's official website.
- (i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

Prohibition on Certain Types of Gifts

The CEO has determined that alcohol, in any form, may not be accepted as a gift by any employee, even if it were otherwise valued below the threshold amount, and could ordinarily be accepted (whether reportable, or not).

Where alcohol is provided as part of an event or seminar where a fee has been paid to attend, and the registration fee includes the dinner or hospitality where alcohol is provided, then it is not a gift and is not prohibited and need not be disclosed/reported.

Where alcohol is provided as part of an event which an employee is attending, consistent with the Attendance at Events Policy, and where alcohol is provided incidental to the event, then it is not a gift and need not be disclosed/reported.

The CEO has also determined that cash may not be accepted as a gift by any employee, even if it were otherwise valued below the threshold amount, and could ordinarily be accepted (whether reportable, or not)

3.16 Conflict of Interest

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- (e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

The Equal Opportunity Act 1984 provides that it is unlawful to discriminate against an employee or prospective employee on the ground of political conviction.

3.17 Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

3.18 Disclosure of Financial Interests

- (a) All employees will apply the principles of disclosure of financial interest as contained within the Act.

- (b) Employees who have been delegated a power or duty, have been nominated as ‘designated employees’ or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

3.19 Disclosure of Interests Relating to Impartiality

- (a) In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
 - (i) that they had an interest in the matter; or
 - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
 - (i) to comply with a requirement made under item (b), the nature of an employee’s interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee’s interest in a matter is brought to the attention of the persons present at a meeting,
 the nature of the interest is to be recorded in the minutes of the meeting.

3.20 Use and Disclosure of Information

- (a) Employees must not access, use, or disclose information held by the Shire except as directly required for, and during, the performance of their duties.
- (b) Employees will handle all information obtained, accessed, or created in the course of their duties responsibly, and in accordance with this Code, the Shire's policies and procedures.
- (c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire.
- (d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - (i) is authorised by the CEO or the CEO's delegate; or
 - (ii) is permitted or required by law.

3.21 Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

3.22 Use of Shire Resources

- (a) In this clause –

Shire resources includes local government property and services provided or paid for by the Shire;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

- (b) Employees will:
 - (i) be honest in their use of the Shire resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - (ii) use the Shire resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
 - (iii) not use the Shire's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

Employees should ensure they are familiar with all relevant Shire Policies and Procedures, and direct any questions for clarification to a Manager, DCEO, or the CEO.

3.23 Use of Shire Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire's finances.
- (b) Employees will use Shire finances only within the scope of their authority, as defined in their position descriptions, Council and CEO Policies and procedures and administrative practices.
- (c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- (d) Employees exercising purchasing authority will comply with the Shire's Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- (f) Employees will ensure that any use of Shire finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire's Recordkeeping Plan. Employees should ensure they are familiar with all relevant Shire Policies and Procedures, and direct any questions for clarification to a Manager, DCEO or the CEO.

3.24 Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to their Manager, DCEO or the CEO.

3.25 Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire policies and procedures, depending on the nature of the suspected breach.

3.26 Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to their Manager, DCEO or the CEO.
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (c) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal, or corrupt behaviour, using the Shire's Public Interest Disclosure Procedures, published on the Shire's website.

3.27 Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal, or corrupt behaviour will be dealt with in accordance with the appropriate Shire policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Version Control

Doc #	Date Presented	Review Type ¹	Comments
1.0	20 th July, 2021	Adoption	New regulations required the adoption of a new Code of Conduct for Employees

¹Review Types are:

Adoption	Only used when the document is first created
Major	Major Amendment has been made due to legislative or organisational changes
Minor	Minor Amendment has been made such as formatting or wording changes
No Change	Review conducted with no changes identified for inclusion

11.0 REPORTS OF OFFICERS
11.1 CHIEF EXECUTIVE OFFICER
11.1(F) ROAD CLOSURE

SUBMISSION TO: Meeting of Council
Meeting Date: 20th July, 2021

AGENDA REFERENCE: 11.1(F) JUL 21

SUBJECT: Road Closure

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Road Closure and Dedication 7.7

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 12th July, 2021

BACKGROUND

The majority of the Agnew-Lake Miranda Road, that section immediately north of the sealed Agnew – Leinster Road and intersecting with the Goldfields Highway about 27 Kms to the north, no longer serves the purpose for which it was originally created. The road in question is almost a duplication of part of the Goldfields Highway which was dedicated in about 2005 which included the section Kalgoorlie to Sir Samuel.

Road maintenance on this road ceased about 10 years ago because traffic numbers were limited and general road condition considered poor.

Due to the sandy nature of the road many vehicles are becoming bogged and of course calling for assistance. The road is now considered a public liability and should be scrapped from public plans. (See attached plans).

STATUTORY ENVIRONMENT

Any road closure must comply with Section 58 of the *Land Administration Act* and regulation 9 of the Land Administration Regulations 1998.

Section 58(3) of the *Land Administration Act* states “*A local government must not resolve to make a request to the Minister to close a road until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and that the local government has considered any objections made to it within that period concerning the proposals set out in that notice.*”

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council resolve:

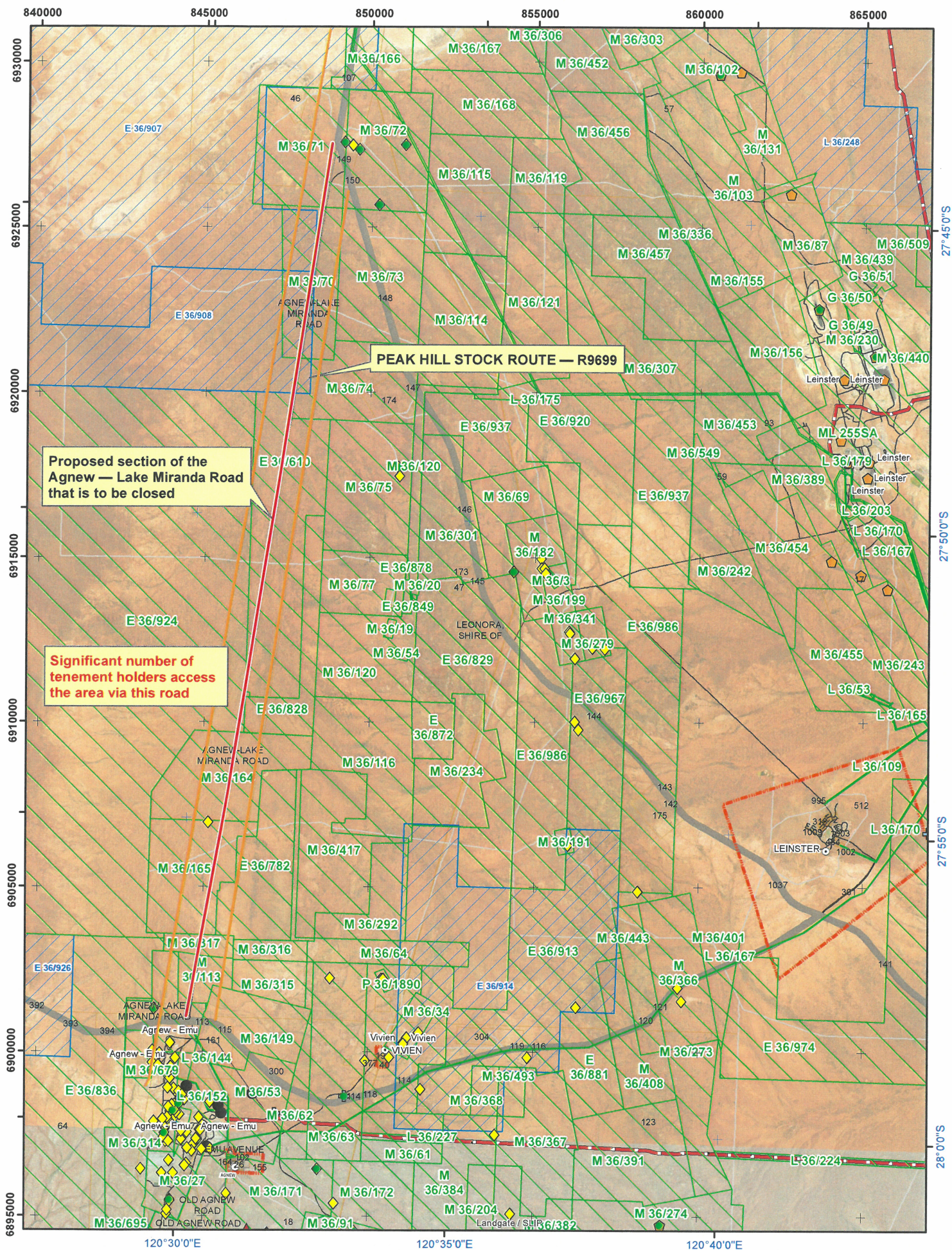
- (i) to permanently close that portion of the Agnew-Lake Miranda Road (Road No. 6080090) extending from the Agnew-Leinster Road and intersecting with the Goldfields Highway, about 27 kilometres to the north;
- (ii) that the land contained within the road reserve be amalgamated with the surrounding pastoral lease; and
- (iii) that objections or submissions in regard the proposed road closure be invited within the 35 day advertising period and that public utility service providers be advised of the proposal.

VOTING REQUIREMENT

Simple majority required.

SIGNATURE

Chief Executive Officer





ROAD NO 6080090
AGNEW - LAKE
MIRANDA ROAD NORTH
OF THE AGNEW -
LEINSTER ROAD.

Fuel: 5.15am-8pm, 7 days
Credit card facilities

Fuel: 5am-8pm Mon-Tues
5am-8.30pm Wed-Fri
5am-7pm Sat-Sun
Credit card facilities

Fuel: 7am-9pm Mon-Tues
7am-10pm Wed-Fri
7am-12pm Sat
10am-9pm Sun
Credit card facilities

Fuel: 6am-6pm Mon-Fri
7am-4pm Sat-Sun
Credit card facilities

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

SUBMISSION TO: Meeting of Council
Meeting Date: 15th June, 2021

AGENDA REFERENCE: 11.2 (A) JUL 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: 10th June, 2021

BACKGROUND

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

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

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

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

At the time the Agenda was compiled, the abovementioned reports were not yet available; timing of the end of financial year processes and participation in the Interim Audit during this period slowing down this process. These reports will be presented to Councillors on the day of the meeting.

STATUTORY ENVIRONMENT

Part 4 — Financial reports— s. 6.4

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

(1A) *In this regulation —*

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

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

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

be accepted.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

11.0 REPORTS OF OFFICERS

11.2 DEPUTY CHIEF EXECUTIVE OFFICER

11.2(B) ACCOUNTS FOR PAYMENT

SUBMISSION TO: Meeting of Council
Meeting Date: 15th June, 2021

AGENDA REFERENCE: 11.2 (B) JUL 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: 16th June, 2021

BACKGROUND

Attached statements consist of accounts paid by Delegated Authority totalling **\$1,959,845.82** since the previous council meeting consisting of:

1. Direct Bank Transactions numbered from **1921** to **1981** and totalling **\$65,905.32**;
a. Includes Credit Card Payments of \$7,594.62 for May, 2021
2. Batch Payments **79, 80, 81, 82, 83 & 84**, totalling **\$1,490,625.89**; and
3. Cheques **25793** to **25803** and Payroll Payments from **Pay Period Ending 14/06/2021**, to **12/07/2021** totalling **\$403,314.61**.

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 **1921** to **1981** and totalling **\$65,905.32**;
a. Includes Credit Card Payments of \$7,594.62 for May, 2021
2. Batch Payments **79, 80, 81, 82, 83 & 84**, totalling **\$1,490,625.89**; and
3. Cheques **25793** to **25803** and Payroll Payments from **Pay Period Ending 14/06/2021**, to **12/07/2021** totalling **\$403,314.61**.

be accepted.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

Shire of Leonora				
Monthly Report – List of Credit Card Transactions Paid by Delegated Authority				
Submitted to Council on the 20 th July, 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 June, 2021 as per Direct Bank Transaction 1981 totalling \$19,325.75				
CHIEF EXECUTIVE OFFICER				
Reference	Date	Name	Item	Payment by Delegated Authority
CEO 06/21	07/06/2021	Bizness Apps	Monthly Subscription to Hosting Service for Geocaching Application - June, 2021	129.51
	08/06/2021	Coles Express Leonora	Fuel for Hire Vehicles - Golden Gift 2021	107.19
	09/06/2021	Butson Group	Refreshments for Shire Workers/Volunteers for Work Done during Golden Gift 2021	731.10
	11/06/2021	Caltex Kalgoorlie	Fuel for Hire Vehicles - Golden Gift 2021	110.70
	14/06/2021	Coles Express Leonora	Fuel for P1	190.53
	16/06/2021	Department of Planning Lands and Heritage	Application for Amalgamation of 29-35 Stuart Streets Leonora	2,406.00
	16/06/2021	Foxtel	Foxtel, and Phone for 35 Hoover Street - June, 2021	208.95
	28/06/2021	National Australia Bank	Card Fee - June, 2021	9.00
CEO 06/21			Total CEO Card June, 2021	\$3,892.98
DCEO 06/21	31/05/2021	Virgin Australia	Credit Card Fee - Flights for Athletics WA - Golden Gift 2021	4.40
	31/05/2021	Coles Express Leonora	Milk for Hoover House	8.40
	31/05/2021	AYA Group Pty Ltd	Catering Supplies for Hoover House	29.81
	31/05/2021	Virgin Australia	Flights for Athletics WA - Golden Gift 2021	430.00
	03/06/2021	Thrifty Australia	Hire Vehicle for Golden Gift 2021	235.80
	03/06/2021	Woolworths	Food items for Hoover House Bed and Breakfast	126.68
	04/06/2021	Thrifty Australia	Car Hire - Golden Gift 2021	561.73
	04/06/2021	Thrifty Australia	Car Hire - Golden Gift 2021	310.27
	07/06/2021	Bunnings	Gardening supplies for Hoover House Maintenance	38.30
	08/06/2021	Thrifty Australia	Car Hire - Golden Gift 2021	117.90
	09/06/2021	Thrifty Australia	Car Hire - Golden Gift 2021	30.25
	09/06/2021	Kalgoorlie Case & Drill Pty Ltd	Blower & Starter Kit for Hoover House Maintenance	708.00
	10/06/2021	Chez Pierre	Dinner for Cactus Group & Volunteers	641.50
	11/06/2021	Thrifty Australia	Credit for car Hire - Golden Gift 2021	-10.59
	11/06/2021	Light Project	Exhibition Lighting for Hoover House/Gwalia Museum Exhibits + Credit Card Surcharge	5,977.20
	14/06/2021	BP Allway Motors	Fuel for P2	91.16
	14/06/2021	EZI Diffuse	Monthly Subscription to Child HR Software - June, 2021	72.39
	15/06/2021	BP Hyden	Fuel for P2	50.00
	21/06/2021	Liberty Albany	Fuel for P2	61.94
DCEO 06/21			Subtotal DCEO Card, June, 2021	\$9,485.14

Reference	Date	Name	Item	Payment by Delegated Authority
DCEO 06/21			<i>Balance Brought Forward</i>	<i>\$9,485.14</i>
	21/06/2021	Pacific Trends International	Cushions for Hoover House + Credit Card Surcharge	2,775.48
	22/06/2021	BP Lake Grace	Fuel for P2	96.36
	22/06/2021	BP Hyden	Fuel for P2	50.00
	22/06/2021	Soundbay Pty Ltd	Wireless Microphone & Speaker System for Shire	2,132.34
	23/06/2021	National Hotel Supplies	Sheets & Towels for Hoover House B&B	510.56
	28/06/2021	Quest Yelverton Kalgoorlie	Accommodation R Brabazon - Staff Training	370.00
	28/06/2021	National Australia Bank	Card Fee - June, 2021	9.00
DCEO 06/21			Total DCEO Card June, 2021	\$15,428.88
Other Fees/Payments	07/06/2021	National Australia Bank	International Transaction Fee for Bizness App Hosting of Geocaching App - June, 2021	3.89
Other Fees/Payments			Total Other Fees/Payments June 2021	\$3.89
1981	05/07/2021	National Australia Bank	Credit Card Charges - June, 2021	\$19,325.75

Shire of Leonora				
Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority				
Submitted to Council on the 20 th July, 2021				
The following list of accounts relate to Direct Bank Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions are numbered from 1921 to 1981 and totalling \$65,905.32				
CHIEF EXECUTIVE OFFICER				
Transaction	Date	Name	Item	Payment by Delegated Authority
1921	11/06/2021	Australian Super	Superannuation PPE: 31/05/2021	1,398.76
1922	11/06/2021	Aware Super	Superannuation PPE: 31/05/2021	8,311.09
1923	11/06/2021	Christian Super	Superannuation PPE: 31/05/2021	101.46
1924	11/06/2021	CBUS	Superannuation PPE: 31/05/2021	473.61
1925	11/06/2021	HESTA	Superannuation PPE: 31/05/2021	225.05
1926	11/06/2021	Host Plus	Superannuation PPE: 31/05/2021	338.40
1927	11/06/2021	ING Superannuation	Superannuation PPE: 31/05/2021	501.44
1928	11/06/2021	MLC Super Fund	Superannuation PPE: 31/05/2021	500.61
1929	11/06/2021	MTAA Superannuation Fund	Superannuation PPE: 31/05/2021	178.63
1930	11/06/2021	NGS Super	Superannuation PPE: 31/05/2021	307.57
1931	11/06/2021	Rest Super	Superannuation PPE: 31/05/2021	76.24
1932	11/06/2021	Sunsuper	Superannuation PPE: 31/05/2021	209.27
1933	11/06/2021	TWU Super Fund	Superannuation PPE: 31/05/2021	503.05
1934	11/06/2021	Wealth Personal Super	Superannuation PPE: 31/05/2021	57.55
1935	17/06/2021	National Australia Bank	EFTPOS Merchant Fee - May, 2021 - Shire & Museum - 7381393	380.93
1936	17/06/2021	National Australia Bank	EFTPOS Merchant Fee - May, 2021 - Airport - 7374471	166.24
1937	17/06/2021	National Australia Bank	EFTPOS Merchant Fee - May, 2021 - Events - 7374513	36.09
1938	17/06/2021	National Australia Bank	EFTPOS Merchant Fee - May, 2021 - CRC - 7380395	25.84
1939	17/06/2021	National Australia Bank	EFTPOS Merchant Fee - May, 2021 - Info Centre - 7374463	25.57
1940	17/06/2021	National Australia Bank	EFTPOS Merchant Fee - May, 2021 - Rec Centre - 7379314	20.00
1941	17/06/2021	National Australia Bank	EFTPOS Merchant Fee - May, 2021 - Childcare - 7381278	20.00
1942	17/06/2021	Westnet	Email hosting - Leonora CRC - June, 2021	11.00
1943	15/06/2021	3B Advantage	Printing Costs for Childcare, Shire, CRC, Works & Museum, + payment of difference of Contracted Amount vs Actual Amount May, 2021 Office National Photocopier Agreements	3,802.73
1944	18/06/2021	Australian Super	Superannuation PPE:14/06/2021	1,575.73
1945	18/06/2021	Aware Super	Superannuation PPE:14/06/2021	9,181.11
1946	18/06/2021	Christian Super	Superannuation PPE:14/06/2021	101.46
1947	18/06/2021	CBUS	Superannuation PPE:14/06/2021	473.61
1948	18/06/2021	Dazacom Superfund	Superannuation PPE:1/06/2021	257.03
1949	18/06/2021	HESTA	Superannuation PPE:14/06/2021	225.05
			Subtotal	\$29,485.12

Transaction	Date	Name	Item	Payment by Delegated Authority
			<i>Balance Brought Forward</i>	<i>\$29,485.12</i>
1950	18/06/2021	Host Plus	Superannuation PPE:14/06/2021	184.16
1951	18/06/2021	ING Superannuation	Superannuation PPE:14/06/2021	492.99
1952	18/06/2021	MLC Super Fund	Superannuation PPE:14/06/2021	511.28
1953	18/06/2021	NGS Super	Superannuation PPE:14/06/2021	307.57
1954	18/06/2021	Rest Super	Superannuation PPE:14/06/2021	114.36
1955	18/06/2021	Sunsuper	Superannuation PPE:14/06/2021	209.27
1956	18/06/2021	TWU Super Fund	Superannuation PPE:14/06/2021	262.74
1957	18/06/2021	Wealth Personal Super	Superannuation PPE:14/06/2021	32.37
1958	25/06/2021	Click Super	Click Super Monthly Charge - May, 2021	28.60
1959	29/06/2021	National Australia Bank	NAB Connect Fees June, 2021	46.49
1960	30/06/2021	National Australia Bank	Account Fees for June, 2021	58.50
1961	30/06/2021	Australian Super	Superannuation PPE:28/06/2021	1,860.97
1962	30/06/2021	Aware Super	Superannuation PPE:28/06/2021	9,418.04
1963	30/06/2021	Christian Super	Superannuation PPE:28/06/2021	101.46
1964	30/06/2021	CBUS	Superannuation PPE:28/06/2021	473.61
1965	30/06/2021	HESTA	Superannuation PPE:28/06/2021	225.05
1966	30/06/2021	Host Plus	Superannuation PPE:28/06/2021	182.45
1967	30/06/2021	ING Superannuation	Superannuation PPE:28/06/2021	492.99
1968	30/06/2021	MLC Super Fund	Superannuation PPE:28/06/2021	471.09
1969	30/06/2021	NGS Super	Superannuation PPE:28/06/2021	307.57
1970	30/06/2021	Rest Super	Superannuation PPE:28/06/2021	101.66
1971	30/06/2021	Sunsuper	Superannuation PPE:28/06/2021	212.78
1972	30/06/2021	TWU Super Fund	Superannuation PPE:28/06/2021	398.36
1973	30/06/2021	Wealth Personal Super	Superannuation PPE:28/06/2021	46.76
1974	01/07/2021	National Australia Bank	EFTPOS Merchant Fee - June, 2021 - Rec Centre - 7379314	20.00
1975	01/07/2021	National Australia Bank	EFTPOS Merchant Fee - June, 2021 - Childcare - 7381278	20.00
1976	01/07/2021	National Australia Bank	EFTPOS Merchant Fee - June, 2021 - Info Centre - 7374463	24.44
1977	01/07/2021	National Australia Bank	EFTPOS Merchant Fee - June, 2021 - CRC - 7380395	27.45
1978	01/07/2021	National Australia Bank	EFTPOS Merchant Fee - June, 2021 - Airport - 7374471	52.65
1979	01/07/2021	National Australia Bank	EFTPOS Merchant Fee - June, 2021 - Events - 7374513	98.73
1980	01/07/2021	National Australia Bank	EFTPOS Merchant Fee - June, 2021 - Shire & Museum - 7381393	310.06
1981	05/07/2021	National Australia Bank	Credit Card Charges - June, 2021	19,325.75
			GRAND TOTAL	\$65,905.32

Shire of Leonora**Monthly Report - List of Accounts Paid by Delegated Authority****Submitted to Council on the 20th July, 2021**

Batch Payments 79, 80, 81, 82, 83 & 84, totalling **\$1,490,625.89** have been paid by delegated authority by the Chief Executive Officer and has been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.

CHIEF EXECUTIVE OFFICER

Batch Reference	Date	Name	Item	Payment by delegated Authority
BP 79.01	14/06/2021	Angie Ross	6th Prize for Elite Mile F 2021	1,000.00
BP 79.02	14/06/2021	Ben Chamberlain	1st Prize for Elite Mile M 2021	7,500.00
BP 79.03	14/06/2021	Brydan O'Connor.	Prize money for 3rd Local 120m M Sprint	25.00
BP 79.04	14/06/2021	Central Hotel	Additional prize money paid out for Leonora Golden Gift Bowls Competition 2021	12,840.00
BP 79.05	14/06/2021	Danielle Graham	3rd Prize Elite Mile F 2021	2,500.00
BP 79.06	14/06/2021	Emma Philippe	8th Prize for Elite Mile F 2021	350.00
BP 79.07	14/06/2021	Jackson van den Elzen.	\$50.00 (out of \$150) not received for 3rd place Male under 12 600m event - golden gift 2021	50.00
BP 79.08	14/06/2021	Jaco Jansen Van Rensburg.	5th Prize for Elite Mile M 2021	1,250.00
BP 79.09	14/06/2021	Jasmin Long.	2nd Prize for Elite Mile F 2021	1,700.00
BP 79.10	14/06/2021	Kai Metzner.	7th Prize for Elite Mile M 2021	650.00
BP 79.11	14/06/2021	Kiran Tibballs.	4th Prize for Elite Mile M 2021	1,700.00
BP 79.12	14/06/2021	Ky Hehir	8th Prize for Elite Mile M 2021	350.00
BP 79.13	14/06/2021	Luke Graves	2nd Prize for Elite Mile M 2021	4,500.00
BP 79.14	14/06/2021	Matt Smith.	3rd Prize for Elite Mile M 2021	2,500.00
BP 79.15	14/06/2021	Sam Mileham	6th Prize for Elite Mile M 2021	1,000.00
BP 79.16	14/06/2021	Sienna Hanikeri	3rd Prize Elite Mile F 2021	1,250.00
BP 79.17	14/06/2021	Sienna Hathrill	7th Prize for Elite Mile F 2021	650.00
BP 79.18	14/06/2021	Sinead Noonan	1st Prize for Elite Mile F 2021	7,500.00
			Total – Batch Payment 79	\$47,315.00
BP 80.01	17/06/2021	Air Liquide W.A. Ltd	Rental Fees for May, 2021	26.06
BP 80.02	17/06/2021	Angela Sutherland	Fairy Gazebo Set-Up for 2021 Golden Gift	1,424.31
BP 80.03	17/06/2021	Bidfood Kalgoorlie	Consumables for Hoover House	586.19
BP 80.04	17/06/2021	BOC Limited	Container Service Supplied Monthly for Depot and Dr	144.20
BP 80.05	17/06/2021	Boord Constructions	Install 6 X 8m Grids on the Wonganoo and Darlot Roads 3 each for Leonora Town Reseal (R2R)	98,692.00
BP 80.06	17/06/2021	Construction Training Fund-	BCITF Levy for 157 Gwalia Street	53.75
BP 80.07	17/06/2021	CyberSecure Pty Limited	Monthly Data Protection Services	250.80
BP 80.08	17/06/2021	Design Sense Graphics & Web	Update and Printing of Brochures for Golden Gift, 2021	2,849.00
BP 80.09	17/06/2021	Eagle Petroleum (WA) Pty Ltd	Fuel Cards for Shire	630.47
BP 80.10	17/06/2021	Earth Australia Contracting Pty Ltd	7 X 9kg and 1 X 4kg Gas Bottles for Depot, Dry Hire of Dump Truck and 3 X 9kg Bottles of Gas for Hoover House	14,951.00
BP 80.11	17/06/2021	Front Runner Sports	Consulting Service for 2021 Golden Gift	1,440.00
			Subtotal – Batch Payment 80	\$121,047.78

Batch Reference	Date	Name	Item	Payment by delegated Authority
			Balance Brought Forward – Batch Payment 80	\$121,047.78
BP 80.12	17/06/2021	Goldfields Truck Power	4 Airbags and Service Kit for P833	2,042.36
BP 80.13	17/06/2021	Heatley's Sales Pty Ltd	Parts and Consumables for Depot	1,248.28
BP 80.14	17/06/2021	Kayla Scott.	Reimbursement for Police Check	50.64
BP 80.15	17/06/2021	Kesco Educational	Leinster Community Grant - Leinster Playgroup	5,486.33
BP 80.16	17/06/2021	Landgate	Mining Schedule M2021/5	82.00
BP 80.17	17/06/2021	Landvision	10 X Historic Maps of Eastern Goldfields of WA	250.00
BP 80.18	17/06/2021	Larnie Petersen	Reimbursement for Member Sitting Fees, Mileage and Allowances 2020/2021	9,967.00
BP 80.19	17/06/2021	Luck Thai Cleaning	Clean 2 Caravans, Strip and Seal Floors at Depot	495.00
BP 80.20	17/06/2021	McMahon Burnett Transport	Freight for Main Office	73.68
BP 80.21	17/06/2021	Modern Teaching Aids Pty Ltd	Consumables for Childcare Centre	503.31
BP 80.22	17/06/2021	Nature Play Solutions	Design and Construct Playground - Tower Street 40% Deposit	219,934.88
BP 80.23	17/06/2021	Netlogic Information Technology	Monthly Offsite Consulting Labour	179.00
BP 80.24	17/06/2021	On Call ECT	Contract Teacher for Childcare Centre	250.00
BP 80.25	17/06/2021	Outback Parks & Lodges	Accommodation for T Hethertor for Town Playground	150.00
BP 80.26	17/06/2021	Penns Cartage Contractors	Freight for Depot	1,379.36
BP 80.27	17/06/2021	Royal Flying Doctor Service	Sponsorship Instalment 3 for 2020	110,000.00
BP 80.28	17/06/2021	Snap Printing	5,000 Rate Notices printed colour one side and black on back on 80gsm bond	851.31
BP 80.29	17/06/2021	Southern Cross Austereo	Regional Radio Advertising for 2021 Golden Gift	9,524.90
BP 80.30	17/06/2021	Stratco (WA) Pty Ltd	Consumables for 11a Walton Street	223.48
BP 80.31	17/06/2021	Telstra	Fees and Charges for Shire Facilities 21/5/2021 - 22/6/2021	3,133.07
BP 80.32	17/06/2021	The Runner's Tribe	Services for Leonora Golden Gift 2021 Event and Field Management	20,625.00
BP 80.33	17/06/2021	Toll Transport Pty Ltd	Freight for Information Centre and Pool	60.08
BP 80.34	17/06/2021	Verb Advertising	Produce 1 X 30 Second TV Commercial for Golden Gift	660.00
BP 80.35	17/06/2021	West Australian Newspapers Ltd	Advertising in Kalgoorlie Miner Review of Local Laws, Revestment of Land in the Crown, Gwalia and Golden Gift 2021	5,690.93
BP 80.36	17/06/2021	WesTrac Pty Ltd	2 Air Filters, 1 Hydraulic Screen and 90cm Oil Hose and 1 Length Radiator Hose for Depot	585.45
BP 80.37	17/06/2021	Wurth Australia Pty Ltd	Tools, Consumables and Freight for the Depot	1,816.56
			Total – Batch Payment 80	\$516,310.40
BP 81.01	21/06/2021	Myles Gordon Superannuation Fund	Reimbursement of Settlement Fees resulting from the Sale of LOT 1265 Bell Court	1,048.00
BP 81.02	21/06/2021	Talitha Sprigg.	Reissue of bounced pay cheque PPE: 14/06/2021	982.00
BP 81.03	21/06/2021	Myles Gordon Superannuation Fund	Wrong Amount Entered - Reimbursement of Settlement Fees resulting from the Sale of LOT 1265 Bell court	0.80
			Total – Batch Payment 81	\$2,030.80
BP 82.01	25/06/2021	ASM ECLIPSE PTY LTD	Merchandise for Resale for Gwalia	324.50
BP 82.02	25/06/2021	AYA Group Pty Ltd	Consumables for Gwalia, Childcare, Main Office, Information Centre and Prizes for Pumtrack Competition	1,419.47
BP 82.03	25/06/2021	Bidfood Kalgoorlie	Consumables for Hoover House	98.22
64			Subtotal – Batch Payment 82	\$1,842.19

Batch Reference	Date	Name	Item	Payment by delegated Authority
			Balance Brought Forward – Batch Payment 82	\$1,842.19
BP 82.04	25/06/2021	Bitz Batteries	New Battery for P2451	241.25
BP 82.05	25/06/2021	BlueChip Timing	Electronic Timing and Related Services 2021 Leonora Golden Gift	12,005.40
BP 82.06	25/06/2021	Bunnings Building Supplies Pty Ltd	Lighting, Extension Leads and Tool Box for Depot	724.54
BP 82.07	25/06/2021	Butson Group Pty Ltd	Lunch and Refreshments for Band for Golden Gift	431.75
BP 82.08	25/06/2021	Canine Control	Ranger Services 04/06/21 - 07/06/21	4,169.39
BP 82.09	25/06/2021	Cardile International Fireworks P/L	Fireworks for Golden Gift 2021	22,000.00
BP 82.10	25/06/2021	CCA Productions	Equipment Rental and Labour Charges for 2021 Golden Gift	19,500.00
BP 82.11	25/06/2021	Choices Flooring	Emergency Carpet Replacement due to Water Damage for 1 Queen Vic St	10,365.00
BP 82.12	25/06/2021	Coolgardie Tyre Service	2 Tyre for P202	5,676.00
BP 82.13	25/06/2021	Cutting Edges Equipment Parts Pty Ltd	Supply 100 Cutting Edges, Plow Bolts, Nuts and Washers	6,325.00
BP 82.14	25/06/2021	Dave Hadden	Consulting / Administration 31/05/21 - 18/06/21	14,080.00
BP 82.15	25/06/2021	Department of Communities	SE-00012839, Leonora Child Care Facility, Service Annual Fee - Small, 2021 - 2022	210.00
BP 82.16	25/06/2021	Eagle Petroleum (WA) Pty Ltd	Approximate 30,000L of Diesel @ \$1.15 exGST per Litre	37,947.47
BP 82.17	25/06/2021	EFFICIENT BOILERMAKING PTY LTD	Repair Crack in Dipper Arm on P322	2,805.88
BP 82.18	25/06/2021	European Foods	15 Bags of Coffee Beans	315.00
BP 82.19	25/06/2021	Goldfields Toyota	Service and find Fault for P782	1,600.48
BP 82.20	25/06/2021	Golf WA	Membership 2021	92.42
BP 82.21	25/06/2021	GTN Services	Scheduled Service for P6 and L2	684.65
BP 82.22	25/06/2021	Hayley Brown	Reimbursement for Leinster Playgroup - Community Grant	140.50
BP 82.23	25/06/2021	HIMAC ATTACHMENTS	Supply Rock Breaker and Freight	10,422.05
BP 82.24	25/06/2021	Juwest Pty Ltd	Replacement Pool Pump for Shire Pool, Remove Temporary Filler Piece and Install Missing Piece at Pumptrack, Install Water Diversion to Airport Water Leak and Assist to Locate Water Pipe and Help with Repairs and 2 Toilet Seats and Taps for Airport	3,891.35
BP 82.25	25/06/2021	Kalgoorlie Case & Drill Pty Ltd	1 Cut off Saw for Depot	354.00
BP 82.26	25/06/2021	Keep Australia Beautiful Council	10 Boxes Orange Roadside Litter Bags	400.00
BP 82.27	25/06/2021	Kleenheat Gas	Yearly Service Charge for Lot 144 Gwalia Street	70.38
BP 82.28	25/06/2021	Leonora Drive Connectors	Oil Cooler for Depot	309.10
BP 82.29	25/06/2021	Leonora Motor Inn	Accommodation for P Craig for Golden Gift 2021	465.00
BP 82.30	25/06/2021	Leonora Painting Services	Inside Building Maintenance Works Prior to Complete Internal Paint at Childcare Centre	7,480.00
BP 82.31	25/06/2021	Leonora Post Office	Consumables for Women's Group	898.38
BP 82.32	25/06/2021	LIWA Aquatics	Annual State Conference and Membership	675.00
BP 82.33	25/06/2021	Luck Thai Cleaning	Cleaning Shire Facilities 24/05/2021 - 20/06/21	18,686.25
BP 82.34	25/06/2021	Mcleods Barristers and Solicitors	Legal Services Provided in Matter shire of Leonora V Katampul Aboriginal Corporation - Building ...	1,359.09
BP 82.35	25/06/2021	McMahon Burnett Transport	Freight for Main Office and Museum	270.98
BP 82.36	25/06/2021	Megan Federici	Winnings for 2nd place Steel Cap Work Boot Sprint F	150.00
			Subtotal – Batch Payment 82	\$186,588.50

Batch Reference	Date	Name	Item	Payment by delegated Authority
			Balance Brought Forward – Batch Payment 82	\$186,588.50
BP 82.37	25/06/2021	Modern Teaching Aids Pty Ltd	Community Grant for Leinster Community Day Care	4,855.88
BP 82.38	25/06/2021	Natale Group Australia P/L	Event Security for 2021 Golden Gift	18,920.58
BP 82.39	25/06/2021	Nathanael Taylor	Prize Money for 1st Open/Elite 600m M & 3rd Open 120m Sprint M	1,300.00
BP 82.40	25/06/2021	Netlogic Information Technology	Monthly Offsite Consulting Labor, 1 Year Subscription to Office 365, New Computer for EHO and Gwalia	18,627.00
BP 82.41	25/06/2021	Northern Goldfields Electrical Pty Ltd	Supply and Install New TV, Aerial and Repair Damaged Ballard Light at Recreation Centre, Repair Fault at Recreation Centre Following Horizon Power Inspectors Notice and Install Track Lighting in Assay Office at Gwalia	5,580.30
BP 82.42	25/06/2021	Office National Kalgoorlie	Stationery for CRC, Main Office, Childcare and Museum	2,955.51
BP 82.43	25/06/2021	On Call ECT	Contract Teacher for Childcare Centre	1,000.00
BP 82.44	25/06/2021	Outback Parks&Lodges	Accommodation and Meals for Golden Gift 2021 Athletes, Organisers and Entertainers and Accommodation for Ranger	21,579.00
BP 82.45	25/06/2021	Outback Rodeos Inc	Coolgardie Rodeo and Ute Master Event Advertising and Sponsorship 2021	2,200.00
BP 82.46	25/06/2021	Penns Cartage Contractors	Freight for Depot for 29 Hoover Street Shed and Missing Part for Pumptrack - Skate Park	1,049.40
BP 82.47	25/06/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	3,628.10
BP 82.48	25/06/2021	PREMIER ARTISTS PTY LTD	End of Fashion, Fee for Performance at Golden Gift	5,000.00
BP 82.49	25/06/2021	Prime Media Group Ltd	Golden Gift TV Advertising and Promoting Leonora	3,669.60
BP 82.50	25/06/2021	Roskva Brabazon-	Reimbursement for Childcare Activities and Meal Allowance for Training	269.90
BP 82.51	25/06/2021	Skippers Aviation Pty Ltd	Aircraft Charter Hire for Golden Gift	32,116.82
BP 82.52	25/06/2021	Susan Cutting.	Reimbursement for Childcare Activities	55.13
BP 82.53	25/06/2021	Talis	Roads and Infrastructure Project # TAMP20042	66,000.00
BP 82.54	25/06/2021	Telstra	Fees and Charges for Camping Requisites 10/06/21 - 09/07/21	45.00
BP 82.55	25/06/2021	Tiltline Freight and Recovery Services WA	Transport of Ablutions Blocks to Leonora	2,266.00
BP 82.56	25/06/2021	TM McColgan	Reimbursement for Women's Group Grant	5,446.32
BP 82.57	25/06/2021	Toll Transport Pty Ltd	Freight for Depot	11.55
BP 82.58	25/06/2021	Transcend Initiatives Pty Ltd	Youth Engagement at Youth Centre for Month of July, 2020 to December, 2020	73,953.00
BP 82.59	25/06/2021	Vanguard Press	Freight and Handling of Northern Goldfields Maps and Brochures	260.90
BP 82.60	25/06/2021	Whitehouse Hotel	Food for Entertainment at Golden Gift	857.00
BP 82.61	25/06/2021	Wurth Australia Pty Ltd	Tools, Consumables and Freight for the Depot	6.85
BP 82.62	25/06/2021	Yabu Band	Entertainment for Golden Gift 2021 - 75%	6,000.00
			Total – Batch Payment 82	\$464,242.34
BP 83.01	30/06/2021	Aaxxa	Assorted Lengths and Types of Steel for Various Projects Within Shire of Leonora and Supply 1 Pod XHD Green and 1 Foaming Pump	12,140.94
BP 83.02	30/06/2021	Ausrecord	Stationary for Archiving for Main Office	81.40
BP 83.03	30/06/2021	BOC Limited	Container Service Supplied Monthly for Depot and Doctor's surgery	139.56
66			Subtotal – Batch Payment 83	\$12,361.90

Batch Reference	Date	Name	Item	Payment by delegated Authority
			Balance Brought Forward – Batch Payment 83	\$12,361.90
BP 83.04	30/06/2021	Canine Control	Ranger Service 20/06/21 - 23/06/21	4,169.39
BP 83.05	30/06/2021	Coates Hire	Hire of 2 Lighting Towers and Trailer Mounted Genset for Golden Gift	2,133.86
BP 83.06	30/06/2021	Creative Spaces	Progress for Deign Work Undertaken for Gwalia Museum 29/5/21 - 28/6/21	2,975.50
BP 83.07	30/06/2021	Efficient Boilermaking Pty Ltd	Fabricate and Install Safety Hand Railing Along Edge of Drop Off Under dome at Depot	9,407.12
BP 83.08	30/06/2021	Executive Media Pty Ltd	1 Half Page Advertising in Caravanning Australia	1,150.00
BP 83.09	30/06/2021	Goldfields Sign Works	60 Medals and 1 Large Medal for Presentation Medals for 2021 Golden Gift	540.00
BP 83.10	30/06/2021	Kerion Pty. Ltd.	Flights for K Reddingius and R Brabazon	810.00
BP 83.11	30/06/2021	Leonora District High School	Group Rubbish Collection - Leonora Townsite Nambi Road to Tanky Hill	1,000.00
BP 83.12	30/06/2021	Leonora Painting Services	External and Internal Painting for 26 Queen Vic St	10,725.00
BP 83.13	30/06/2021	Local Community Insurance Services	Insurance Cover for the Shire of Leonora on Behalf of Uninsured Stallholders, Buskers, Performer...	715.00
BP 83.14	30/06/2021	Mandy Wynne -	Assisting in Various Accounting Enquires May to June 2021 and Project re Billing Errors 15 hours	2,904.00
BP 83.15	30/06/2021	Meglen Maintenance	Erect Shed at Oval Caretakers Residence	7,260.00
BP 83.16	30/06/2021	Mister Signs	2 Signs for Skatepark	132.00
BP 83.17	30/06/2021	Modus Australia	2 X Paper Towel Dispenser for Gwalia	565.40
BP 83.18	30/06/2021	Nicholas Justin Gahan	Clean Out and Strip Room Ready for Remodelling Old CRC to Leonora Museum	16,150.00
BP 83.19	30/06/2021	Northern Goldfields Electrical Pty Ltd	Repair Light Switches and Install GPOs at 26 Queen Victoria Street	402.60
BP 83.20	30/06/2021	Office National Kalgoorlie	Stationery for Main Office and Lateral File Labels for Main Office	764.39
BP 83.21	30/06/2021	Penns Cartage Contractors	Transport Bulkies for Golden Gift 2021	1,237.50
BP 83.22	30/06/2021	Peter Baxendale	Full Condition Survey of the Barnes Federal Theatre	10,835.00
BP 83.23	30/06/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	396.40
BP 83.24	30/06/2021	Pier Street Medical	Pre-Employment Medical for K Scott	66.00
BP 83.25	30/06/2021	Prosegur Australia P/L	Cash Delivery Service for Golden Gift Prize Money	89.34
BP 83.26	30/06/2021	Prosegur Australia Pty Ltd	ATM Fees for May, 2021	2,966.92
BP 83.27	30/06/2021	REDD Horizons Pty Ltd	Training in Preparation for Golden Gift Involving Local Children in the Races	1,000.00
BP 83.28	30/06/2021	Remote Digital Imagery	Promo Video Production for the Golden Gift 2021	2,277.00
BP 83.29	30/06/2021	Sandbox Productions	Goldfield Documentary Project ' Off Like Flies'	11,000.00
BP 83.30	30/06/2021	Shire of Laverton	Refund of Unspent 2020/21 NGWG Project Contributions	7,755.00
BP 83.31	30/06/2021	Shire of Menzies.	Refund of Unspent 2020/21 NGWG Project Contributions	7,050.00
BP 83.32	30/06/2021	Shire of Ngaanyatjaraku.	Refund of Unspent 2020/21 NGWG Project Contributions	7,755.00
BP 83.33	30/06/2021	Shire of Wiluna	Refund of Unspent 2020/21 NGWG Project Contributions	7,755.00
BP 83.34	30/06/2021	Spectrum Surveys Pty Ltd	Site Survey at Leonora Tip	6,160.00
BP 83.35	30/06/2021	Stephen Webster	Reimbursement for Museum Consumables	825.49
BP 83.36	30/06/2021	Stratco (WA) Pty Ltd	1 Gable Roof Shed for 11 Queen Victoria Street and 1 Gable Roof Shed for 29 Hoover Street	20,839.24
BP 83.37	30/06/2021	Talitha Sprigg.	5 Hoover Gold Cakes for Hoover House	325.00
			Subtotal – Batch Payment 83	\$162,499.05

Batch Reference	Date	Name	Item	Payment by delegated Authority
			Balance Brought Forward – Batch Payment 83	\$162,499.05
BP 83.38	30/06/2021	Telstra	Fees and Charges for CRC July, 2021	4,015.00
BP 83.39	30/06/2021	Toll Transport Pty Ltd	Freight for Depot, Main Office, Information Centre, Pool and Golden Gift	492.83
BP 83.40	30/06/2021	Transcend Initiatives Pty Ltd	Youth Engagement at Youth Centre for Month of January, 2021 - June, 2021	68,475.00
BP 83.41	30/06/2021	Xstra Group Pty Ltd	PABX Hosting, Provision and Support per Extension. Service Rental per Month, May 2021	501.28
BP 83.42	30/06/2021	REDD Horizons Pty Ltd	Community Grant - Facilitation of the Tutoring Program and Facilitation of the Animal Husbandry Lifeskills Program	8,260.00
			Total – Batch Payment 83	\$244,243.16
BP 84.01	06/07/2021	Australian Hotels Association WA	Covid 19 Hygiene Course for Gwalia Staff	72.00
BP 84.02	06/07/2021	AYA Group Pty Ltd	Consumables for Hoover House and Childcare centre	464.75
BP 84.03	06/07/2021	Bidfood Kalgoorlie	Consumables for Hoover House	117.39
BP 84.04	06/07/2021	BioBag World Australia Pty Ltd	Dog Bags on Roll for Oval	257.40
BP 84.05	06/07/2021	Cloud Collections Pty Ltd	Legal Costs Recoverable	55.00
BP 84.06	06/07/2021	Dunning's	Refill 38 Drums of Avgas @ \$2.2938 per litre ex GST	19,176.33
BP 84.07	06/07/2021	Eagle Petroleum (WA) Pty Ltd	Fuel Cards for June, 2021	501.03
BP 84.08	06/07/2021	Kleenheat Gas	1 Household Gas Bottle for Lot 137 A Hoover South, Lot 792 Cohen Street and 2 X Household Gas Bottles for Lot 240 Hoover Street	490.79
BP 84.09	06/07/2021	Landgate	Mining Schedule M2021/6	205.00
BP 84.10	06/07/2021	Leonora Post Office	Postage for Main Office and Information Centre and 8 Scooters and Safety Equipment for Golden Gift Prizes	1,600.74
BP 84.11	06/07/2021	Maddy Luscombe	2nd place in the Elite Mile Final at Golden Gift, 2021	4,500.00
BP 84.12	06/07/2021	Majstrovich Building Co	To Construct Porch attached to Vehicle Shed at Gwalia Museum, Rebuild Verandah (Storm Damage) at Patroni's Guest House, Remove Damaged Fence (Storm Damage) and Rebuild at Baletich House and Sign for J G Epis Centre	58,960.00
BP 84.13	06/07/2021	Modus Australia	Installation of Toilets at Gwalia and Tower St	60,500.00
BP 84.14	06/07/2021	Moore Australia	Allocation Adjustment and June 2021 BAS	22,371.25
BP 84.15	06/07/2021	National Australia Day Council.	Return of unused grant funds	7,111.50
BP 84.16	06/07/2021	Netlogic Information Technology	Service and PC Monitoring for June, 2021 and Check Reckon Accounts File for Damage and Repair	254.00
BP 84.17	06/07/2021	Outback Parks&Lodges	Accommodation for Ranger 21/06/21	130.00
BP 84.18	06/07/2021	Prosegur Australia Pty Ltd	ATM Fees and Charges for May, 2021	2,953.19
BP 84.19	06/07/2021	Roskva Brabazon-	Reimbursement for Consumables for Childcare Centre	375.12
BP 84.20	06/07/2021	Southern Cross Austereo	Regional Radio Advertising for 2021 Golden Gift	2,212.10
BP 84.21	06/07/2021	Susan Cutting.	Reimbursement for Seafood for Childcare Centre	46.77
BP 84.22	06/07/2021	TAPS Industries Pty Ltd	Supply and Install New Tempering Valve on Hot Water System at White House Gwalia	484.24
BP 84.23	06/07/2021	TM McColgan	Reimbursement for Women's Group Grant	3,103.12
BP 84.24	06/07/2021	Transcend Initiatives Pty Ltd	Contribution - Community Initiatives Fuel For Bus Hire, Reimbursement for Youth Christmas Party and Vacuum and Deep Freezer for Youth Centre	2,832.30
			Subtotal – Batch Payment 84	\$188,774.02

Batch Reference	Date	Name	Item	Payment by delegated Authority
			<i>Balance Brought Forward – Batch Payment 84</i>	<i>\$188,774.02</i>
BP 84.25	06/07/2021	Vanguard Press	Freight and Handling of Northern Goldfields Maps and Brochures	130.60
BP 84.26	06/07/2021	Visage Productions	Participation in OUR TOWN Television Series	22,000.00
BP 84.27	06/07/2021	West Australian Newspapers Ltd	Advertising for Golden Gift and Proposal to Dispose of Property LOT 16 Cayzer Street	1,301.81
BP 84.28	06/07/2021	WesTrac Pty Ltd	2 Air Filters, 1 Hydraulic Screen and 90cm Oil Hose and Travel to Leonora, Diagnose and Repair Fault on P322B	4,277.76
			Total – Batch Payment 84	\$216,484.19
			GRAND TOTAL – BATCH PAYMENTS 79, 80, 81, 82, 83 & 84	\$1,490,625.89

Shire of Leonora				
Monthly Report – List of Accounts Paid by Delegated Authority				
Submitted to Council on the 20 th July, 2021				
The following list of accounts has been paid under delegation by the Chief Executive Officer, since the previous list of accounts. Cheques 25793 to 25803 , and Payroll Liability payments since the previous list of accounts paid by Delegated Authority totalling \$403,314.61 .				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment by Delegated Authority
25793	11/06/2021	Horizon Power	Power Supplied to Rec Centre 22/04/21 - 20/05/21 and LOT 16 Tower Street 27/4/21 - 26/5/21	1,663.97
25794	11/06/2021	Water Corporation	Water Usage for Shire Facilities 16/03/2021 - 18/05/2021	40,931.83
PPE14062021	15/06/2021	Shire of Leonora	Salaries & Wages PPE: 14/6/2021	90,400.06
PL15062021	16/06/2021	Shire of Leonora	Payroll Liabilities PPE: 14/6/2021	712.50
25795	17/06/2021	Water Corporation	Fees and Charges for 51 Gwalia Street and Skate Park Lot 555 Gwalia	781.66
25796	17/06/2021	Horizon Power	Fees for Decorative Street Lights 1/5/21 - 31/5/21 16 221 5	33.60
25797	17/06/2021	Department Of Transport	Insurances and Licences for 1GVF012 and L2253	68.40
25798	23/06/2021	Australian Taxation Office	May, 2021 BAS	30,518.00
25799	28/06/2021	Jennifer Paterson	Refund for Ruby Paterson as she was told she was unable to compete in event paid and registered for	30.00
25800	28/06/2021	Shire of Leonora - Petty Cash	Petty Cash Recoup - June, 2021 (Financial Year 2020/2021)	160.65
PPE28062021	29/06/2021	Shire of Leonora	Salaries & Wages PPE: 28/6/2021	90,875.22
25801	30/06/2021	Horizon Power	Power Supplied 17/04/2021 - 17/06/2021 Shire Facilities	29,419.86
JO300621	30/06/2021	Shire of Leonora	Salaries & Wages 2020-2021	13,518.00
PL29062021	01/07/2021	Shire of Leonora	Payroll Liabilities PPE: 29/6/2021	712.50
PPE12072021	13/07/2021	Shire of Leonora	Salaries & Wages PPE: 12/7/2021	95,586.06
25802	14/07/2021	Water Corporation	Service Charges for LOT 1261, 1262, 1263 and 1264 Stuart St 1/7/21 - 31/8/21	382.52
25803	14/07/2021	Horizon Power	Power Supplied to Street Lights 1/6/21 - 30/6/21	5,667.28
PL13072021	15/07/2021	Shire of Leonora	Payroll Liabilities PPE: 12/7/2021	1,852.50
			GRAND TOTAL	\$403,314.61

11.0 REPORTS OF OFFICERS

11.3 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR
Nil

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

A. ELECTED MEMBERS
Nil

B. OFFICERS
Nil

13.0 STATE COUNCIL AGENDA
Nil

14.0 NEXT MEETING
Tuesday 17th August, 2021

15.0 CLOSURE OF MEETING