

Signed: 19 MAY 2026  
President: \_\_\_\_\_

# SHIRE OF LEONORA

## NOTICE OF AN ORDINARY COUNCIL MEETING AGENDA



DEAR COUNCIL MEMBER,  
THE NEXT ORDINARY COUNCIL MEETING OF THE SHIRE OF LEONORA WILL BE  
HELD ON TUESDAY, 21ST APRIL, 2026 IN COUNCIL CHAMBERS, LEONORA AT  
10:00 AM

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TY MATSON  
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 PERUSING 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.

TY MATSON  
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.

### INTEREST DECLARATIONS

With regards to Direct Financial Interests, Indirect Financial Interests and Proximity Interests, please consider sections 5.60A, 5.60B, 5.61 and 5.63 of the *Local Government Act 1995* and associated regulations.

#### Financial Interests

For the purpose of the financial interest disclosure provisions you will be treated as having an interest in a matter, if either you (as a relevant person), or a person with whom you are closely associated, has:

- a direct or indirect financial interest in a matter; or
- a proximity interest in a matter.

#### Direct Financial Interest

Section 5.60A of the *Local Government Act 1995* provides that:

A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

#### Indirect Financial Interest

Section 5.61 of the *Local Government Act 1995* provides more detail in regards to this, however the existence of an indirect financial interest in a matter can be established by showing that you, or a person with whom you are closely associated, has a financial relationship with a person requiring a local government decision in relation to that matter. There is no requirement to establish a financial gain, loss, benefit or detriment in this instance, the mere existence of a financial relationship and the requirement for a decision is sufficient for a breach of the provision to have occurred.

#### Proximity Interest

See Section 5.60B of the *Local Government act 1995* for further detail.

The Act requires you to disclose a proximity interest that you, or a person with whom you are closely associated, has in a matter before a council or council committee meeting.

You (or a person with whom you are closely associated) have a proximity interest in any matter that concerns:

- a proposed change to a planning scheme affecting land that adjoins the person's land;
- a proposed change to the zoning or use of land that adjoins the person's land; or
- a proposed development of land that adjoins the person's land (development refers to the development, maintenance or management of the land or of services or facilities on the land).

The existence of a proximity interest is established purely by the location of land, a financial effect on the valuation of your land or on the profitability of your business does not have to be established. It is therefore important that you fully understand when a proximity interest exists.

The person's land referred to is both land in which you, or a person with whom you are closely associated, have any estate or interest.

Land that adjoins a person's land is defined by the Act as land that:

- not being a thoroughfare, has a common boundary with the person's land;
- is directly across a thoroughfare from the person's land; or
- is that part of a thoroughfare that has a common boundary with the person's land.

### **Impartiality Interest**

Impartiality Interest For the purposes of requiring disclosure, an impartiality interest is addressed at Division 4 of the Shire of Leonora Code of Conduct for Council Members, Committee Members and Candidates as, *"an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association"*

The above definition includes examples of the type of relationships from which an interest could arise. However, a significant element is the likely public perception as to whether there may be an interest.

It is sometimes difficult to judge what a reasonable belief of another person is. Therefore, when deciding if such an interest should be disclosed, it is helpful to establish answers to the following questions:

- If you were to participate in assessment or decision making without disclosing, would you be comfortable if the public or your colleagues became aware of your association or connection with an individual or organisation?
- Do you think there would be a later criticism of perceived undisclosed partiality if you were not to disclose?

**SHIRE OF LEONORA**  
**ORDER OF BUSINESS FOR MEETING TO BE HELD**  
**TUESDAY 21ST APRIL, 2026.**

**COLOUR****CODING**

- 1** DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS
- 2** DISCLAIMER NOTICE
- 3** COUNCIL MEETING INFORMATION NOTES
- 4** PUBLIC QUESTION TIME
  - 4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
  - 4.2 PUBLIC QUESTION TIME
- 5** ANNOUNCEMENTS FROM THE PRESIDING MEMBER
- 6** RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE
  - 6.1 ATTENDANCE
  - 6.2 APOLOGIES
  - 6.3 APPLICATIONS FOR LEAVE OF ABSENCE
  - 6.4 APPROVED LEAVE OF ABSENCE
- 7** DECLARATION OF INTEREST
  - 7.1 DECLARATIONS OF FINANCIAL INTEREST
  - 7.2 DECLARATIONS OF PROXIMITY INTEREST
  - 7.3 DECLARATIONS OF IMPARTIALITY INTEREST

**White**

- 8** CONFIRMATION OF MINUTES FROM PREVIOUS MEETING  
 (Sent out previously)  
 Draft motion: That the Minutes of the Ordinary Council Meeting held on 17 March, 2026 be confirmed as a true and accurate record.
- 9** PRESENTATIONS
  - 9.1 PETITIONS
  - 9.2 PRESENTATIONS
  - 9.3 DEPUTATIONS
  - 9.4 DELEGATES REPORTS

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**10.0 REPORTS**

**10.1 REPORTS OF AUDIT AND RISK COMMITTEES**

Nil

**10.0 REPORTS****10.2 CHIEF EXECUTIVE OFFICER REPORTS****10.2.(A) PROPOSED SHIRE OF LEONORA COMMUNICATION STRATEGY**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting Meeting Date: 21st April 2026
<b>AGENDA REFERENCE:</b>	10.2.(A) APR 26
<b>SUBJECT:</b>	Proposed Shire of Leonora Communication Strategy
<b>LOCATION/ADDRESS:</b>	NA
<b>NAME OF APPLICANT:</b>	NA
<b>FILE REFERENCE:</b>	1.53 - Procedures
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	Ty Matson
<b>OFFICER:</b>	Chief Executive Officer
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	16th April 2026
<b>SUPPORTING DOCUMENTS:</b>	1. Draft Communications Strategy <a href="#">↓</a>

**BACKGROUND**

The purpose of this report is for Council to consider and adopt a Public Communications Strategy, which provides a clear, consistent, and structured framework for internal and external communications, including routine updates, community engagement, response standards and crisis communication arrangements

The Shire of Leonora engages with Councillors, staff, contractors, residents, community groups, Traditional Owners, businesses, regional partners, media, and State and Commonwealth agencies through a range of communication channels. Historically, communication practices have been managed through individual procedures and informal arrangements, without a single overarching strategy.

The draft Public Communications Strategy has been developed to address this gap by setting out:

- Clear objectives and audiences;
- Approved communication channels and frequency;
- Service standards for responding to enquiries;
- Defined governance roles and spokesperson responsibilities; and
- A structured crisis communication framework aligned with emergency management arrangements.

The strategy is designed to support transparency, professionalism, public confidence and effective service delivery, particularly during incidents and emergencies.

Key features of the proposed strategy include:

- **Governance and accountability:**  
The Shire President retains legislated responsibility for public messaging, with the CEO owning and implementing the strategy and approving major administrative communications.
- **Defined communication channels:**  
Use of approved channels such as monthly Councillor updates, Council meetings, the Shire website, Tower Street Times and town halls, while limiting social media to broadcast-only use.
- **Response standards:**  
Clear response timeframes for phone, email and written correspondence to improve customer service consistency and accountability.
- **Crisis communication framework:**  
A scalable and time-bound model for emergencies and critical incidents, including holding statements, escalation triggers, coordination with DFES and other agencies, and post-incident reporting.
- **Alignment with Integrated Planning & Reporting (IPR):**  
The strategy complements existing policies, procedures, recordkeeping obligations and disaster recovery arrangements and will be reviewed annually or following major incidents

## STAKEHOLDER ENGAGEMENT

The strategy is an internal governance document. Broader community engagement occurs through the communication mechanisms established in the strategy, including town halls, publications and website updates.

## STATUTORY ENVIRONMENT

There is no specific statutory requirement to adopt a communications strategy. However, the strategy supports the Shire's obligations under the *Local Government Act 1995*, *State Records Act 2000*, emergency management legislation, and principles of good governance, accountability and transparency.

## POLICY IMPLICATIONS

Once adopted, the Public Communications Strategy will:

- Form part of the Shire's governance framework; and
- Operate alongside existing policies and procedures, including social media management, complaints handling and recordkeeping.

No amendments to existing policies are required at this time.

## FINANCIAL IMPLICATIONS

There are no direct financial implications associated with adoption of the strategy. Implementation will be managed within existing staffing and operational resources.

**STRATEGIC IMPLICATIONS**

The strategy supports Council's commitment to good governance, community confidence, service delivery and effective emergency management, and aligns with the Shire's Integrated Planning & Reporting framework.

**RISK MANAGEMENT**

Failure to adopt a formal communications framework presents risks including inconsistent messaging, unclear responsibilities, delayed responses, reputational damage, and inadequate crisis communication during incidents.

Adoption of the strategy mitigates these risks by establishing clear roles, standards, escalation pathways and approved channels.

**RECOMMENDATIONS**

That Council adopts the Public Communications Strategy as presented.

**VOTING REQUIREMENT**

Simple Majority

**SIGNATURE**

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Chief Executive Officer



# SHIRE OF LEONORA

## COMMUNICATION STRATEGY

### 1. DOCUMENT CONTROL

**Purpose:** To provide clear, consistent, and timely communication between the Shire, Council, community, and stakeholders, supporting transparency, engagement, and service delivery.

**Scope:** Applies to all Shire officers, contractors, and Councillors for official communications through approved channels.

**Alignment:** Integrated Planning & Reporting (IPR) framework; Shire policy manual; social media management procedure; recordkeeping and disaster recovery arrangements.

### 2. OBJECTIVES

- Keep Council informed of key activities, risks, and decisions.
- Engage the community through regular updates and open forums.
- Provide clear standards for responding to enquiries across channels.
- Maintain professionalism by using authorised and monitored channels only.
- Enable effective crisis communication that is fast, accurate, and coordinated.

### 3. AUDIENCES

#### 3.1 Internal

- Councillors
- Executive Team
- All Staff
- Contractors

#### 3.2 External

- Residents
- Local Businesses
- Community Groups
- Traditional Owners
- Media
- State/Commonwealth Agencies
- Regional Local Governments

## 4. KEY MESSAGES

### 4.1 Themes

- Service delivery and infrastructure updates
- Community safety and resilience
- Events and participation
- Economic development and tourism
- Sustainability and environment

### 4.2 Tone

- Clear, Respectful, Inclusive
- Evidence-based and Practical

## 5. CHANNELS & FREQUENCY

### 5.1 Council Updates

- Email: Monthly summary to Councillors from the CEO (Target Send Date: First Business Day of Each Month).
- In-Person: Monthly verbal CEO update at the Ordinary Council Meeting.

### 5.2 Community Updates

- Tower Street Times: Monthly article highlighting projects, events, and community news (Broadcast only; no social media comment/responses).
- Website: Key notices, project pages, and crisis updates.

### 5.3 Town Halls

- Minimum of two open public town halls per year (March and August recommended).
- Invite stakeholder presenters (e.g., service providers, agency reps, community groups).
- Publish agenda, logistics, accessibility information two weeks prior where possible .

## 6. RESPONSE STANDARDS

- Phone messages: Respond within 2 business days.
- Emails: Respond within 3 business days.
- Written correspondence (letters): Respond within 10 business days.
- Social media: The Shire will not respond to comments or direct messages. Social media is used for broadcasting information only; enquiries must be directed to phone, email, or written correspondence.

## 7. GOVERNANCE & ROLES

### 7.1 Shire President

- Legislated responsibility for all public messaging.

### 7.2 Chief Executive Officer

- Owns the strategy; supports the Shire President in their role as official spokesperson; approves major announcements from administration.

### 7.3 Communications Officer

- Drafts content; maintains website and notices; coordinates Tower Street Times articles; monitors channels for misinformation.

#### 7.4 Managers

- Provide operational updates and data; ensure service areas meet response standards.

## 8. CRISIS COMMUNICATION FRAMEWORK

### 8.1 Principles

- Accuracy (verified information only)
- Speed (prompt holding statements)
- Consistency (single source of truth)
- Transparency (what is known, what is being done, next steps)

### 8.2 Roles & Responsibilities

- Shire President: Spokesperson for all media.
- CEO: Approves messages; media liaison; leads briefings.
- Communications Officer: Drafts and distributes updates; maintains crisis webpage; monitors for misinformation.
- Incident Lead (Manager): Provides operational status, impacts, safety instructions.
- LEMC/Emergency Services Liaison: Coordinates with WA Police, DFES, Health, Main Roads, etc.

### 8.3 Channels in Crisis

- **Primary:** Shire website crisis page; email alerts to Councillors and key stakeholders; local radio.
- **Secondary:** Social media (broadcast only; comments not engaged); SMS to Councillors if material changes.

### 8.4 Timeline

- Within 30 minutes: Initial holding statement (acknowledge, advise source of truth, next update timing).
- Within 2 hours: Verified details and safety instructions (what, where, who, how to stay safe).
- Ongoing: Updates every 4 hours or as new information becomes available.
- Within 7 days post-crisis: Summary Report, lessons learned, next steps.

### 8.5 Templates

#### 8.5.1 Holding Statement

“The Shire of Leonora is aware of [incident]. Our priority is community safety. Verified updates will be published on [link to crisis page.]”

#### 8.5.2 Update Statement

“As of [time], the situation is [status]. Please follow instructions: [safety steps]. For assistance, contact [hotline/email]. Further updates at [time] on [link].”

### 8.6 Escalation Protocol

- Activate Emergency Management Team if essential services are impacted (water, roads, power).
- Notify Councillors immediately via email/SMS upon material changes.
- Coordinate with State agencies and follow Incident Controller direction.

## 9. MEASUREMENT & REPORTING

- Monthly Council feedback on clarity and usefulness of updates.
- Engagement: Town hall attendance; website traffic; Tower Street Times readership (where available).
- Compliance: Response-time SLA adherence across channels.

## 10. TEMPLATES

### 10.1 Council – Monthly Email Update (Template)

Subject: CEO Monthly Update – [Month] [Year] – Key Activities & Priorities

- 1) Highlights: [3–5 dot points].
- 2) Risks & Issues: [items requiring attention].
- 3) Upcoming Milestones (next 4 weeks): [list].
- 4) Decisions/Guidance Requested: [if applicable].

### 10.2 Tower Street Times – Monthly Article (Template)

Headline: [clear, community-friendly title]

Intro (75–100 words): What's new and why it matters.

Project Update: [progress, benefits, timelines].

Events: [dates, how to participate].

Community Spotlight: [person/group story].

Where to find more information: [website/contact].

## 11. RESPONSE PROTOCOL CHART

INBOUND TYPE	CHANNEL	TRIAGE OWNER	TARGET RESPONSE TIME	ESCALATION TRIGGER
General enquiry	Phone	Customer Service	2 business days	Safety risk or complaint → Manager
General enquiry	Email	Customer Service / Area	3 business days	Complex or media interest → CEO
Formal letter	Written	Records / Area	10 business days	Legal/regulatory matters → CEO
Media enquiry	Email/Phone	CEO	Same day (holding statement)	Sensitive/urgent → Crisis protocol
Social media comment	Facebook	—	Not responded	Redirect to official channels

Note: This strategy complements Shire policies and procedures (e.g., social media management, external complaints, recordkeeping). It should be reviewed annually and after any major incident.

Version 1.0 | 21 April 2025

**10.0 REPORTS****10.3 MANAGER OF BUSINESS SERVICES****10.3.(A) AMENDMENT TO PURCHASING POLICY - PANELS**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting Meeting Date: 21st April 2026
<b>AGENDA REFERENCE:</b>	10.3.(A) APR 26
<b>SUBJECT:</b>	Amendment to Purchasing Policy - Panels
<b>LOCATION/ADDRESS:</b>	Shire of Leonora
<b>NAME OF APPLICANT:</b>	Not Applicable
<b>FILE REFERENCE:</b>	1.52 - Corporate Management Policy
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	Alita Ritchie
<b>OFFICER:</b>	Finance Coordinator
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	16th April 2026
<b>SUPPORTING DOCUMENTS:</b>	<ol style="list-style-type: none"><li>1. A2.6 - Purchasing Policy - Tracked Changes 2026 <a href="#">↓</a></li><li>2. A2.6 - Purchasing Policy - Updated 2026 <a href="#">↓</a></li></ol>

**BACKGROUND**

The Shire uses a number of suppliers to complete a host of services. The current purchasing policy may require staff to obtain multiple quotes. This creates an unnecessary administrative burden on both the supplier and the Shire.

It is critical to ensure that the Shire obtains value for money when seeking services to ensure that the expenditure of public funds. It is also important to ensure that legislative requirements are met, such as the \$250,000 tender threshold. As services are often only delivered by a handful of suppliers, the overall expenditure each year risks hitting procurement thresholds per supplier, despite being for multiple works across multiple projects.

An alternative arrangement that will allow for the efficient procurement of goods or services where only a few suppliers are locally available, such as plumbing works, electricity, project management, general consultancy etc is to establish prequalified panels.

A Panel process would introduce a similar process to the Tender processes, with a focus on establishing a list of suppliers and rates to provide these services. The panels will be renewed every 12 months as required by the regulations.

Administration consulted with WALGA, and were advised that per the *Local Government (Functions and General) Regulations 1996*, a Council Policy that outlines the process of establishment and procurement from a panel of pre-established suppliers is required.

Administration have drafted an updated Purchasing Policy to include under Section 3, an additional Purchasing Practice for Panel of Pre-Qualified Suppliers, as well as a new Section 4, Procurement Via Panels of Pre-Qualified Suppliers.

As with all policies Council will be required to consider any changes, and for our Purchasing Policy in particular, this will need an Absolute Majority decision.

Attached to this report to facilitate the recommendation, please find the Draft Policy with changes tracked, as well as the final draft as it will be inserted into the current Policy Manual if adopted.

### STAKEHOLDER ENGAGEMENT

WALGA as well as procurement staff within the Shire, and suppliers were consulted during the deliberation of the Policy change.

### STATUTORY ENVIRONMENT

Section 2.7(2)(b) of the *Local Government Act 1995* sets out the role of Council includes determining Council policies.

Section 5.41 of the *Local Government Act 1995* provides for the CEO to manage the day-to-day operations of the local government, and to cause Council decisions to be implemented.

There is no formal obligation for the adoption and review of Council policies, except where legislation requires it. These instances are summarised below.

#### Purchasing

*Local Government (Functions and General) Regulations 1996* require the following policies to be adopted by Council:

- Regulation 24AC – Requirements before establishing panels of pre-qualified suppliers
  - Requires a purchasing policy to be prepared and adopted by Council in relation to how the local government will procure goods or services from pre-qualified suppliers, including any process for obtaining quotations;
  - How the local government will ensure that each pre-qualified supplier on a panel will be invited to quote;
  - How clear, consistent and regular communication will be ensured between the local government and the pre-qualified suppliers;
  - Any factors that the local government will take into account when distributing work amongst pre-qualified suppliers and;
  - The record keeping and retention of documents and information in respect of quotations and purchases from pre-qualified suppliers

*Local Government (Administration) Regulations 1996* - Regulation 29C(2)(c) requires an up-to-date version of each policy of the local government to be published on the official website.

### POLICY IMPLICATIONS

If the review recommendations are adopted, the updated Shire of Leonora Policy Manual will be the official policies for the Shire. Updated policies are intended to provide the Shire with clearer direction to guide the CEO and administration in the execution of decisions of Council, achieve the strategic direction of the Shire of Leonora and maintain legislative compliance

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Leonora Council Plan 2025-2035

Strategic Objective 4:

Leadership – An innovative and proactive local government.

Outcome 4.1.2.4 Provide appropriate governance and leadership to the Shire.

**RISK MANAGEMENT**

This item has been evaluated against the Leonora Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is high prior to treatment, due to reaching potential tender thresholds; the adoption of reviewed policies will reduce the risk to low.

**RECOMMENDATIONS**

That Council adopt by absolute majority, the updated Policy: A2.6 – Purchasing Policy for inclusion in the Shire of Leonora Policy Manual.

**VOTING REQUIREMENT**

Absolute Majority

**SIGNATURE**

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Manager of Business Services

## A.2.6 PURCHASING POLICY

### OBJECTIVE

To ensure all procurement activities undertaken by the Shire:

1. Are consistent and maintain high standards of transparency, probity and ethics;
2. Consider and apply value for money requirements, ensuring quality of goods, services and works;
3. Are compliant with relevant legislation;
4. Are aligned and underpinned with adopted risk management policy and procedures;
5. Support the Shire and its suppliers in maintaining a high reputational standard;
6. Are aligned to the strategic objectives of the Shire;
7. Provide for sustainable and socially responsible procurement solutions; and
8. Are appropriately documented and recorded in the Shire's record keeping system.

### POLICY STATEMENT

The Shire is committed to undertaking procurement activities in accordance with the objectives of this policy. This policy provides guidance to officers procuring goods or services for the Shire and is to be complied with for all procurement activities. Compliance with legislation and risk management principles will underpin all procurement activities.

#### 1. ETHICS & INTEGRITY

The Shire Codes of Conduct apply when undertaking procurement activities and decision making. Elected Members and employees must always observe the highest standards of ethics and integrity and act in an honest and professional manner.

To ensure the selection process is fair and objective for all procurement requests, the Shire shall observe good governance and ensure:

- Procurement activities comply with the relevant legislation, the requirements of Council Policy, the Codes of Conduct and any CEO operational guidelines;
- Processes, procedures and documentation are administratively efficient, transparent, demonstrate fairness, openness;
- Procurement activities are to be fully documented in accordance with relevant legislation, applicable policies and procedures;
- Actual or perceived conflicts of interest are identified, disclosed, and managed according to the principles of good governance;
- Recommendations are made and decision-making is undertaken in a transparent manner, free from bias and appropriately documented;
- 'Commercial-In-Confidence' information provided by suppliers is treated in confidence, unless authorised for publication by the respondent or relevant legislation; and
- A strong element of competition by seeking a sufficient number of competitive quotations wherever practicable and consistent with this Policy.

## 2. VALUE FOR MONEY

Value for money may be achieved through the evaluation of price, risk, timeliness, environmental, social, economic, governance and qualitative factors to determine the most advantageous supply outcome to contribute to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges the lowest price may not always be the most advantageous. Relevant factors including, but not limited to, qualitative and risk criteria will underpin all procurement decisions.

### 2.1 ASSESSING VALUE FOR MONEY

Assessment of value for money considerations may include:

- all relevant costs and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, reference checks, ease of inspection, ease of after sales service, ease of communications etc;
- financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history) where a high level of risk may exist;
- the safety requirements and standards associated with both the product design and the specification offered by suppliers, as well as the evaluation of risk arising from the supply, operation and maintenance;
- the environmental, economic and social benefits or impacts arising from the goods, services or works required, including consideration of these benefits or impacts in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy;
- providing opportunities for businesses within the Shire's boundaries to quote wherever possible; and
- Risks associated with the supplier or goods and services being purchased.

### 2.2 MANAGING RISK

Risk impacts will factor into decision making and / or where the procurement decisions may impact operations and continued service delivery.

A risk assessment may be directed by the CEO to be carried out prior to undertaking a procurement activity where a high level of risk may be assessed. Controls or treatments for identified risks are to be included within the scope if appropriate and integrated into the goods or service provision requirements. A more rigorous procurement and evaluation process may be required if the purchase is:

- highly contentious or complex;
- politically sensitive;

- probable to have conflict of interest;
- a transaction with significant investment / high value;
- leading to a further activity with significant investment or of high value; or
- a high profile project and is likely to be subject to scrutiny or media coverage.

### 2.3 SUSTAINABLE AND SOCIALLY RESPONSIBLE PROCUREMENT

The Shire is committed to supporting general environmental, social and governance (ESG) practices, including to:

- Work toward the implementation of sustainable procurement initiatives supporting suppliers actively demonstrating sustainable business practices (social advancement, environmental protection and local economic benefits).
- Consider any risks associated with climate change with purchasing activities and plan to mitigate where possible.
- Consider whole of life costs and any impact of other consequences resulting from the purchase.
- Recognise the interests of all people in the district and consult where appropriate.

Application of the value for money assessment incorporate supplier demonstration of outcomes which may contribute to improved environmental, social and local economic outcomes.

Requests for quotations and tenders will include an opportunity for suppliers to provide information regarding their sustainable practices and/or demonstrate how their product or service offers socially responsible benefits for the Shire or the wider community.

Procurement might be demonstrated as being internally focused (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs or Aboriginal people), or externally focused (i.e. initiatives such as corporate philanthropy).

3. PURCHASING THRESHOLDS AND PRACTICES

3.1 PURCHASING VALUE THRESHOLDS AND REQUIRED PRACTICES

The Shire must comply with all regulatory requirements, purchasing thresholds and processes as prescribed by this Policy, and associated purchasing procedures in effect at the Shire.

This table prescribes purchasing value and risk thresholds, and the applicable purchasing practices which apply to the Shire’s purchasing activities:

Purchase Value Threshold (ex GST)	Purchasing Practice Required*
\$0 - \$4,999;	<p><b>Request</b> No quotation required for minor / incidental expenses.</p> <p><b>Evaluate</b> N/A.</p>
\$5,000 - \$49,999	<p><b>Request</b> At least two (2) written quotations are to be sought (record of request for and provision of written quotes to be maintained).</p> <p><b>Evaluate</b> The purchasing decision is to be based upon assessment of the supplier’s response to:</p> <ul style="list-style-type: none"> <li>• A brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for money criteria, not necessarily the lowest price.</li> </ul> <p>The rationale for the procurement decision should be documented, recorded and attached to the purchase order.</p>
\$50,000 - \$249,999	<p><b>Plan</b> The procurement plan is to be documented in accordance with management approved operational procedures.</p> <p><b>Request</b> At least three (3) written quotations are to be sought by invitation under a formal Request for Quotation.</p> <p><b>Evaluate</b> The purchasing decision is to be based upon assessment of the supplier’s response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria to assess all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be documented in accordance with management approved operational procedures.</p> <p><b>Contract</b> Contracts entered into are to be managed in accordance with relevant management approved operational procedures.</p>

Purchase Value Threshold (ex GST)	Purchasing Practice Required*
\$250,000 or greater	<p><b>Plan</b></p> <p>The procurement plan is to be documented in accordance with management approved operational procedures.</p> <p><b>Request</b></p> <p>Seek at least three (3) written quotations from suppliers where a tender exemption exists; or</p> <p>Conduct a public Request for Tender process (including Expression of Interest where applicable) in accordance with the <i>Local Government Act 1995, Local Government (Functions and General) Regulations 1996</i> and relevant Shire Policy requirements.</p> <p><b>Evaluate</b></p> <p>The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> <li>• a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and</li> <li>• pre-determined evaluation criteria to assess all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be documented in accordance with management approved operational procedures.</p> <p><b>Contract</b></p> <p>Contracts entered into are to be managed in accordance with relevant management approved operational procedures.</p>
Emergency Purchases	<p>Legislation provides guidance for emergency purchases and reporting requirements.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply is to be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers are available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent considered reasonable in the context of the emergency requirements, with due regard to best and sustainable value considerations.</p>
Quotations	<p>Quotations are to be obtained from reputable persons or businesses who can demonstrate relevant experience and capacity to supply the goods or services being purchased.</p> <p>If a purchase is made and the Purchasing Practice requirements are not able to be met, or an anti avoidance exemption is applied in accordance with section 4 of this Policy, approval is required by the CEO to be recorded detailing the reasons and any other justification.</p>

Purchase Value Threshold (ex GST)	Purchasing Practice Required*
<b>WALGA – Contracts of Insurance</b>	In accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> , WALGA may arrange contracts of insurance on behalf of all or any of its members for any purpose. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.
<a href="#">Panel of Pre-Qualified Suppliers</a>	<a href="#">If the Shire decides it is beneficial for a Panel of Pre-Qualified Suppliers (Panel) to be created, it will do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996 (the Regulations). Panels may be established for the regular supply of particular goods or services, or for a range of categories of goods or services that are similar. Details for the formation and use of a Panel of Pre-qualified Suppliers is detailed in Section 4 of this Purchasing Policy.</a>

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### 3.2 PURCHASING VALUE DEFINITION

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

- Exclusive of claimable GST; and
- The actual or expected value of a contract over the full contract period, including all options to extend.

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

### 3.3 PURCHASING FROM EXISTING CONTRACTS

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

### 3.4 INVITING TENDERS UNDER THE TENDER THRESHOLD

The Shire may determine to invite public tenders, despite the estimated Purchase Value being less than the \$250,000 threshold. This decision will be made after considering:

- any value for money benefits, timeliness, risks; and
- compliance requirements.

A decision to invite tenders, though not required to do so, may occur where an assessment has been undertaken and there is benefit from conducting a publicly accountable and more rigorous process. In such cases, relevant regulations contained within the *Local Government (Functions and General) Regulations 1996* and the Shire’s tendering procedures must be followed in full.

## 4. PROCUREMENT VIA PANELS OF PRE-QUALIFIED SUPPLIERS

[The Shire will consider creating a Panel of Pre-qualified Suppliers \(“Panel”\) when a range of similar goods and services are required to be purchased on a continuing and regular basis.](#)

#### 4.1 CONSIDERATIONS FOR ESTABLISHING A PANEL

A Panel of Pre-qualified suppliers (Panel) may be created where most of the following factors apply:

- The Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- Are aligned and underpinned with adopted risk management policy and procedures;
- The Panel will streamline and will improve procurement processes; and
- The Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

#### 4.2 ESTABLISHING AND MANAGING A PANEL

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of the Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the panel.

A Panel contract arrangement will be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan will be established that outlines the requirements for the Panel Contract and how it will be managed.

#### 4.3 DISTRIBUTING WORK AMONGST PANEL MEMEBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Functions and General Regulation 24AD(5)(f) when establishing the Panel.
  - The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
  - Should the offer be declined, an invitation to the next-ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
  - Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.
  - When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

#### 4.4 PURCHASING FROM THE PANEL

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

#### 4.5 COMMUNICATIONS WITH PANEL MEMBERS AND PURCHASING REQUIREMENTS

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

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferal of records to the Shire relevant to the performance of the contract.

For purchases made from a Panel Member, the following supporting documentation will be required regardless of the purchase value:

- a record of quotation; and
- evidence of supporting schedule or rates for goods and/or services

#### 4.5. PURCHASING EXEMPTIONS

Where an exemption is applied to any purchase, approval from the CEO is required prior to the procurement activity being undertaken, and a file note, including reference to the required purchasing requirements is to be completed and recorded detailing the exemption and reasons.

##### 4.15.1 COMPETITIVE PURCHASING EXEMPTIONS UNDER \$250,000

The exemptions where the Shire is not required to undertake a competitive purchasing process (as detailed in section 3.1 of this Policy) and where the total value of the purchase does not exceed \$250,000 (exclusive of GST) include;

- Legal representation in accordance with policy A.1.2;
- Advertising – Newspaper (for example: Tenders in The West Australian, Kalgoortie Miner);
- Advertising – State Government Gazette (for example: Local Laws, Planning Notices);
- Fees and payments that are statutory, this includes development contributions and bank fees;
- Annual Memberships / Subscriptions;
- Annual Service / Software Maintenance / Support Fees;
- Fuels and oils;
- Payments made through payroll;
- Insurances;
- Purchases or reimbursements which are approved through other processes, i.e. petty cash, procurement activities authorised by any other adopted Council policy, the Salaries and Allowances Tribunal, or legislation;
- Software licence renewals;
- Payments to persons principally for their time where superannuation is payable;
- Provision of utility services (where only sole provider);
- Merchant (banking) service fees;
- Purchases for maintenance or servicing of equipment from Original Equipment Manufacturer (OEMs) and where warranty provisions may be void; and
- Services of WALGA and LGIS.

##### 4.25.2 PUBLIC TENDER EXEMPTIONS

An exemption from the requirement to publicly invite tenders may only apply when the legislation permits an exemption. The requirements at section 3.1 of this Policy still prevail except for emergency purchases.

##### 4.35.3 EMERGENCY PURCHASES

An emergency purchase is any purchase defined by legislation.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply. Details of any procurement activity undertaken as an emergency purchase is to be

reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

#### 5.6. EXPRESSIONS OF INTEREST

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

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

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

All EOI processes are conducted as a public process in accordance with legislation. An EOI should not seek price information from respondents, only qualitative and other non-price information should be sought. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

#### 6.7. ANTI-AVOIDANCE

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

#### 7.8. LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within the goldfields region. Procurement is to be open and fair to ensure local businesses are provided with every opportunity to bid for work. It is recognised not every category of goods, services or works required by the Shire are able to be supplied by local businesses. As much as practicable, the Shire will:

- where appropriate, consider procurement practices, procedures and specifications do not unfairly disadvantage local businesses;
- consider indirect benefits with flow on benefits for local suppliers (i.e. servicing and support); and
- ensure procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements including requests for tenders designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for tenders whereby all requests are structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting may be included in the evaluation criteria of tenders where

suppliers are located within the Goldfields Region, a regional price preference may be applied to businesses as detailed within the Shire's Regional Price Preference Policy.

#### 8.9. PAYMENT METHODS

A purchase order must be raised and provided to the supplier, prior to goods and services being supplied. A commitment to buy without a purchase order may represent unauthorised expenditure. Departures from this requirement will be subject to section 10 of this Policy.

- Where the Shire holds an account with a supplier, a purchase order should be issued in the first instance and the suppliers invoice must state the purchase order number. If the supplier does not accept purchase orders the following payment methods may be used in limited circumstances once a purchase order has been authorised:
- corporate transaction card (the requirements of relevant Business Operating Procedure apply); or
- petty cash up to the value of \$100 (excluding GST); or
- request for payment (must provide detailed justification for why a purchase order was not completed prior to procurement of goods and services);
- reimbursements (N.B. these should be avoided as far as possible). The use of blank purchase orders is prohibited.

#### 9.10. CONTRACT VARIATIONS

##### 9.10.1 PRE-CONTRACT VARIATIONS – ABOVE TENDER THRESHOLD

Pre-contract variations are permitted in accordance with legislative provisions.

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

##### 9.210.2 PRE-CONTRACT VARIATIONS – NOT AWARDED BY TENDER

Pre-contract variations for procurement activities not awarded by tender are permitted only where the same legislative provisions are applied for awards made by tender.

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

##### 9.310.3 POST-CONTRACT VARIATIONS – ABOVE \$250,000 / AWARDED BY TENDER

Post contract variations may only occur when in accordance with legislation and authorised by the Chief Executive Officer. Details of any authorised post contract variations are to be reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

##### 9.410.4 CONTRACT OR PURCHASE VARIATIONS – PURCHASES OTHER THAN TENDERS ABOVE \$250,000

Post contract variations may only occur when in accordance with the same legislative provisions as if the award had been made by tender and authorised by the Chief Executive Officer. Details of any

authorised post contract variations are to be reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

#### 9-510.5 CONTRACT OR PURCHASE VARIATIONS – PURCHASES OTHER THAN TENDERS VALUED \$50,000 TO \$250,000

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

- The result of the variation plus the original purchase/contract value does not exceed the original purchasing threshold as defined in section 3.1 of this Policy. If the value of the proposed variation and the original contract/purchase value does exceed the original purchasing threshold, the purchasing requirements and authorisation of the higher purchasing threshold must be complied with for the variation; or
- The variation is necessary for the goods or services to be supplied and only results in a minor change to the scope of the contract/purchase.

#### 40-11. CONTRACT EXTENSIONS

Utilising rolling contract extensions at the end of a contract term, unless included within the original contract, without properly testing the market or using a tender exempt arrangement, will not be accepted as this would place the Shire in breach of the *Local Government (Functions and General) Regulations 1996* (Regulation 12). All contract extension provisions are to be for a defined term, and the value of the entire contract including extensions is to be utilised when calculating the total contract value for assessment against purchasing thresholds.

Contract extensions with a defined end date where provided for within the original contract are permitted. Contracts with extension provisions for an undefined period are not permitted. Contract extension options within a proposal are to be considered as part of the overall contract when assessing proposals.

Where a contract extension within an existing contract is to be exercised, the following considerations are to be documented, applied and approved by an officer with the appropriate level of purchasing authority for the contract as a whole:

- Performance from existing contract/s are to be assessed and documented in accordance with relevant approved operating procedures, prior to expiry of original contract; and
- Extensions are to be approved prior to the expiry of the original contract in accordance with relevant approved operating procedures and may not be granted after a contract has expired.

#### 44-12. PURCHASING POLICY NON-COMPLIANCE

The Shire shall implement processes to facilitate this Policy and associated management procedures, and will implement processes to report departures, non-compliance and/or exceptions. Purchasing activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures. A failure to comply with the requirements of this policy will be subject to investigation. Findings will be

considered in context of the Shire's applicable Code of Conduct and reasonable expectations for the officer's performance of their role. Where a breach is substantiated it may be treated as:

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

42-13. RECORD KEEPING

All purchasing activity, record of request for and provision of written quotes, communications and transactions in respect of all purchases made must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

42-13.1 AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

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POLICY HISTORY

- Policy adopted 20 February 2007
- Policy amended 16 December 2011
- Policy amended 15 April 2014
- Policy amended 17 February 2016
- Policy amended 19 February 2019
- Policy amended 18 August 2020
- Policy amended 16 February 2021
- Policy amended 28 September 2021
- Policy amended 21 November 2023
- Policy amended 12 December 2025
- Policy amended 21 April 2026

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PREVIOUS POLICY:

Policy No. A.2.76 Purchasing Policy: (to 12 December 2025)

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## A.2.6 PURCHASING POLICY

### OBJECTIVE

To ensure all procurement activities undertaken by the Shire:

1. Are consistent and maintain high standards of transparency, probity and ethics;
2. Consider and apply value for money requirements, ensuring quality of goods, services and works;
3. Are compliant with relevant legislation;
4. Are aligned and underpinned with adopted risk management policy and procedures;
5. Support the Shire and its suppliers in maintaining a high reputational standard;
6. Are aligned to the strategic objectives of the Shire;
7. Provide for sustainable and socially responsible procurement solutions; and
8. Are appropriately documented and recorded in the Shire's record keeping system.

### POLICY STATEMENT

The Shire is committed to undertaking procurement activities in accordance with the objectives of this policy. This policy provides guidance to officers procuring goods or services for the Shire and is to be complied with for all procurement activities. Compliance with legislation and risk management principles will underpin all procurement activities.

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- Procurement activities are to be fully documented in accordance with relevant legislation, applicable policies and procedures;
- Actual or perceived conflicts of interest are identified, disclosed, and managed according to the principles of good governance;
- Recommendations are made and decision-making is undertaken in a transparent manner, free from bias and appropriately documented;
- 'Commercial-In-Confidence' information provided by suppliers is treated in confidence, unless authorised for publication by the respondent or relevant legislation; and
- A strong element of competition by seeking a sufficient number of competitive quotations wherever practicable and consistent with this Policy.

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Value for money may be achieved through the evaluation of price, risk, timeliness, environmental, social, economic, governance and qualitative factors to determine the most advantageous supply outcome to contribute to the Shire achieving its strategic and operational objectives.

The Shire will apply value for money principles when assessing purchasing decisions and acknowledges the lowest price may not always be the most advantageous. Relevant factors including, but not limited to, qualitative and risk criteria will underpin all procurement decisions.

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Assessment of value for money considerations may include:

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- financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history) where a high level of risk may exist;
- the safety requirements and standards associated with both the product design and the specification offered by suppliers, as well as the evaluation of risk arising from the supply, operation and maintenance;
- the environmental, economic and social benefits or impacts arising from the goods, services or works required, including consideration of these benefits or impacts in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy;
- providing opportunities for businesses within the Shire's boundaries to quote wherever possible; and
- Risks associated with the supplier or goods and services being purchased.

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Risk impacts will factor into decision making and / or where the procurement decisions may impact operations and continued service delivery.

A risk assessment may be directed by the CEO to be carried out prior to undertaking a procurement activity where a high level of risk may be assessed. Controls or treatments for identified risks are to be included within the scope if appropriate and integrated into the goods or service provision requirements. A more rigorous procurement and evaluation process may be required if the purchase is:

- highly contentious or complex;
- politically sensitive;

- probable to have conflict of interest;
- a transaction with significant investment / high value;
- leading to a further activity with significant investment or of high value; or
- a high profile project and is likely to be subject to scrutiny or media coverage.

### 2.3 SUSTAINABLE AND SOCIALLY RESPONSIBLE PROCUREMENT

The Shire is committed to supporting general environmental, social and governance (ESG) practices, including to:

- Work toward the implementation of sustainable procurement initiatives supporting suppliers actively demonstrating sustainable business practices (social advancement, environmental protection and local economic benefits).
- Consider any risks associated with climate change with purchasing activities and plan to mitigate where possible.
- Consider whole of life costs and any impact of other consequences resulting from the purchase.
- Recognise the interests of all people in the district and consult where appropriate.

Application of the value for money assessment incorporate supplier demonstration of outcomes which may contribute to improved environmental, social and local economic outcomes.

Requests for quotations and tenders will include an opportunity for suppliers to provide information regarding their sustainable practices and/or demonstrate how their product or service offers socially responsible benefits for the Shire or the wider community.

Procurement might be demonstrated as being internally focused (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs or Aboriginal people), or externally focused (i.e. initiatives such as corporate philanthropy).

3. PURCHASING THRESHOLDS AND PRACTICES

3.1 PURCHASING VALUE THRESHOLDS AND REQUIRED PRACTICES

The Shire must comply with all regulatory requirements, purchasing thresholds and processes as prescribed by this Policy, and associated purchasing procedures in effect at the Shire.

This table prescribes purchasing value and risk thresholds, and the applicable purchasing practices which apply to the Shire’s purchasing activities:

Purchase Value Threshold (ex GST)	Purchasing Practice Required*
<b>\$0 - \$4,999;</b>	<p><b>Request</b> No quotation required for minor / incidental expenses.</p> <p><b>Evaluate</b> N/A.</p>
<b>\$5,000 - \$49,999</b>	<p><b>Request</b> At least two (2) written quotations are to be sought (record of request for and provision of written quotes to be maintained).</p> <p><b>Evaluate</b> The purchasing decision is to be based upon assessment of the supplier’s response to:</p> <ul style="list-style-type: none"> <li>• A brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for money criteria, not necessarily the lowest price.</li> </ul> <p>The rationale for the procurement decision should be documented, recorded and attached to the purchase order.</p>
<b>\$50,000 - \$249,999</b>	<p><b>Plan</b> The procurement plan is to be documented in accordance with management approved operational procedures.</p> <p><b>Request</b> At least three (3) written quotations are to be sought by invitation under a formal Request for Quotation.</p> <p><b>Evaluate</b> The purchasing decision is to be based upon assessment of the supplier’s response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required and</li> <li>• pre-determined evaluation criteria to assess all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be documented in accordance with management approved operational procedures.</p> <p><b>Contract</b> Contracts entered into are to be managed in accordance with relevant management approved operational procedures.</p>

Purchase Value Threshold (ex GST)	Purchasing Practice Required*
<p><b>\$250,000 or greater</b></p>	<p><b>Plan</b></p> <p>The procurement plan is to be documented in accordance with management approved operational procedures.</p> <p><b>Request</b></p> <p>Seek at least three (3) written quotations from suppliers where a tender exemption exists; or</p> <p>Conduct a public Request for Tender process (including Expression of Interest where applicable) in accordance with the <i>Local Government Act 1995, Local Government (Functions and General) Regulations 1996</i> and relevant Shire Policy requirements.</p> <p><b>Evaluate</b></p> <p>The purchasing decision is to be based upon the supplier’s response to:</p> <ul style="list-style-type: none"> <li>• a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and</li> <li>• pre-determined evaluation criteria to assess all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be documented in accordance with management approved operational procedures.</p> <p><b>Contract</b></p> <p>Contracts entered into are to be managed in accordance with relevant management approved operational procedures.</p>
<p><b>Emergency Purchases</b></p>	<p>Legislation provides guidance for emergency purchases and reporting requirements.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply is to be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers are available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent considered reasonable in the context of the emergency requirements, with due regard to best and sustainable value considerations.</p>
<p><b>Quotations</b></p>	<p>Quotations are to be obtained from reputable persons or businesses who can demonstrate relevant experience and capacity to supply the goods or services being purchased.</p> <p>If a purchase is made and the Purchasing Practice requirements are not able to be met, or an anti avoidance exemption is applied in accordance with section 4 of this Policy, approval is required by the CEO to be recorded detailing the reasons and any other justification.</p>

Purchase Value Threshold (ex GST)	Purchasing Practice Required*
<b>WALGA – Contracts of Insurance</b>	In accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> , WALGA may arrange contracts of insurance on behalf of all or any of its members for any purpose. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.
<b>Panel of Pre-Qualified Suppliers</b>	If the Shire decides it is beneficial for a Panel of Pre-Qualified Suppliers (Panel) to be created, it will do so in accordance with Part 4, Division 3 the <i>Local Government (Functions and General) Regulations 1996</i> (the Regulations). Panels may be established for the regular supply of particular goods or services, or for a range of categories of goods or services that are similar. Details for the formation and use of a Panel of Pre-qualified Suppliers is detailed in Section 4 of this Purchasing Policy.

### 3.2 PURCHASING VALUE DEFINITION

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

- Exclusive of claimable GST; and
- The actual or expected value of a contract over the full contract period, including all options to extend.

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

### 3.3 PURCHASING FROM EXISTING CONTRACTS

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

### 3.4 INVITING TENDERS UNDER THE TENDER THRESHOLD

The Shire may determine to invite public tenders, despite the estimated Purchase Value being less than the \$250,000 threshold. This decision will be made after considering:

- any value for money benefits, timeliness, risks; and
- compliance requirements.

A decision to invite tenders, though not required to do so, may occur where an assessment has been undertaken and there is benefit from conducting a publicly accountable and more rigorous process. In such cases, relevant regulations contained within the *Local Government (Functions and General) Regulations 1996* and the Shire's tendering procedures must be followed in full.

## 4. PROCUREMENT VIA PANELS OF PRE-QUALIFIED SUPPLIERS

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

#### 4.1 CONSIDERATIONS FOR ESTABLISHING A PANEL

A Panel of Pre-qualified suppliers (Panel) may be created where most of the following factors apply:

- The Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- Are aligned and underpinned with adopted risk management policy and procedures;
- The Panel will streamline and will improve procurement processes; and
- The Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

#### 4.2 ESTABLISHING AND MANAGING A PANEL

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of the Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the panel.

A Panel contract arrangement will be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan will be established that outlines the requirements for the Panel Contract and how it will be managed.

#### 4.3 DISTRIBUTING WORK AMONGST PANEL MEMEBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations. In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Functions and General Regulation 24AD(5)(f) when establishing the Panel.
  - The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
  - Should the offer be declined, an invitation to the next-ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
  - Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.
  - When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

#### 4.4 PURCHASING FROM THE PANEL

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

#### 4.5 COMMUNICATIONS WITH PANEL MEMBERS AND PURCHASING REQUIREMENTS

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

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferal of records to the Shire relevant to the performance of the contract.

For purchases made from a Panel Member, the following supporting documentation will be required regardless of the purchase value:

- a record of quotation; and
- evidence of supporting schedule or rates for goods and/or services

#### 5. PURCHASING EXEMPTIONS

Where an exemption is applied to any purchase, approval from the CEO is required prior to the procurement activity being undertaken, and a file note, including reference to the required purchasing

requirements is to be completed and recorded detailing the exemption and reasons.

### 5.1 COMPETITIVE PURCHASING EXEMPTIONS UNDER \$250,000

The exemptions where the Shire is not required to undertake a competitive purchasing process (as detailed in section 3.1 of this Policy) and where the total value of the purchase does not exceed \$250,000 (exclusive of GST) include;

- Legal representation in accordance with policy A.1.2;
- Advertising – Newspaper (for example: Tenders in The West Australian, Kalgoorlie Miner);
- Advertising – State Government Gazette (for example: Local Laws, Planning Notices);
- Fees and payments that are statutory, this includes development contributions and bank fees;
- Annual Memberships / Subscriptions;
- Annual Service / Software Maintenance / Support Fees;
- Fuels and oils;
- Payments made through payroll;
- Insurances;
- Purchases or reimbursements which are approved through other processes, i.e. petty cash, procurement activities authorised by any other adopted Council policy, the Salaries and Allowances Tribunal, or legislation;
- Software licence renewals;
- Payments to persons principally for their time where superannuation is payable;
- Provision of utility services (where only sole provider);
- Merchant (banking) service fees;
- Purchases for maintenance or servicing of equipment from Original Equipment Manufacturer (OEMs) and where warranty provisions may be void; and
- Services of WALGA and LGIS.

### 5.2 PUBLIC TENDER EXEMPTIONS

An exemption from the requirement to publicly invite tenders may only apply when the legislation permits an exemption. The requirements at section 3.1 of this Policy still prevail except for emergency purchases.

### 5.3 EMERGENCY PURCHASES

An emergency purchase is any purchase defined by legislation.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply. Details of any procurement activity undertaken as an emergency purchase is to be reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

## 6. EXPRESSIONS OF INTEREST

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

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

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

All EOI processes are conducted as a public process in accordance with legislation. An EOI should not seek price information from respondents, only qualitative and other non-price information should be sought. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

## 7. ANTI-AVOIDANCE

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

## 8. LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within the goldfields region. Procurement is to be open and fair to ensure local businesses are provided with every opportunity to bid for work. It is recognised not every category of goods, services or works required by the Shire are able to be supplied by local businesses. As much as practicable, the Shire will:

- where appropriate, consider procurement practices, procedures and specifications do not unfairly disadvantage local businesses;
- consider indirect benefits with flow on benefits for local suppliers (i.e. servicing and support); and
- ensure procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements including requests for tenders designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for tenders whereby all requests are structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting may be included in the evaluation criteria of tenders where suppliers are located within the Goldfields Region, a regional price preference may be applied to businesses as detailed within the Shire's Regional Price Preference Policy.

## 9. PAYMENT METHODS

A purchase order must be raised and provided to the supplier, prior to goods and services being supplied. A commitment to buy without a purchase order may represent unauthorised expenditure. Departures from this requirement will be subject to section 10 of this Policy.

- Where the Shire holds an account with a supplier, a purchase order should be issued in the first instance and the suppliers invoice must state the purchase order number. If the supplier does not accept purchase orders the following payment methods may be used in limited circumstances once a purchase order has been authorised:
- corporate transaction card (the requirements of relevant Business Operating Procedure apply); or
- petty cash up to the value of \$100 (excluding GST); or
- request for payment (must provide detailed justification for why a purchase order was not completed prior to procurement of goods and services);
- reimbursements (N.B. these should be avoided as far as possible). The use of blank purchase orders is prohibited.

## 10. CONTRACT VARIATIONS

### 10.1 PRE-CONTRACT VARIATIONS – ABOVE TENDER THRESHOLD

Pre-contract variations are permitted in accordance with legislative provisions.

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

### 10.2 PRE-CONTRACT VARIATIONS – NOT AWARDED BY TENDER

Pre-contract variations for procurement activities not awarded by tender are permitted only where the same legislative provisions are applied for awards made by tender.

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

### 10.3 POST-CONTRACT VARIATIONS – ABOVE \$250,000 / AWARDED BY TENDER

Post contract variations may only occur when in accordance with legislation and authorised by the Chief Executive Officer. Details of any authorised post contract variations are to be reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

### 10.4 CONTRACT OR PURCHASE VARIATIONS – PURCHASES OTHER THAN TENDERS ABOVE \$250,000

Post contract variations may only occur when in accordance with the same legislative provisions as if the award had been made by tender and authorised by the Chief Executive Officer. Details of any authorised post contract variations are to be reported to Council at the next Ordinary Council Meeting under Chief Executive Officer Reports.

### 10.5 CONTRACT OR PURCHASE VARIATIONS – PURCHASES OTHER THAN TENDERS VALUED \$50,000 TO \$250,000

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

- The result of the variation plus the original purchase/contract value does not exceed the original purchasing threshold as defined in section 3.1 of this Policy. If the value of the proposed variation and the original contract/purchase value does exceed the original purchasing threshold, the purchasing requirements and authorisation of the higher purchasing threshold must be complied with for the variation; or
- The variation is necessary for the goods or services to be supplied and only results in a minor change to the scope of the contract/purchase.

### 11. CONTRACT EXTENSIONS

Utilising rolling contract extensions at the end of a contract term, unless included within the original contract, without properly testing the market or using a tender exempt arrangement, will not be accepted as this would place the Shire in breach of the *Local Government (Functions and General) Regulations 1996* (Regulation 12). All contract extension provisions are to be for a defined term, and the value of the entire contract including extensions is to be utilised when calculating the total contract value for assessment against purchasing thresholds.

Contract extensions with a defined end date where provided for within the original contract are permitted. Contracts with extension provisions for an undefined period are not permitted. Contract extension options within a proposal are to be considered as part of the overall contract when assessing proposals.

Where a contract extension within an existing contract is to be exercised, the following considerations are to be documented, applied and approved by an officer with the appropriate level of purchasing authority for the contract as a whole:

- Performance from existing contract/s are to be assessed and documented in accordance with relevant approved operating procedures, prior to expiry of original contract; and
- Extensions are to be approved prior to the expiry of the original contract in accordance with relevant approved operating procedures and may not be granted after a contract has expired.

### 12. PURCHASING POLICY NON-COMPLIANCE

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

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

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

- an opportunity for additional training to be provided;

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

### 13. RECORD KEEPING

All purchasing activity, record of request for and provision of written quotes, communications and transactions in respect of all purchases made must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

#### 13.1 AMENDMENTS TO THIS POLICY

Amendments to this policy require a simple majority decision of council.

#### POLICY HISTORY

Policy adopted	20 February 2007
Policy amended	16 December 2011
Policy amended	15 April 2014
Policy amended	17 February 2016
Policy amended	19 February 2019
Policy amended	18 August 2020
Policy amended	16 February 2021
Policy amended	28 September 2021
Policy amended	21 November 2023
Policy amended	12 December 2025
Policy amended	21 April 2026

#### PREVIOUS POLICY:

Policy No. A.2.6 Purchasing Policy (to 12 December 2025)

**10.0 REPORTS****10.3 MANAGER OF BUSINESS SERVICES****10.3.(B) MONTHLY FINANCIAL STATEMENTS - MARCH 2026**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting Meeting Date: 21st April 2026
<b>AGENDA REFERENCE:</b>	10.3.(B) APR 26
<b>SUBJECT:</b>	Monthly Financial Statements - March 2026
<b>LOCATION/ADDRESS:</b>	Nil
<b>NAME OF APPLICANT:</b>	Nil
<b>FILE REFERENCE:</b>	1.6 - Current Budget
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	Kiara Lord
<b>OFFICER:</b>	Manager Business Services
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	16th April 2026
<b>SUPPORTING DOCUMENTS:</b>	1. March 2026 Monthly Financial Statements <a href="#">↓</a>

**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 31<sup>st</sup> March 2026 consisting of:

- a) Compilation Report
- b) Statement of Financial Activity – 31<sup>st</sup> March 2026
- c) Material Variances – 31<sup>st</sup> March 2026

**STAKEHOLDER ENGAGEMENT**

Shire staff work collaboratively with external accountants and internal budget managers in the preparation of the Monthly Financial Statements. No external stakeholder engagement is undertaken in relation to this item, with the report provided to Council for oversight and compliance purposes.

**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.

**RISK MANAGEMENT**

Non-compliance with the Local Government (Financial Management) Regulations 1996 may result in governance and reputational risk to the Shire. Additionally, inadequate review of the Monthly Financial Statements may reduce Council's ability to effectively monitor the Shire's financial position and performance against the adopted budget.

The regular preparation and presentation of Monthly Financial Statements to Council supports informed decision-making and reduces financial, governance and compliance risks to an acceptable level.

**RECOMMENDATIONS**

That Council accept the Monthly Financial Statements for the month ended 31<sup>st</sup> March 2026 consisting of:

- a) Compilation Report
- b) Statement of Financial Activity – 31<sup>st</sup> March 2026
- c) Material Variances – 31<sup>st</sup> March 2026

**VOTING REQUIREMENT**

Simple Majority

**SIGNATURE**

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Manager of Business Services



16 April 2026

Mr Ty Matson  
Chief Executive Officer  
Shire of Leonora  
PO Box 56  
**LEONORA WA 6438**

**Moore Australia**

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Dear Ty

**COMPILATION REPORT TO SHIRE OF LEONORA**

We have compiled the accompanying special purpose financial report of Shire of Leonora which comprise the statement of financial position as at 31 March 2026, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Leonora as at 31 March 2026 and for the period then ended based on the records of the Shire of Leonora.

**THE RESPONSIBILITY OF SHIRE OF LEONORA**

The CEO of Shire of Leonora is solely responsible for information contained in the special purpose financial report and supplementary information, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial report was prepared.

**OUR RESPONSIBILITY**

On the basis of information provided by Shire of Leonora we have compiled the accompanying special purpose financial report in accordance with the requirements of *APES 315 Compilation of Financial Information* and the *Local Government Act 1995*, associated regulations and to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial report except for the matters of non-compliance with the basis of preparation identified with Note 1 of the financial report. We have complied with the relevant ethical requirements of *APES 110 Code of Ethics for Professional Accountants*.

Supplementary information attached to the financial report has been extracted from the records of Shire of Leonora and information presented in the special purpose financial report.

**ASSURANCE DISCLAIMER**

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial report was compiled exclusively for the benefit of Shire of Leonora who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, the special purpose financial report may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial report.

**NOTE REGARDING BASIS OF PREPARATION**

We draw attention to Note 1 to the financial report where matters of non-compliance with the basis of preparation have been detailed. Supplementary information is provided for management information purposes and does not comply with the disclosure requirements of the Australian Accounting Standards.

A handwritten signature in black ink, appearing to read 'Russell Barnes'.

Russell Barnes  
Director  
[Moore Australia \(WA\) Pty Ltd](http://www.moore-australia.com.au)

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.  
An independent member of Moore Global Network Limited - members in principal cities throughout the world.  
Liability limited by a scheme approved under Professional Standards Legislation.

**SHIRE OF LEONORA**  
**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 31 March 2026**

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

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Please refer to the compilation report

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SHIRE OF LEONORA  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2026

Note	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	10,711,726	10,711,726	10,671,728	(39,998)	(0.37%)	▼
Rates excluding general rates	225,390	225,390	203,390	(22,000)	(9.76%)	
Grants, subsidies and contributions	2,982,346	2,195,922	1,322,904	(873,018)	(39.76%)	▼
Fees and charges	3,201,228	2,400,921	2,340,562	(60,359)	(2.51%)	▼
Interest revenue	100,000	75,000	60,090	(14,910)	(19.88%)	▼
Other revenue	115,000	86,250	152,253	66,003	76.53%	▲
Profit on asset disposals	211,631	0	0	0	0.00%	
	<b>17,547,321</b>	<b>15,695,209</b>	<b>14,750,927</b>	<b>(944,282)</b>	<b>(6.02%)</b>	
<b>Expenditure from operating activities</b>						
Employee costs	(5,269,877)	(3,952,408)	(3,855,309)	97,099	2.46%	▲
Materials and contracts	(7,319,044)	(5,489,283)	(5,120,718)	368,565	6.71%	▲
Utility charges	(637,623)	(478,217)	(482,203)	(3,986)	(0.83%)	
Depreciation	(4,468,779)	0	0	0	0.00%	
Insurance	(379,856)	(379,856)	(376,133)	3,723	0.98%	
Other expenditure	(504,497)	(378,373)	(51,988)	326,385	86.26%	▲
Loss on asset disposals	(119,180)	0	0	0	0.00%	
	<b>(18,698,856)</b>	<b>(10,678,137)</b>	<b>(9,886,351)</b>	<b>791,786</b>	<b>7.42%</b>	
Non cash amounts excluded from operating activities	2(c) 4,376,328	0	0	0	0.00%	
<b>Amount attributable to operating activities</b>	<b>3,224,793</b>	<b>5,017,072</b>	<b>4,864,576</b>	<b>(152,496)</b>	<b>(3.04%)</b>	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from capital grants, subsidies and contributions	2,990,737	2,261,803	1,741,483	(520,320)	(23.00%)	▼
Proceeds from disposal of assets	814,969	0	0	0	0.00%	
	<b>3,805,706</b>	<b>2,261,803</b>	<b>1,741,483</b>	<b>(520,320)</b>	<b>(23.00%)</b>	
<b>Outflows from investing activities</b>						
Acquisition of property, plant and equipment	(3,821,536)	(596,141)	(624,456)	(28,315)	(4.75%)	
Acquisition of infrastructure	(4,956,953)	(2,337,444)	(2,008,286)	329,158	14.08%	▲
	<b>(8,778,489)</b>	<b>(2,933,585)</b>	<b>(2,632,742)</b>	<b>300,843</b>	<b>10.26%</b>	
<b>Amount attributable to investing activities</b>	<b>(4,972,783)</b>	<b>(671,782)</b>	<b>(891,259)</b>	<b>(219,477)</b>	<b>(32.67%)</b>	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from reserves	591,653	591,653	591,664	11	0.00%	
	<b>591,653</b>	<b>591,653</b>	<b>591,664</b>	<b>11</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>						
Transfer to reserves	(3,906,686)	(3,906,686)	(3,887,773)	18,913	0.48%	
	<b>(3,906,686)</b>	<b>(3,906,686)</b>	<b>(3,887,773)</b>	<b>18,913</b>	<b>0.48%</b>	
<b>Amount attributable to financing activities</b>	<b>(3,315,033)</b>	<b>(3,315,033)</b>	<b>(3,296,109)</b>	<b>18,924</b>	<b>0.57%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
Surplus or deficit at the start of the financial year	2(a) 5,063,023	5,063,023	5,063,023	0	0.00%	
Amount attributable to operating activities	3,224,793	5,017,072	4,864,576	(152,496)	(3.04%)	▼
Amount attributable to investing activities	(4,972,783)	(671,782)	(891,259)	(219,477)	(32.67%)	▼
Amount attributable to financing activities	(3,315,033)	(3,315,033)	(3,296,109)	18,924	0.57%	
<b>Surplus or deficit after imposition of general rates</b>	<b>0</b>	<b>6,093,280</b>	<b>5,740,231</b>	<b>(353,049)</b>	<b>(5.79%)</b>	▼

**KEY INFORMATION**

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

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

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

Please refer to the compilation report

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**SHIRE OF LEONORA  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 MARCH 2026**

	Actual 30 June 2025	Actual as at 31 March 2026
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	12,597,480	15,042,225
Trade and other receivables	1,319,635	1,780,128
Inventories	75,684	101,811
<b>TOTAL CURRENT ASSETS</b>	<b>13,992,799</b>	<b>16,924,164</b>
<b>NON-CURRENT ASSETS</b>		
Other financial assets	59,715	59,715
Inventories	45,052	45,052
Property, plant and equipment	37,966,510	38,590,966
Infrastructure	101,674,032	103,682,318
<b>TOTAL NON-CURRENT ASSETS</b>	<b>139,745,309</b>	<b>142,378,051</b>
<b>TOTAL ASSETS</b>	<b>153,738,108</b>	<b>159,302,215</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	982,088	609,054
Contract liabilities	976,194	1,198,759
Capital grant/contributions liabilities	943,650	52,167
Employee related provisions	266,978	266,978
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,168,910</b>	<b>2,126,958</b>
<b>NON-CURRENT LIABILITIES</b>		
Employee related provisions	142,881	142,881
Other provisions	2,040,102	2,040,102
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,182,983</b>	<b>2,182,983</b>
<b>TOTAL LIABILITIES</b>	<b>5,351,893</b>	<b>4,309,941</b>
<b>NET ASSETS</b>	<b>148,386,215</b>	<b>154,992,274</b>
<b>EQUITY</b>		
Retained surplus	53,279,308	56,589,258
Reserve accounts	6,027,844	9,323,953
Revaluation surplus	89,079,063	89,079,063
<b>TOTAL EQUITY</b>	<b>148,386,215</b>	<b>154,992,274</b>

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

Please refer to the compilation report

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SHIRE OF LEONORA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

**BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 16 April 2026

**Matters of non-compliance with Basis of Preparation**

1. Depreciation has not been raised during the current financial year.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**MATERIAL ACCOUNTING POLICIES**

Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

**Critical accounting estimates and judgements**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Measurement of provisions

Please refer to the compilation report

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SHIRE OF LEONORA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2026

2 NET CURRENT ASSETS INFORMATION

	Amended Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 March 2026
<b>(a) Net current assets used in the Statement of Financial Activity</b>			
<b>Current assets</b>	\$	\$	\$
Cash and cash equivalents	12,597,480	12,597,480	15,042,225
Trade and other receivables	1,319,635	1,319,635	1,780,128
Inventories	75,684	75,684	101,811
	<u>13,992,799</u>	<u>13,992,799</u>	<u>16,924,164</u>
<b>Less: current liabilities</b>			
Trade and other payables	(982,088)	(982,088)	(609,054)
Other liabilities	(1,919,844)	(1,919,844)	(1,250,926)
Employee related provisions	(266,978)	(266,978)	(266,978)
	<u>(3,168,910)</u>	<u>(3,168,910)</u>	<u>(2,126,958)</u>
Net current assets	10,823,889	10,823,889	14,797,206
Less: Total adjustments to net current assets	2(b) (5,760,866)	(5,760,866)	(9,056,975)
<b>Closing funding surplus / (deficit)</b>	<b>5,063,023</b>	<b>5,063,023</b>	<b>5,740,231</b>
<b>(b) Current assets and liabilities excluded from budgeted deficiency</b>			
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	(6,027,844)	(6,027,844)	(9,323,953)
Add: Current liabilities not expected to be cleared at the end of the year - Current portion of employee benefit provisions held in reserve	266,978	266,978	266,978
<b>Total adjustments to net current assets</b>	<b>2(a) (5,760,866)</b>	<b>(5,760,866)</b>	<b>(9,056,975)</b>
<b>(c) Non-cash amounts excluded from operating activities</b>			
<b>Adjustments to operating activities</b>	Amended Budget Estimates 30 June 2026	YTD Budget Estimates 31 March 2026	YTD Actual 31 March 2026
	\$	\$	\$
Less: Profit on asset disposals	(211,631)	0	0
Add: Loss on asset disposals	119,180	0	0
Add: Depreciation	4,468,779	0	0
<b>Total non-cash amounts excluded from operating activities</b>	<b>4,376,328</b>	<b>0</b>	<b>0</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

Please refer to the compilation report

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SHIRE OF LEONORA  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 MARCH 2026

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2025-26 year is \$30,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %
	\$	%
<b>Revenue from operating activities</b>		
<b>General rates</b>	(39,998)	(0.37%) ▼
Timing of interim rates to be raised, there is a delay in mining tenement schedules to be received.		Timing
<b>Grants, subsidies and contributions</b>	(873,018)	(39.76%) ▼
Grants for the annual budget profiled at 9/12th.		
YTD budget includes amounts from grants received but held as a contract liability such as Community led job support and Local partners. There has been more received from the MRWA grant than budgeted.		Timing
<b>Fees and charges</b>	(60,359)	(2.51%) ▼
Annual budget profiled at 9/12th.		
Actual revenue received is lower than YTD budget.		
<b>Interest revenue</b>	(14,910)	(19.88%) ▼
Annual budget profiled at 9/12th.		
Timing of actual interest received is lower than expected.		
<b>Other revenue</b>	66,003	76.53% ▲
Annual budget profiled at 9/12th.		
Disposal of asset has not been processed on the asset register, proceeds has been included in other revenue until the disposal is completed.		
<b>Expenditure from operating activities</b>		
<b>Employee costs</b>	97,099	2.46% ▲
Some employment positions are vacant.		
<b>Materials and contracts</b>	368,565	6.71% ▲
Budget profiled at 9/12th. Maintenance costs for roads and facilities has not occurred on this basis.		
<b>Other expenditure</b>	326,385	86.26% ▲
Annual budget profiled at 9/12th.		
YTD budget includes amounts expensed for elected members and golden gift donations which have not occurred.		
<b>Inflows from investing activities</b>		
<b>Proceeds from capital grants, subsidies and contributions</b>	(520,320)	(23.00%) ▼
Timing of the budgeted grant income to be received does not match the actual amounts received.		
YTD budget includes amounts from capital grants not received such as Regional Road Group and EV Fast charges		Timing
<b>Outflows from investing activities</b>		
<b>Acquisition of infrastructure</b>	329,158	14.08% ▲
CCTV Towers project not yet started. YTD actual expenditure for airport upgrade, Hoover House fence, rec centre transformer and swimming pool retiling is lower than YTD budget.		
<b>Surplus or deficit after imposition of general rates</b>	(353,049)	(5.79%) ▼
Due to variances described above.		

Please refer to the compilation report

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**10.0 REPORTS****10.3 MANAGER OF BUSINESS SERVICES****10.3.(C) ACCOUNTS FOR PAYMENT MARCH 2026**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting Meeting Date: 21st April 2026
<b>AGENDA REFERENCE:</b>	10.3.(C) APR 26
<b>SUBJECT:</b>	Accounts for Payment March 2026
<b>LOCATION/ADDRESS:</b>	Nil
<b>NAME OF APPLICANT:</b>	Nil
<b>FILE REFERENCE:</b>	1.8 - Financial Statements
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	Kiara Lord
<b>OFFICER:</b>	Manager Business Services
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	17th April 2026
<b>SUPPORTING DOCUMENTS:</b>	<ol style="list-style-type: none"><li>1. Credit Card Transactions March 2026 <a href="#">↓</a></li><li>2. Accounts Paid under Delegated Authority - March 2026 <a href="#">↓</a></li></ol>

**BACKGROUND**

Attached statements consist of accounts paid by Delegated Authority totalling **\$1,275,871.22\*** since the previous council meeting consisting of:

- (1) Credit Card Transactions March 2026 totalling **\$18,480.01**;
- (2) Direct Bank Transactions totalling **\$78,500.97**;
- (3) Batch Payments totalling **\$870,118.13**; and
- (4) Payroll Payments from **Pay Periods Ending 16/03/2026 & 29/03/2026** totalling **\$327,252.12**

**Note:** Due to the timing difference between when credit card transactions are incurred and when those transactions are settled through the Shire's bank account, amounts included within *Direct Bank Transactions* may include payments relating to *Credit Card Transactions* for the current and/or prior reporting periods.

The totals presented above are accurate for the purpose of this payment listing at the time the report is prepared. However, caution should be exercised if aggregating payment categories across multiple months, as doing so may result in the same expenditure being counted more than once.

**STAKEHOLDER ENGAGEMENT**

Suppliers, Shire staff, delegated purchasing authorities, credit card holders and the Finance Team contribute to the transactions recorded within this report. No stakeholder engagement occurs in relation to the report outside of its presentation to Council for review and authorisation.

**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**

The payments listed in this report represent transactions processed since the previous Council meeting and provide oversight of expenditure made under delegated authority.

Due to timing differences between the incurrence of credit card transactions and their settlement through the Shire's bank account, individual payment categories within this report may include expenditure that has been reflected in prior or subsequent reporting periods under different payment types.

Accordingly, the totals presented in this report should not be used to assess cumulative expenditure across multiple months. The **Monthly Financial Statements** and the **Annual Financial Report** provide the most accurate and comprehensive view of the Shire's overall financial performance and expenditure for monitoring against the adopted budget.

**STRATEGIC IMPLICATIONS**

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

**RISK MANAGEMENT**

Failure to report and review payments made under delegated authority may result in non-compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and may limit Council's oversight of expenditure against the adopted budget.

The presentation of the Accounts Paid Listing enables Council to monitor expenditure, confirm that payments are made in accordance with delegation, budget and legislative requirements, and reduces financial and governance risk to an acceptable level.

**RECOMMENDATIONS**

That Council accepts the accounts for payment, as detailed:

- (1) Credit Card Transactions March 2026 totalling **\$18,480.01**;
- (2) Direct Bank Transactions totalling **\$78,500.97**;
- (3) Batch Payments totalling **\$870,118.13**; and
- (4) Payroll Payments from **Pay Periods Ending 16/03/2026 & 29/03/2026** totalling **\$327,252.12**

**VOTING REQUIREMENT**

Simple Majority

**SIGNATURE**

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Manager Business Services

17/04/2026 Credit Card Charges Card 5772 - 03 2026 - CEO

Date	Supplier	Description	GL	Job No	Task	DEP	PRO	ACT	LOC	Total	GST
3/03/2026	Starlink	St Johns internet	23505			2100	1170	0109	PG1007	299.00	Yes
6/03/2026	Telus Health	Provision of EAP Services	20203			2100	1450	0144	B1003	137.50	Yes
6/03/2026	Telus Health	Payment Processing Fee	22519			2100	1450	0144	B1003	1.38	No
12/03/2026	Canva	Office Subscription	22305			2100	1450	0144	B1003	412.90	Yes
17/03/2026	Freerange Supplies	Ammunition	22506			2200	0520	0127	B1036	288.00	Yes
27/03/2026	National Australia Bank	Card fee	22519			2100	1450	0135	B1003	9.00	No
27/03/2026	Starlink	CEO Internet	23505			2100	0910	0109	H1011	219.00	Yes
30/03/2026	Freerange Supplies	Rifle Clean Kit	22506			2200	0520	0127	B1036	64.99	Yes
31/03/2026	Comforty Inn Esperance	Accommodation P.Craig	22539			1600	0410	0143	B1003	500.00	Yes
			<b>Total</b>							<b>1,931.77</b>	

**Employee Declaration**

I Declare that the above changes are a true and correct record in accordance with company policy

CEO Signature: 

MBS Signature: 

17/04/2026 Credit Card Charges Card 5772 - 03 2026 - CRC

Date	Supplier	Description	GL	Job No	Task	DEP	PRO	ACT	LOC	Total	GST
12/03/2026	Department of Transport	Driver Access & Equity Program	22547			3400	1070	0141	B1015	10.70	No
12/03/2026	Department of Transport	Driver Access & Equity Program	22547			3400	1070	0141	B1015	16.65	No
12/03/2026	Department of Transport	Driver Access & Equity Program	22547			3400	1070	0141	B1015	48.20	No
13/03/2026	Department of Transport	Driver Access & Equity Program	22547			3400	1070	0141	B1015	10.70	No
13/03/2026	Department of Transport	JSH - Identification	22543			3400	1070	0133	B1015	33.30	No
13/03/2026	Department of Transport	Driver Access & Equity Program	22547			3400	1070	0141	B1015	48.20	No
13/03/2026	Department of Transport	JSH - Identification	22543			3400	1070	0133	B1015	49.70	No
13/03/2026	Department of Transport	Driver Access & Equity Program	22547			3400	1070	0141	B1015	120.50	No
27/03/2026	National Australia Bank	Card fee	22519			2100	1450	0135	B1003	9.00	No
			<b>Total</b>							<b>346.95</b>	

**Employee Declaration**

I Declare that the above changes are a true and correct record in accordance with company policy

CEO Signature: \_\_\_\_\_

MCS Signature: \_\_\_\_\_

17/04/2026 Credit Card Charges Card 5772 - 03 2026 - MBS

Date	Supplier	Description	GL	Job No	Task	DEP	PRO	ACT	LOC	Total	GST
6/03/2026	JB Hi-Fi	Cables, Powerboard and Dock for Finance Coordinator Workstation	23504			2100	1450	0144	B1003	723.93	Yes
6/03/2026	Microsoft	Subscription cost - Storage (CF Records additional space)	23501			2150	1450	0146	B1003	3,366.00	Yes
17/03/2026	Microsoft	Monthly Licence Fees - Microsoft x 35 Mar - Apr 26	23504			2100	1450	0144	B1003	1,330.18	Yes
27/03/2026	National Australia Bank	Card Fee - March 2026	22519			2100	1450	0144	B1003	9.00	No
			<b>Total</b>							<b>5,429.11</b>	

**Employee Declaration**

I Declare that the above changes are a true and correct record in accordance with company policy

CEO Signature: \_\_\_\_\_



MBS Signature: \_\_\_\_\_



17/04/2026 Credit Card Charges Card 5772 - 03 2026 - MCS

Date	Supplier	Description	GL	Job No	Task	DEP	PRO	ACT	LOC	Total	GST
9/03/2026	Facebook	Advertising Leonora Golden Gift 2026	22503			3200	1170	0652	B1003	84.70	Yes
9/03/2026	Whitehouse Hotel	Network meeting	22511			1400	1170	0135	B103	137.23	Yes
9/03/2026	Whitehouse Hotel	Network meeting	22511			1400	1170	0135	B103	168.74	Yes
9/03/2026	Qantas	Flights for JSH trainer	22546			3400	1070	0133	B1015	1,136.64	Yes
11/03/2026	Officeworks	CRC Crafternoon supplies	22502			3400	1070	0144	B1015	313.95	Yes
13/03/2026	Seek	WHS advertising	22530			1300	0870	0135	B1003	682.00	Yes
16/03/2026	Facebook	Advertising Leonora Golden Gift 2026	22503			3200	1170	0652	B1003	4.80	Yes
16/03/2026	Facebook	Advertising Leonora Golden Gift 2026	22503			3200	1170	0652	B1003	39.60	Yes
16/03/2026	Qantas	Flights for JSH trainer	22546			3400	1070	0133	B1015	362.50	Yes
16/03/2026	Qantas	Flights for JSH trainer	22546			3400	1070	0133	B1015	725.00	Yes
18/03/2026	Booktopia	Bookclub books	22502			3600	1320	0144	B1016	309.90	Yes
23/03/2026	Facebook	Advertising Leonora Golden Gift 2026	22503			3200	1170	0652	B1003	39.60	Yes
24/03/2026	Facebook	Advertising Leonora Golden Gift 2026	22503			3200	1170	0652	B1003	3.18	Yes
24/03/2026	Crime Check Australia	Police clearance JSH participant	22546			3400	1070	0133	B1015	99.00	Yes
25/03/2026	Facebook	Advertising Leonora Golden Gift 2026	22503			3200	1170	0652	B1003	39.60	Yes
27/03/2026	National Australia Bank	Card fee	22519			2100	1450	0135	B1003	9.00	No
27/03/2026	Facebook	Advertising Leonora Golden Gift 2026	22503			3200	1170	0652	B1003	39.60	Yes
30/03/2026	Booktopia	REFUND books	22502			3600	1320	0144	B1016	-309.90	Yes
30/03/2026	Facebook	Advertising Leonora Golden Gift 2026	22503			3200	1170	0652	B1003	39.60	Yes
30/03/2026	Facebook	Advertising Leonora Golden Gift 2026	22503			3200	1170	0652	B1003	39.60	Yes
31/03/2026	Facebook	Advertising Leonora Golden Gift 2027	22503			3200	1170	0652	B1003	67.10	Yes
31/03/2026	Crime Check Australia	Police clearance JSH participant	22546			3400	1070	0133	B1015	99.00	Yes
31/03/2026	Booktopia	Bookclub books	22502			3600	1320	0144	B1016	217.50	Yes
31/03/2026	Virgin	Staff flights - Records training	21303			3600	1320	0122	B1016	646.79	Yes
			<b>Total</b>							<b>4,994.73</b>	

Employee Declaration

I declare that the above changes are a true and correct record in accordance with company policy

CEO Signature: \_\_\_\_\_

MCS Signature: \_\_\_\_\_

17/04/2026 Credit Card Charges Card 5772 - 03 2026 - MWS

Date	Supplier	Description	GL	Job No	Task	DEP	PRO	ACT	LOC	Total	GST
2/03/2026	Institute of Public Works Engineering Australasia	OnLine Asset Management Foundations	21302			4400	1430	0122	B1008	1,595.00	Yes
3/03/2026	4WD Supercentre	King Lithium Bat, Star Link & Torch	22305			4200	1220	0201	B1008	769.21	Yes
5/03/2026	Office National	IPhone Charger	22305			4400	1430	0144	B1008	19.75	Yes
5/03/2026	Office National	Memory Cards	22305			4400	1430	0144	B1008	146.56	Yes
6/03/2026	Bunnings Kalgoorlie	Irrigation Supplies	22311			4300	1170	0286	B1036	41.46	Yes
6/03/2026	Bunnings Kalgoorlie	Extention cord LELC	22307			3500	0830	0144	B1010	87.73	Yes
5/03/2026	Booking.com	Accomadation	21303			4400	1430	0122	B1008	756.4	Yes
13/03/2026	Department of Transport	Plate swap 6L to P798	23304			4200	1440	0135	P1075	38.8	No
13/03/2026	Department Of Transport	License for Komatsu excavator	23304			4200	1440	0135	P1087	118.8	No
16/03/2026	Westernex	Survey Stakes and Glo Tape	22307			4600	1260	0602	b1004	78.76	Yes
19/03/2026	Sonograpghy	R.Briggs	20205			4400	1430	0142	B1008	285.00	
23/03/2026	Global Communications	SAT phone repair	22314			4400	1430	0201	B1008	442.35	Yes
25/03/2026	K Mart	Linen for 23 Queen Vic	22310			3500	0910	0206	H1026	474.40	Yes
26/03/2026	Office National	Stationary Depot	22305			4400	1430	0101	B1008	119.15	Yes
27/03/2029	National Australia Bank	Card fee	22519			2100	1450	0135	B1003	9.00	No
27/03/2026	Bunnings Kalgoorlie	Retic Airport	22307			4500	1260	0286	B1004	795.08	Yes
			<b>Total</b>							<b>5,777.45</b>	

Employee Declaration

I Declare that the above changes are a true and correct record in accordance with company policy

CEO Signature: \_\_\_\_\_

MWS Signature: \_\_\_\_\_



**Accounts for Payment  
Presented to Council  
21st April 2026**

## Accounts for Payment - April 2026

<b>Shire of Leonora</b>					
<b>Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority</b>					
<b>Submitted to Council on the 21st April 2026</b>					
The following list of accounts relate to Direct Bank Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions are dated from 2nd March 2026 to 31st March 2026 and total <b>\$78,500.97</b>					
<b>CHIEF EXECUTIVE OFFICER</b>					
<b>Date</b>	<b>Transaction</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>	<i>Balance</i>
2/03/2026	BR00213	Avdam	FDMSA Fee - February 2026	\$ 35.50	\$ 35.50
2/03/2026	BR00214	National Australia Bank	Connect access fee - January 2026	\$ 58.73	\$ 94.23
2/03/2026	BR00215	Alex Taylor	23 Queen Victoria Rent - March 2026	\$ 2,166.67	\$ 2,260.90
4/03/2026	35	National Australia Bank	Credit Card Transactions - February 2026	\$ 17,158.71	\$ 19,419.61
4/03/2026	36	Click Super	Superannuation PPE030326	\$ 26,576.99	\$ 45,996.60
5/03/2026	BR00216	Quest	Quest Merchant Fees - February 2026	\$ 11.00	\$ 46,007.60
13/03/2026	BR00217	3E Advantage	Monthly Photocopier Fees February 26 - LELC	\$ 1,133.09	\$ 47,140.69
13/03/2026	BR00217	3E Advantage	Monthly Photocopier Fees February 26 - CRC	\$ 467.89	\$ 47,608.58
13/03/2026	BR00217	3E Advantage	Monthly Photocopier Fees February 26 - Doctor	\$ 274.20	\$ 47,882.78
13/03/2026	BR00217	3E Advantage	Monthly Photocopier Fees February 26 - Museum	\$ 348.53	\$ 48,231.31
13/03/2026	BR00217	3E Advantage	Monthly Photocopier Fees February 26 - Library	\$ 22.44	\$ 48,253.75
13/03/2026	BR00217	3E Advantage	Monthly Photocopier Fees February 26 - Depot	\$ 247.59	\$ 48,501.34
13/03/2026	BR00217	3E Advantage	Monthly Photocopier Fees February 26 - Admin	\$ 2,155.89	\$ 50,657.23
18/03/2026	38	Click Super	Superannuation PPE160326	\$ 26,957.41	\$ 77,614.64
20/03/2026	40	Click Super	Superannuation PPE160326 - 608	\$ 285.92	\$ 77,900.56
24/03/2026	BR00219	Click Super	Monthly Click Super fees	\$ 26.18	\$ 77,926.74
31/03/2026	BR00220	National Australia Bank	Merchant Fees #513 - March 2026 - Depot Events	\$ 25.00	\$ 77,951.74
31/03/2026	BR00221	National Australia Bank	Merchant Fees #314 - March 2026 - Rec	\$ 25.00	\$ 77,976.74
31/03/2026	BR00222	National Australia Bank	Merchant Fees #395- March 2026 - Airport	\$ 26.36	\$ 78,003.10
31/03/2026	BR00223	National Australia Bank	Merchant Fees #463 - March 2026 - Info/Library	\$ 26.62	\$ 78,029.72
31/03/2026	BR00224	National Australia Bank	Merchant Fees #471 - March 2026 - CRC	\$ 27.91	\$ 78,057.63
31/03/2026	BR00225	National Australia Bank	Monthly Account Keeping Fee	\$ 37.00	\$ 78,094.63
31/03/2026	BR00226	National Australia Bank	Monthly Connect access and usage fee	\$ 50.48	\$ 78,145.11
31/03/2026	BR00227	National Australia Bank	Merchant Fees #393 - March 2026 - Admin/Museum	\$ 355.86	\$ 78,500.97
<b>GRAND TOTAL</b>				<b>\$ 78,500.97</b>	

## Accounts for Payment - April 2026

Shire of Leonora						
Monthly Report – List of Accounts Paid by Delegated Authority						
Submitted to Council on the 21st April 2026						
<p><b>Batch Payments</b> totalling <b>\$870,118.13</b> have been paid by delegated authority by the Chief Executive Officer and has been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.</p>						
<b>CHIEF EXECUTIVE OFFICER</b>						
Batch Ref	ID	Date	Name	Item	Payment by delegated Authority	Balance
EFT00039	01	10/03/2026	Horizon Power	Power and supply charges shire properties 17/12/25 - 17/02/26	\$ 37,577.28	37,577.28
EFT00039	02	10/03/2026	Skippers Aviation Pty Ltd	Flights for course trainers	\$ 1,248.00	38,825.28
EFT00039	03	10/03/2026	Instant Racking	Storage boxes for MWS vehicle	\$ 1,500.00	40,325.28
EFT00039	04	10/03/2026	McMahon Burnett Transport	Freight for depot	\$ 68.07	40,393.35
EFT00039	05	10/03/2026	CyberSecure Pty Limited	Monthly Data Protection	\$ 2,096.60	42,489.95
EFT00039	06	10/03/2026	Northern Goldfields Electrical Pty Ltd	Electrical work for shire facilities	\$ 3,520.00	46,009.95
EFT00039	07	10/03/2026	Office National Kalgoorlie	Stationery for shire facilities	\$ 451.73	46,461.68
EFT00039	08	10/03/2026	GTN Services	Servicing and parts for plant equipment	\$ 1,127.73	47,589.41
EFT00039	09	10/03/2026	Europcar WA	Car hire for project management	\$ 1,054.11	48,643.52
EFT00039	10	10/03/2026	ALU Glass	Alugard Mess and Repair glass to Masic Hall	\$ 2,464.99	51,108.51
EFT00039	11	10/03/2026	Nomad Plumbing	Plumbing repairs and parts for shire facilities	\$ 3,835.30	54,943.81
EFT00039	12	10/03/2026	Luck Thai Cleaning	Cleaning of shire facilities	\$ 9,784.78	64,728.59
EFT00039	13	10/03/2026	Seven Network Operations Ltd	Advertising on channel 7 network	\$ 1,100.00	65,828.59
EFT00039	14	10/03/2026	Bidfood Kalgoorlie	Catering and consumables for Hoover House	\$ 2,081.04	67,909.63
EFT00039	15	10/03/2026	Hersey's Safety Pty Ltd	PPE and staff uniforms for depot	\$ 3,385.40	71,295.03
EFT00039	16	10/03/2026	Remote Construction and Maintenance	Safe House Leonora work	\$ 22,828.35	94,123.38
EFT00039	17	10/03/2026	Altus Planning	Assistance with Town Planning	\$ 412.50	94,535.88
EFT00039	18	10/03/2026	Vanguard Print	Postage and handling of brochures	\$ 176.15	94,712.03
EFT00039	19	10/03/2026	Bookeasy Australia Pty Ltd	Monthly Room Manager fees	\$ 84.70	94,796.73
EFT00039	20	10/03/2026	Canine Control	Ranger services February	\$ 4,670.20	99,466.93
EFT00039	21	10/03/2026	Admedia Australia	TV Commercial production Golden Gift 2026	\$ 484.00	99,950.93
EFT00039	22	10/03/2026	Council First Pty Ltd	Monthly subscriptions	\$ 14,576.10	114,527.03
EFT00039	23	10/03/2026	AYA Group Pty Ltd	Consumables for shire facilities	\$ 3,993.75	118,520.78
EFT00039	24	10/03/2026	MJ Mulcahy & Co	Marking out of 3 tenements	\$ 2,640.00	121,160.78
EFT00039	25	10/03/2026	Leonora Motel Pty Ltd	Consultant accommodation	\$ 604.00	121,764.78
EFT00039	26	10/03/2026	WML Consultants Pty Ltd-	Engineering report for retaining wall at 26 Queen Vic	\$ 15,174.61	136,939.39
EFT00039	27	10/03/2026	Teletrac Navman	Monthly vehicle tracking	\$ 2,225.30	139,164.69

## Accounts for Payment - April 2026

Batch Ref	ID	Date	Name	Item	Payment by delegated Authority	Balance
EFT00039	28	10/03/2026	Mister Signs	Signs for depot	\$ 140.80	139,305.49
EFT00039	29	10/03/2026	ATO - Netlogic	15% ATO payment - Netlogic	\$ 449.86	139,755.35
EFT00039	30	10/03/2026	Water Corporation	Water and supply charges	\$ 49.62	139,804.97
EFT00039	31	10/03/2026	ATO Luck Thai	15% ATO payment - Luck Thai Cleaning	\$ 5,180.19	144,985.16
EFT00039	32	10/03/2026	Leonora Post Office	Monthly postage fees for admin	\$ 120.65	145,105.81
EFT00039	33	10/03/2026	Landgate	Title searches	\$ 311.70	145,417.51
EFT00039	34	10/03/2026	Team Global Express Pty Ltd	Freight for depot	\$ 104.29	145,521.80
EFT00039	35	10/03/2026	Transaction Network Services	Monthly merchant fees for avgas	\$ 67.10	145,588.90
EFT00039	36	10/03/2026	Northern Goldfields Earthmoving Pty Ltd	Shire Maintenance Grading February	\$ 49,610.02	195,198.92
EFT00039	37	10/03/2026	Wall to Wall Construction	Deposit for Hoover House fence	\$ 39,820.00	235,018.92
EFT00039	38	10/03/2026	European Foods	Coffee beans for Hoover House	\$ 900.00	235,918.92
EFT00039	39	10/03/2026	Moore Australia	Monthly Statement of Financial Activity and Assets December 2025	\$ 3,437.50	239,356.42
EFT00039	40	10/03/2026	PFD Food Services Pty Ltd	Catering and consumables for Hoover House	\$ 2,247.45	241,603.87
EFT00039	41	10/03/2026	Bunnings Building Supplies Pty Ltd	Maintenance supplies for shire facilities	\$ 4,041.06	245,644.93
EFT00039	42	10/03/2026	Kalgoortie Paint Centre	Red Heritage paint for Hoover House	\$ 128.02	245,772.95
EFT00039	43	10/03/2026	Leonora Village.	Ranger accommodation	\$ 526.00	246,298.95
EFT00039	44	10/03/2026	Harvey Norman Furniture Kalgoortie	Outdoor furniture for 30 Queen Vic	\$ 2,549.00	248,847.95
EFT00039	45	10/03/2026	Western Australian Local Government Ass.	3 day rates training	\$ 17,025.21	265,873.16
EFT00039	46	10/03/2026	Broca Contracting	Emergency road repairs to Wonganoo Road	\$ 28,380.00	294,253.16
EFT00039	47	10/03/2026	Florence and Folk	Art classes 08/03/26	\$ 3,200.00	297,453.16
EFT00039	48	10/03/2026	Terry Sargent	EHO on site and off site assistance - February 2026	\$ 8,910.00	306,363.16
EFT00039	49	10/03/2026	Transport Training Academy	Truck licence for 3 depot staff	\$ 7,200.00	313,563.16
EFT00039	50	10/03/2026	Bluepen Collective Pty Ltd	Project Management Services	\$ 2,057.00	315,620.16
EFT00039	51	10/03/2026	PWT Electrical Pty Ltd	Replace exhaust fans at depot	\$ 343.20	315,963.36
EFT00040	52	20/03/2026	Avdata Australia	Data and service fees for December 25 - February 26 WLEM	\$ 5,735.13	321,698.49
EFT00040	53	20/03/2026	Tennant Australia	Parts for sweeper	\$ 61.22	321,759.71
EFT00040	54	20/03/2026	Bookeasy Australia Pty Ltd	Room Manager Monthly fee	\$ 84.70	321,844.41
EFT00040	55	20/03/2026	Mister Signs	Various signs for depot	\$ 4,156.90	326,001.31
EFT00040	56	20/03/2026	Pier Street Medical	Pre-employment medicals for depot staff	\$ 528.00	326,529.31
EFT00040	57	20/03/2026	Major Motors Pty Ltd.	Parts to repair Isuzu tipper	\$ 54.09	326,583.40
EFT00040	58	20/03/2026	Sigma Chemicals	Pool maintenance supplies	\$ 7,738.17	334,321.57
EFT00040	59	20/03/2026	Goldfields Mining Supplies	Parts for drill rig	\$ 101.86	334,423.43
EFT00040	60	20/03/2026	Fiesta Canvas	Shade panels for 30 Queen Vic	\$ 3,952.30	338,375.73
EFT00040	61	20/03/2026	Snake Rescue and Relocation Training	3x Snake Rescue and Relocation Training Leonora, Menzies and Laverton	\$ 23,985.50	362,361.23
EFT00040	62	20/03/2026	AFGRI Equipment Australia Pty Ltd	Parts for Loader repairs	\$ 13,853.62	376,214.85

## Accounts for Payment - April 2026

Batch Ref	ID	Date	Name	Item	Payment by delegated Authority	Balance
EFT00040	63	20/03/2026	Bidfood Kalgoorlie	Catering and consumables for Hoover House	\$ 645.24	376,860.09
EFT00040	64	20/03/2026	Kalgoorlie Mitre 10	Potting mix for Hoover House	\$ 177.50	377,037.59
EFT00040	65	20/03/2026	Kalgoorlie Case & Drill Pty Ltd	Milwaukee power tools	\$ 5,098.50	382,136.09
EFT00040	66	20/03/2026	Elite Gym Hire	Monthly gym equipment hire - April 2026	\$ 2,302.51	384,438.60
EFT00040	67	20/03/2026	Canine Control	Ranger services 03/03/26 - 06/03/26	\$ 4,670.20	389,108.80
EFT00040	68	20/03/2026	AYA Group Pty Ltd	Catering and consumables for shire facilities	\$ 3,133.75	392,242.55
EFT00040	69	20/03/2026	Landgate	Mining schedule charges	\$ 204.60	392,447.15
EFT00040	70	20/03/2026	Lauries Cafe	Catering for JSH training in Menzies	\$ 6,924.50	399,371.65
EFT00040	71	20/03/2026	Kali Driver Training	Manual driving lessons instructor	\$ 5,920.00	405,291.65
EFT00040	72	20/03/2026	GTN Services	Servicing of plant equipment	\$ 1,112.84	406,404.49
EFT00040	73	20/03/2026	Penns Cartage Contractors	Freight for water trailer	\$ 2,861.65	409,266.14
EFT00040	74	20/03/2026	Xstra Group Pty Ltd	Monthly CRC PAXX Hosting	\$ 503.37	409,769.51
EFT00040	75	20/03/2026	Coastline Mowers	Chainsaws for parks and gardens	\$ 3,095.80	412,865.31
EFT00040	76	20/03/2026	Nomad Plumbing	Plumbing and maintenance for shire facilities	\$ 4,617.91	417,483.22
EFT00040	77	20/03/2026	Kalgoorlie Paint Centre	Supplies for building maintenance	\$ 104.52	417,587.74
EFT00040	78	20/03/2026	LPD Surveys	Kookynie-Malcolm Rd survey	\$ 6,141.74	423,729.48
EFT00040	79	20/03/2026	Europcar WA	Car hire for JSH trainer	\$ 570.67	424,300.15
EFT00040	80	20/03/2026	Telstra	Phone and internet for all shire facilities including arrears.	\$ 18,037.12	442,337.27
EFT00040	81	20/03/2026	Joshiel Carvalho De Barros Mundell	Reimbursement for purchase of CRC event decorations	\$ 330.78	442,668.05
EFT00040	82	20/03/2026	Team Global Express Pty Ltd	Freight for depot PPE	\$ 88.24	442,756.29
EFT00040	83	20/03/2026	Momo & Co Pty Ltd	Resin artwork shop hosted by CRC	\$ 3,326.64	446,082.93
EFT00040	84	20/03/2026	Terry Sargent	February - March 2026 offsite EHO services	\$ 4,840.00	450,922.93
EFT00040	85	20/03/2026	McMahon Burnett Transport	Freight for pool supplies and coffee beans	\$ 266.53	451,189.46
EFT00040	86	20/03/2026	Helen Smith	Additional ranger visit 15/03/26-17/03/26	\$ 4,543.00	455,732.46
EFT00040	87	20/03/2026	Moore Australia	Assistance with Financial Activity Statement and Fixed Assets transfer	\$ 5,585.25	461,317.71
EFT00040	88	20/03/2026	Perth Traffic Training	Traffic Management Course Menzies	\$ 8,400.00	469,717.71
EFT00040	89	20/03/2026	Pink Sugar Crafts	School Holiday Workshops - April 2026	\$ 4,000.00	473,717.71
EFT00041	90	27/03/2026	Action Sheds Australia Pty Ltd	50% deposit on AVGAS tank cover	\$ 4,395.00	478,112.71
EFT00041	91	27/03/2026	Avdata Australia	Standpipe water access keys	\$ 619.85	478,732.56
EFT00041	92	27/03/2026	Canine Control	Ranger Services 2025/26 19/03/26-20/03/26	\$ 4,670.20	483,402.76
EFT00041	93	27/03/2026	Leonora Village.	Accommodation for Ranger and JSH trainers	\$ 613.00	484,015.76
EFT00041	94	27/03/2026	GTN Services	Vehicle servicing	\$ 755.24	484,771.00
EFT00041	95	27/03/2026	Council First Pty Ltd	April 2026 Subscription and Professional Services February 2026	\$ 17,681.40	502,452.40
EFT00041	96	27/03/2026	Kalgoorlie Case & Drill Pty Ltd	Milwaukee PowerTools Town Crew	\$ 1,005.99	503,458.39

## Accounts for Payment - April 2026

Batch Ref	ID	Date	Name	Item	Payment by delegated Authority	Balance
EFT00041	97	27/03/2026	Regional Airport Management Services Pty	Delivery of Field Exercise at Leonora Airport	\$ 10,603.56	514,061.95
EFT00041	98	27/03/2026	PWT Electrical Pty Ltd	Inspect and repair aircon at Hoover House	\$ 148.50	514,210.45
EFT00041	99	27/03/2026	Team Global Express Pty Ltd	Freight for depot supplies	\$ 519.50	514,729.95
EFT00041	100	27/03/2026	PFD Food Services Pty Ltd	Catering and consumables for Hoover House	\$ 723.20	515,453.15
EFT00041	101	27/03/2026	Bidfood Kalgoorlie	Catering and consumables for Hoover House	\$ 463.99	515,917.14
EFT00041	102	27/03/2026	Outback Grave Markers	Gravemarking - 2025 Community Grant	\$ 27,500.00	543,417.14
EFT00041	103	27/03/2026	Water Corporation	Water and supply charges - Shire properties	\$ 89,228.71	632,645.85
EFT00041	104	27/03/2026	Air Liquide W.A. Ltd	Monthly container fee for medical centre	\$ 23.54	632,669.39
EFT00041	105	27/03/2026	Fairy Face Painting	Face painting for Golden Gift 2026	\$ 5,678.31	638,347.70
EFT00041	106	27/03/2026	Horizon Power	Power and supply for street lights and rec centre	\$ 10,498.21	648,845.91
EFT00041	107	27/03/2026	Leonora Motel Pty Ltd	Accommodation for JSH Trainer	\$ 350.00	649,195.91
EFT00041	108	27/03/2026	Europcar WA	Car hire for Project Management Bluepen Consulting	\$ 1,282.34	650,478.25
EFT00041	109	27/03/2026	Snap Printing	Grading books for depot	\$ 830.38	651,308.63
EFT00041	110	27/03/2026	Flex Industries Pty Ltd	Repair parts for plant equipment	\$ 9,721.64	661,030.27
EFT00041	111	27/03/2026	Allied Equipment Sales	Water cart trailer	\$ 46,287.00	707,317.27
EFT00041	112	27/03/2026	Pier Street Medical	Medical for depot staff	\$ 112.00	707,429.27
EFT00041	113	27/03/2026	RSM Australia	LRCI P4 Audit	\$ 3,630.00	711,059.27
EFT00041	114	27/03/2026	Bunnings Building Supplies Pty Ltd	Parts for facilities repairs	\$ 256.56	711,315.83
EFT00041	115	27/03/2026	Timeless Treasure Imagery	30% Deposit to be paid for Gallery of Photos for Shire use	\$ 1,440.00	712,755.83
EFT00041	116	27/03/2026	Road Rail and Mine Products Pty Ltd	Noise Wall for Bypass Road 50 Deposit	\$ 80,835.15	793,590.98
EFT00041	117	27/03/2026	Netlogic Information Technology	Computer consulting, server monitoring and subscriptions	\$ 2,763.04	796,354.02
EFT00041	118	27/03/2026	Luck Thai Cleaning	Fortnightly cleaning of Shire building	\$ 9,784.78	806,138.80
EFT00041	119	27/03/2026	Motor Pass	Motor Pass fuel card transactions February 2026	\$ 1,255.24	807,394.04
EFT00041	120	27/03/2026	ATO Luck Thai	15% Ato payment - Luck Thai Cleaning	\$ 1,726.73	809,120.77
EFT00041	121	27/03/2026	Dust-A-Side Australia Pty Ltd	DAS Products for Bypass Road	\$ 4,598.00	813,718.77
EFT00041	122	27/03/2026	ATO - Netlogic	15% Ato payment - Netlogic	\$ 487.59	814,206.36
EFT00041	123	27/03/2026	AYA Group Pty Ltd	Catering and consumables for shire facilities	\$ 4,156.77	818,363.13
EFT00041	124	27/03/2026	T-Quip	Ride on mower	\$ 51,755.00	870,118.13
<b>GRAND TOTAL</b>					<b>\$ 870,118.13</b>	

### Accounts for Payment - April 2026

Shire of Leonora					
Monthly Report – List of Accounts Paid by Delegated Authority					
Submitted to Council on the 21st April 2026					
The following list of accounts has been paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions contain Wages & Payroll Liability payments since the previous list of accounts paid by Delegated Authority totalling <b>\$327,252.12</b>					
<b>CHIEF EXECUTIVE OFFICER</b>					
Cheque	Date	Name	Item	Payment by Delegated Authority	Balance
PJ000044	17/03/2026	Shire of Leonora - Wages	Salaries & Wages PPE160326	\$ 125,398.96	125,398.96
PJ000045	19/03/2026	Shire of Leonora	Pay Liabilities - 16/03/2026	\$ 45,665.40	171,064.36
PJ000046	19/03/2026	Shire of Leonora - Wages	Salaries & Wages PPE160326 -608	\$ 1,972.64	173,037.00
PJ000047	23/03/2026	Shire of Leonora	Pay Liabilities - 16/03/2026 - 608	\$ 410.00	173,447.00
PJ000048	31/03/2026	Shire of Leonora - Wages	Salaries & Wages PPE290326	\$ 113,910.53	287,357.53
PJ000049	2/04/2026	Shire of Leonora	Pay Liabilities - 29/03/2026	\$ 39,894.59	327,252.12
<b>GRAND TOTAL</b>				<b>\$327,252.12</b>	

**10.0 REPORTS****10.4 MANAGER OF COMMUNITY SERVICES****10.4.(A) SALE OF LAND UNPAID RATES - 97 OTTERBURN STREET**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting Meeting Date: 21st April 2026
<b>AGENDA REFERENCE:</b>	10.4.(A) APR 26
<b>SUBJECT:</b>	Sale of Land Unpaid Rates - 97 Otterburn Street
<b>LOCATION/ADDRESS:</b>	97 Otterburn Street Leonora
<b>NAME OF APPLICANT:</b>	Nil
<b>FILE REFERENCE:</b>	11.8 - Legal Proceedings - Rates
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	Alex Baxter
<b>OFFICER:</b>	Manager Community Services
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	14th April 2026
<b>SUPPORTING DOCUMENTS:</b>	<ol style="list-style-type: none"><li>1. Letter to Owner (confidential)</li><li>2. Letter to CBA (confidential)</li></ol>

**BACKGROUND**

At the Ordinary Meeting of Council held on 21 October 2025, the Shire of Leonora Council resolved to approve the following recommendation:

1. *That Council notes the outstanding rates arrears on the following properties:*
  - 81 Gwalia Street, Leonora – \$4,409.95
  - 97 Otterburn Street, Leonora – \$4,058.95
  - 43 Tower Street, Leonora – \$4,710.57
2. *Authorises the Chief Executive Officer to undertake updated skip tracing to identify any alternative contact details for the property owners.*
3. *Authorises the Chief Executive Officer, subject to the outcome of the skip tracing, to issue a final notice advising that unless payment or satisfactory contact is received by a specified date, the Shire will rely on section 6.68(2)(b) of the Local Government Act 1995 and commence seizure and disposal proceedings under section 6.64(1)(b).*

Following further correspondence issued to the registered owner of 97 Otterburn Street, Leonora, and skip tracing undertaken by McLeods Lawyers, no response has been received regarding the outstanding rates. Records indicate that the last payment was made on 7 August 2015.

In accordance with legal advice provided by McLeods Lawyers, the Administration now recommends that the Shire proceed under section 6.68(2)(b) of the Local Government Act 1995. This action confirms that, after making reasonable attempts to locate the owner of the land, the Shire has been unable to do so. Consequently, the Shire may proceed under section 6.64(1)(b) to seize and dispose of the land to recover the unpaid rates, as prescribed by the Act.

**STAKEHOLDER ENGAGEMENT**

McLeods Lawyers

**STATUTORY ENVIRONMENT***6.64(1) Actions to be Taken*

*If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —*

*(a) from time to time lease the land; or*

*(b) sell the land; or*

*(c) cause the land to be transferred to the Crown; or*

*(d) cause the land to be transferred to itself.*

*(2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.*

*(3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land and may withdraw caveats so lodged by it.*

*6.68 Exercise of Power to Sell Land*

*(1) Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) (in this Subdivision and Schedule 6.3 referred to as the power of sale) in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.*

*(2) A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government —*

*(a) has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land; or*

*(b) having made reasonable efforts to locate the owner of the property is unable to do so.*

*(3A) A local government is to ensure that a decision to exercise a power of sale without having, within the period of 3 years prior to the exercise of the power of sale, attempted under section 6.56 to recover the money due to it and the reasons for the decision are recorded in the minutes of the meeting at which Schedule 6.3 has effect in relation to the exercise of the power of sale.*

**POLICY IMPLICATIONS**

This agenda aligns with the Shire of Leonora Policy A2.8 Rates Recovery.

**FINANCIAL IMPLICATIONS**

The total amount of outstanding rates for 97 Otterburn Street is \$6,379.53. Continued non-recovery of this amount poses a direct financial impact on the Shire by reducing available revenue and limiting resources for service delivery and infrastructure maintenance.

Pursuing recovery through legal channels will incur additional costs, including legal fees and investigative expenses (e.g., skip tracing). However, these costs may be recoverable as part of the legal process or through the eventual sale of the properties under section 6.64 of the Local Government Act 1995.

### **STRATEGIC IMPLICATIONS**

This agenda item aligns with the Shire of Leonora Council Plan 2025–2035, Strategy 4.2.1.2, which seeks to maintain accountability and financial responsibility through effective planning and sound decision-making.

### **RISK MANAGEMENT**

The proposed seizure and sale of property for unpaid rates presents several legal, financial, operational, and reputational risks. The primary risk relates to potential non-compliance with the *Local Government Act 1995*, which could result in legal challenges, delays, or the invalidation of proceedings. Financial risks include the possibility that the costs associated with legal action, administration, and disposal may exceed the value of the land. Reputational risks may arise from community concern regarding the seizure and sale of private property, particularly where the matter is subject to public scrutiny.

### **RECOMMENDATIONS**

That Council rely on section 6.68(2)(b) of the Local Government Act 1995 (WA), proceeding in accordance with section 6.64(1)(b), on the basis that, after making reasonable attempts to locate the owner of the land, it has been unable to do so. Accordingly, the Shire will proceed with the seizure and sale of the property located at 97 Otterburn Street, Leonora, in accordance with the provisions of the Act and Schedule 6.3.

### **VOTING REQUIREMENT**

Simple Majority

### **SIGNATURE**

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Manager Community Services

**10.0 REPORTS****10.4 MANAGER OF COMMUNITY SERVICES****10.4.(B) SALE OF LAND UNPAID RATES - 43 TOWER STREET**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting Meeting Date: 21st April 2026
<b>AGENDA REFERENCE:</b>	10.4.(B) APR 26
<b>SUBJECT:</b>	Sale of Land Unpaid Rates - 43 Tower Street
<b>LOCATION/ADDRESS:</b>	43 Tower Street Leonora
<b>NAME OF APPLICANT:</b>	Nil
<b>FILE REFERENCE:</b>	11.8 - Legal Proceedings - Rates
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	Alex Baxter
<b>OFFICER:</b>	Manager Community Services
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	14th April 2026
<b>SUPPORTING DOCUMENTS:</b>	1. Letter to Owner (confidential)

**BACKGROUND**

At the Ordinary Meeting of Council held on 21 October 2025, the Shire of Leonora Council resolved to approve the following recommendation:

- 1) *That Council notes the outstanding rates arrears on the following properties:*
  - 81 Gwalia Street, Leonora – \$4,409.95
  - 97 Otterburn Street, Leonora – \$4,058.95
  - 43 Tower Street, Leonora – \$4,710.57
- 2) *Authorises the Chief Executive Officer to undertake updated skip tracing to identify any alternative contact details for the property owners.*
- 3) *Authorises the Chief Executive Officer, subject to the outcome of the skip tracing, to issue a final notice advising that unless payment or satisfactory contact is received by a specified date, the Shire will rely on section 6.68(2)(b) of the Local Government Act 1995 and commence seizure and disposal proceedings under section 6.64(1)(b).*

Following further correspondence issued to the registered owner of 43 Tower Street, Leonora, and skip tracing undertaken by McLeods Lawyers, no response has been received regarding the outstanding rates. Records indicate that the last payment was made on 21 August 2013.

In accordance with legal advice provided by McLeods Lawyers, the Administration now recommends that the Shire proceed under section 6.68(2)(b) of the Local Government Act 1995. This action confirms that, after making reasonable attempts to locate the owner of the land, the Shire has been unable to do so. Consequently, the Shire may proceed under section 6.64(1)(b) to seize and dispose of the land to recover the unpaid rates, as prescribed by the Act.

**STAKEHOLDER ENGAGEMENT**

McLeods Lawyers

**STATUTORY ENVIRONMENT****6.64(1) Actions to be Taken**

If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —

- (a) from time to time lease the land; or
- (b) sell the land; or
- (c) cause the land to be transferred to the Crown; or
- (d) cause the land to be transferred to itself.

(2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.

(3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land and may withdraw caveats so lodged by it.

**6.68 Exercise of Power to Sell Land**

(1) Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) (in this Subdivision and Schedule 6.3 referred to as the power of sale) in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.

(2) A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government —

- (a) has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land; or
- (b) having made reasonable efforts to locate the owner of the property is unable to do so.

(3A) A local government is to ensure that a decision to exercise a power of sale without having, within the period of 3 years prior to the exercise of the power of sale, attempted under section 6.56 to recover the money due to it and the reasons for the decision are recorded in the minutes of the meeting at which Schedule 6.3 has effect in relation to the exercise of the power of sale.

**POLICY IMPLICATIONS**

This agenda aligns with the Shire of Leonora Policy A2.8 Rates Recovery.

**FINANCIAL IMPLICATIONS**

The total amount of outstanding rates for 43 Tower Street is \$4,710.57. Continued non-recovery of this amount poses a direct financial impact on the Shire by reducing available revenue and limiting resources for service delivery and infrastructure maintenance.

Pursuing recovery through legal channels will incur additional costs, including legal fees and investigative expenses (e.g., skip tracing). However, these costs may be recoverable as part of the legal process or through the eventual sale of the properties under section 6.64 of the Local Government Act 1995.

### **STRATEGIC IMPLICATIONS**

This agenda item aligns with the Shire of Leonora Council Plan 2025–2035, Strategy 4.2.1.2, which seeks to maintain accountability and financial responsibility through effective planning and sound decision-making.

### **RISK MANAGEMENT**

The proposed seizure and sale of property for unpaid rates presents several legal, financial, operational, and reputational risks. The primary risk relates to potential non-compliance with the *Local Government Act 1995*, which could result in legal challenges, delays, or the invalidation of proceedings. Financial risks include the possibility that the costs associated with legal action, administration, and disposal may exceed the value of the land. Reputational risks may arise from community concern regarding the seizure and sale of private property, particularly where the matter is subject to public scrutiny.

### **RECOMMENDATIONS**

That Council rely on section 6.68(2)(b) of the *Local Government Act 1995*, proceeding in accordance with section 6.64(1)(b), on the basis that, after making reasonable attempts to locate the owner of the land, it has been unable to do so. Accordingly, the Shire will proceed with the seizure and sale of the property located at 43 Tower Street, Leonora, in accordance with the provisions of the Act and Schedule 6.3.

### **VOTING REQUIREMENT**

Simple Majority

### **SIGNATURE**

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Manager Community Services

**10.0 REPORTS****10.4 MANAGER OF COMMUNITY SERVICES****10.4.(C) MEMORANDUM OF UNDERSTANDING - GOLDEN QUEST DISCOVERY TRAIL**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting Meeting Date: 21st April 2026
<b>AGENDA REFERENCE:</b>	10.4.(C) APR 26
<b>SUBJECT:</b>	Memorandum of Understanding - Golden Quest Discovery Trail
<b>LOCATION/ADDRESS:</b>	Nil
<b>NAME OF APPLICANT:</b>	Nil
<b>FILE REFERENCE:</b>	2.16 - Goldfields Tourism Network
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	Alex Baxter
<b>OFFICER:</b>	Manager Community Services
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	14th April 2026
<b>SUPPORTING DOCUMENTS:</b>	1. GQDT MOU Shire of Leonora <a href="#">↓</a>

**BACKGROUND**

The Golden Quest Discovery Trail (GQDT / the Trail) is a significant heritage tourism initiative that showcases the rich historical, cultural, and environmental landscapes of Western Australia's Goldfields region. Identified in 2003 as a premier tourism destination, the Trail spans approximately 956 kilometres and traverses the City of Kalgoorlie-Boulder and the Shires of Coolgardie, Menzies, Leonora, and Laverton. It provides a unique outback experience that promotes regional heritage, strengthens local economies, and enhances the visitor experience across the Goldfields.

The Shire of Leonora is a longstanding partner and financial member of the Golden Quest Discovery Trail Association Inc., contributing to the collaborative promotion, management, and maintenance of the Trail. The partnership supports regional tourism development and reinforces the Shire's commitment to preserving and promoting its unique heritage assets.

To formalise this ongoing collaboration, a Memorandum of Understanding (MoU) has been established between the Golden Quest Discovery Trail Association Inc. and the Shire of Leonora. The MoU outlines the roles and responsibilities of each party, including supporting tourism initiatives, promoting the Trail through the Leonora Visitor Centre, monitoring local attractions, and contributing to the strategic development and marketing of the Trail.

Under the terms of the MoU, the Shire of Leonora has agreed to provide an annual financial contribution of \$11,500 plus GST to support the operational, promotional, and developmental functions of the Association. This contribution is payable on or before 30 April each financial year during the term of the agreement. For the 2025–2026 financial year, the Shire's contribution will be \$11,500 plus GST.

**STAKEHOLDER ENGAGEMENT**

Golden Quest Discovery Trail Association

**STATUTORY ENVIRONMENT***9.49A Execution of Documents*

*(1) A document is duly executed by a local government if —*

*(a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*

*(b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*

*(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.*

*(3) The common seal of the local government is to be affixed to a document in the presence of —*

*(a) the mayor or president; and*

*(b) the CEO,*

*each of whom is to sign the document to attest that the common seal was so affixed.*

*(4) A local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*

*(5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*

*(6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown. When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.*

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

This is already included in the 2025/2026 Shire of Leonora Budget

**STRATEGIC IMPLICATIONS**

This report supports the promotion and development of tourism within the Shire of Leonora by strengthening regional partnerships and enhancing the profile of Leonora as a key destination along the Golden Quest Discovery Trail. Participation in the Memorandum of Understanding reinforces the Shire's commitment to economic growth, heritage preservation, and regional collaboration.

**RISK MANAGEMENT**

The execution of the Memorandum of Understanding with the Golden Quest Discovery Trail Association Inc. presents minimal risk to the Shire of Leonora. Potential risks include financial commitments, governance obligations, and reputational considerations associated with regional

partnerships. However, these risks are considered low, as the annual contribution of \$11,500 plus GST is modest and accounted for within the Shire’s operational budget. The MoU clearly outlines the roles, responsibilities, and expectations of each party, ensuring transparency and accountability. Furthermore, the agreement supports strategic tourism outcomes and regional collaboration, aligning with the Shire’s Council Plan 2025–2035 and reinforcing sound governance and responsible decision-making.

### RECOMMENDATIONS

1. That Council approves the Memorandum of Understanding between the Shire of Leonora and the Golden Quest Discovery Trail Association Inc. for the continued promotion, management, and development of the Golden Quest Discovery Trail.
2. Authorises the Chief Executive Officer to execute the Memorandum of Understanding on behalf of the Shire of Leonora in accordance with section 9.49A of the *Local Government Act 1995* .
3. Endorses the annual financial contribution of \$11,500 plus GST for the 2025–2026 financial year.

### VOTING REQUIREMENT

Simple Majority

### SIGNATURE

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Manager Community Services



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) constitutes an agreement between Golden Quest Discovery Trail Association Inc. (Association) and the **Shire of Leonora** (Member), being a Local Government Authority along the route of the Golden Quest Discovery Trail (the 'Trail').

### 1. BACKGROUND

The Golden Quest Discovery Trail was identified in 2003 as a significant destination for tourism in the Goldfields of Western Australia. Traversing through 956kms, it highlights the City of Kalgoorlie Boulder and the Shires of Coolgardie, Menzies, Leonora and Laverton. The 'Trail' offers a diverse outback experience encompassing the rich historical, cultural and environmental landscape of the Goldfields region, considered by many as being second to none in the world.

### 2. PURPOSE

The identified parties will work collaboratively to manage the ongoing promotion, management and maintenance of the Trail as custodians for the future of tourism within the Goldfields region.

### 3. TERM

This Memorandum of Understanding (MOU) shall continue in effect until terminated by either party pursuant to Clause 9.

### 4. FINANCIAL CONTRIBUTION

The Member has agreed to contribute \$11,500.00 (plus GST) per annum to the Association (Financial Contribution); to be paid on or before 30 April of each financial year during the term of the MOU, for the provision of operational, promotional and developmental functions of the Association.

### 5. COSTS

The parties shall bear their own cost in relation to the negotiation, preparation and execution of this MOU.

### 6. MEMBERS COVENANTS

The Member will use reasonable endeavours to support the Association's vision and functions by:

- i) Providing dynamic leadership in promoting tourism associated within the Trail.
- ii) Facilitating the delivery of knowledge, feedback and expectations from the locality they represent.
- iii) Monitoring and/or report on the condition/status of identified local assets, attractions and events in the locality.
- iv) The Member's nominated Visitor Centre (being the **Leonora Visitor Centre**)
  - a. Supporting and promoting the selling of the 'Golden Quest Discovery Trail Guidebook'
  - b. Visitor Centre staff assisting visitors to download the Trail app and audio
  - c. Visitor Centre staff suggesting and promoting the Trail to visitors
- v) Advising on issues/outcomes of Tourism activity within the locality.
- vi) Committing to sound and fiscal governance in their role as Member of the Association.

#### **7. ASSOCIATION'S COVENANTS**

The Association will honour its commitment to develop, facilitate and deliver a collaborative approach to the marketing and promotion of the Golden Quest Discovery Trail as an international destination of rich, cultural, and environmental touring significance and undertakes to apply the Financial Contribution for provision of operational, promotional and developmental functions of the Association only.

#### **8. STATUS OF THIS MOU**

The parties acknowledge that the terms of this MOU are entered into with good faith and that they will honour all terms including the financial terms. The MOU is intended to be legally binding.

#### **9. TERMINATION**

This MOU may be terminated by either party by written notice of ninety (90) days.

#### **10. REVIEW**

The parties agree to meet annually on each Anniversary of the Commencement Date to review the operation of the MOU and negotiate in good faith as to any variations that may be required to better effect the objectives of the MOU.

#### **11. DISPUTE RESOLUTION**

##### **a) Referral of Dispute: Phase 1**

Except as otherwise provided, any dispute arising out of this MOU is to be referred in the first instance in writing to the Member's representative as nominated in writing by the Town from time to time (**Member's Representative**) who shall convene a meeting within 10 days or such other

period of time as is agreed to by the parties between the Member's Representative and a representative of the Association for the purpose of resolving the dispute (**Original Meeting**).

**b) Appointment of an Independent Mediator: Phase 2**

In the event the dispute is not resolved in accordance with subclause a) then the parties must endeavor to settle any dispute in connection with the MOU by mediation. Such mediation is to be conducted by a mediator who is independent of the parties and appointed by agreement of the parties. If the parties fail to agree to an independent mediator, the dispute will progress straight to arbitration in accordance with subclause b.

**c) Appointment of Arbitrator: Phase 3**

In the event the dispute is not resolved in accordance with subclause (b) then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 2012* (as amended from time to time) and the Parties may each be represented by a legal practitioner.

**Signed by**

**Name**

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**Position**

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**Date**

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### TERMS OF REFERENCE

For the maintenance and marketing of the Golden Quest Discovery Trail.

This document is an attachment to the GQDT Association Inc. (GQDTA) Constitution 2020.

The business and affairs of the Association shall, subject to the Constitution, the Act and any Rules made under the Constitution, be conducted by a Board of Management.

#### 1. BACKGROUND

The Golden Quest Discovery Trail was identified in 2003 as a significant destination for tourism in the Goldfields of Western Australia. Traversing through 956kms highlighting the City of Kalgoorlie Boulder, the Shires of Coolgardie, Menzies, Leonora and Laverton. The 'Trail' offers a diverse outback experience encompassing the rich historical, cultural and environmental landscape of the Goldfields region; being second to none in the world.

#### 2. THE VISION

To manage the ongoing collaborative promotion, maintenance and use of the Golden Quest Discovery Trail to ensure its future viability as a tourism attraction for the Goldfields Region.

#### 3. OBJECTIVES

The 'Board Members' (outlined in point 7 of this Terms of Reference) agree to work together with the aim of achieving the following;

- i) Develop and implement a cohesive and comprehensive strategy to manage and maintain the GQDTA assets and attractions across member zones and the region.
- ii) Commit to improving and promoting the Trail throughout member zones and the region.
- iii) Ensure Trail attractions are promoted/marketed to their full potential in the locality, region, state and national tourism frameworks.
- iv) Encourage all stakeholders to have active and meaningful involvement with the Trail and its attractions.
- v) Invite and encourage a diverse range of community interest and participation in the GQDTA.
- vi) Support the promotion of annual events as a means to generate greater tourism activity within the region.

#### 4. ACHIEVING OBJECTIVES

The GQDTA Board will achieve its objectives by;

- i) Engaging a suitable candidate to perform the duties of Secretary for the organisation.
- ii) Meeting the directives of the Marketing Strategy.
- iii) Coordination of marketing opportunities.
- iv) Engagement with local, regional, and social media.
- v) Promotion of the Golden Quest Discovery Trail Guidebook throughout the region and surrounds.
- vi) Fiscal management of Member contributions.
- vii) Engaging, improving and expanding current stakeholder interest.
- viii) Reviews of the Terms of Reference and Memorandum of Understanding.
- ix) Recognition of the aspirations of all Board Members and the region.
- x) Maintaining strong alliances with local Visitor Centres.

#### 5. ROLES AND FUNCTIONS OF THE GQDTA

The GQDTA will:

- i) Provide strategic leadership in the development, implementation and sustainability of the Trail.
- ii) Offer strategic support and assistance to members where applicable.
- iii) Actively work with the Goldfields Tourism Development Manager to initiate and enhance business & marketing opportunities.
- iv) Monitor and identify emerging opportunities/risks in the region and advise Members accordingly.
- v) Identify barriers and enablers to assist in the future success of the GQDTA.

#### 6. ROLE OF INDIVIDUAL GQDTA BOARD MEMBERS

The role of the individual members of the GQDTA will agree to support the following:

- i) Attend scheduled meetings of the board as required at least three (3) times per year.
- ii) Actively contribute to the success of the GQDTA Board's vision and objectives.
- iii) Represent the interests of the Board Members and the region.
- iv) Demonstrate an active and genuine interest in the initiatives and collaborative outcomes.
- v) Advocate and facilitate progressive outcomes for sustained tourism and the sustainability of the GQDTA.
- vi) Demonstrate integrity, timely reporting, knowledge of relevant legislation/regulations throughout the course of their activities and deliberations.

## 7. GQDTA MEMBERSHIP

The GQDTA Board shall be comprised of Board Members of two categories, being Members Financial Affiliation and Members Non Financial Affiliation.

At the commencement of this MOU, the members are recognised as follows;

<b>Members – Financial Affiliation</b>	<b>Members – Non-Financial Affiliation</b>
City of Kalgoorlie-Boulder	Kalgoorlie-Boulder Visitor Centre
Shire of Menzies	Menzies Visitor Centre
Shire of Leonora	Leonora Visitor Centre and Gwalia Ghost Town & Museum
Shire of Laverton	Great Beyond Visitor Centre
	Kalgoorlie-Boulder Visitor Centre
	Goldfields Esperance Development Commission

The Board of Management will be comprised of nominated delegates from each of the following categories:

- i) One delegate, endorsed in writing, from each Member (Financial Affiliation) organisation; and
- ii) Representatives from the Member (Non-Financial Affiliation) organisations.

## 8. THE CHAIRPERSON

- i) The Chairperson will be appointed by the Board as defined in the GQDTA Constitution, division 3, points 31 – 33.
- ii) Meetings will be convened and governed by the Chairperson with the support of the Secretary.

## 9. AGENDA ITEMS

- i) All agenda items will be forwarded to the Secretary by close of business one week prior to the next scheduled meeting.
- ii) The agenda, with associated documents, will be distributed to members of the GQDTA Board at least 72 hours before the next scheduled meeting.
- iii) Late items will be received at the discretion of the GQDTA Board at each scheduled meeting.

**10. MINUTES AND MEETING PAPERS**

- i) The minutes of each GQDTA Board meeting will be prepared by the Secretary.
- ii) Full copies of the minutes, including attachments, will be provided to all GQDTA Board Members no later than five working days after each meeting.
- iii) By agreement of the GQDTA Board, meetings may be recorded to facilitate an accurate record keeping practice where deemed applicable.

**11. FREQUENCY OF MEETINGS**

The GQDTA Board will meet at least three (3) times per year, according to the GQDTA Constitution division 4, point 41.

**12. PROXIES TO MEETINGS**

- i) It is each Member's responsibility to endorse in writing, their delegated proxy.
- ii) The GQDTA Chairperson shall be informed as to any substitution as soon as practical prior to any scheduled meeting.
- iii) The nominated proxy will provide relevant comments/feedback about the attended meeting to the Board Member they are representing.

**13. QUORUM REQUIREMENTS**

The GQDTA will assemble a quorum when six (6) Board Members are present.

**14. REVIEW**

These Terms of Reference will be reviewed concurrently with each review of the MOU.

**10.0 REPORTS**

**10.5 ENVIRONMENTAL HEALTH OFFICER REPORTS**

Nil

**10.0 REPORTS**

**10.6 ELECTED MEMBERS REPORTS**

Nil

**11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12.0 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

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

**13.1 ELECTED MEMBERS**

Nil

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

**13.2 OFFICERS**

Nil

**14.0 MEETING CLOSED TO PUBLIC****14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED****RECOMMENDATIONS**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

**14.1.(A) TENDER RFT02/2026 - ICT SERVICES**

This matter is considered to be confidential under Section 5.23 - (4) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with if any of the following information is to be dealt with at a meeting, the council or committee may close the meeting to members of the public to the extent necessary to ensure that the information is dealt with at the meeting on a confidential basis —

(a) legal advice, or other information, over which the local government holds legal professional privilege;

(b) information relating to the personal affairs of an individual;

(c) information contained in a tender received by the local government for a contract to the extent that the information —

(i) is a tendered price; or

(ii) a tendered methodology for calculating a price;

(d) information contained in a tender received by the local government for a contract to the extent that —

(i) the information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and

(ii) the information has not previously been made public; and.

**14.0 MEETING CLOSED TO PUBLIC**

**14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

**15.0 STATE COUNCIL AGENDA**

Nil

**16.0 NEXT MEETING**

Tuesday 19th May 2026

**17.0 CLOSURE OF MEETING**