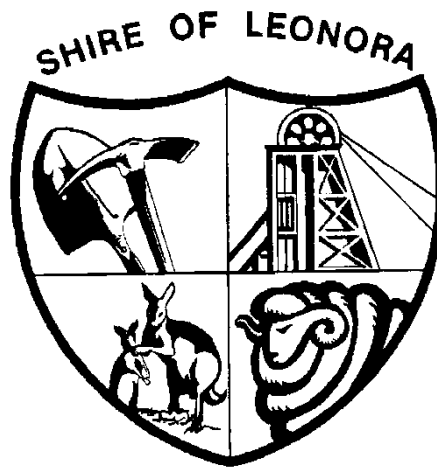


# SHIRE OF LEONORA

## 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, 26TH APRIL, 2022 IN COUNCIL CHAMBERS, LEONORA AT  
9:30AM

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JG EPIS  
CHIEF EXECUTIVE OFFICER

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

## **SHIRE OF LEONORA**

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

#### **PLEASE NOTE:-**

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

THE RESOLUTIONS OF COUNCIL SHOULD BE CONFIRMED BY 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.

JG EPIS  
CHIEF EXECUTIVE OFFICER

## COUNCIL MEETING INFORMATION NOTES

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

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

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

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

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

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

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

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

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

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



8. Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendation until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).

9. Public Question Time – Statutory Provisions – Local Government Act 1995

Time is to be allocated for questions to be raised by members of the public and responded to at:

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

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

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

**Local Government (administration) Regulations 1996**

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

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

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

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

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

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

**Local Government (Administration) Regulations 1996**

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

- (a) by the person presiding at the meeting; or
  - (b) in the case where the majority of the members of the Council or committee present at the meeting disagree with the person presiding, by the majority of the members, having regard to the requirements of sub regulations (2) and (3).
- (2) The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by Council or committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask a question and receive a response.

(4) Nothing in sub regulation (3) requires:

- (a) A Council to answer a question that does not relate to a matter affecting the local government;
- (b) A Council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
- (c) A committee to answer a question that does not relate to a function of the committee.

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

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

**SHIRE OF LEONORA**  
**ORDER OF BUSINESS FOR MEETING TO BE HELD**  
**TUESDAY 26TH APRIL, 2022.**

**COLOUR****CODING**

- 1 DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS/  
FINANCIAL INTEREST DISCLOSURES
- 2 DISCLAIMER NOTICE
- 3 COUNCIL MEETING INFORMATION NOTES
- 4 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE  
(PREVIOUSLY APPROVED)
- 5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
- 6 PUBLIC QUESTION TIME
- 7 APPLICATIONS FOR LEAVE OF ABSENCE
- 8 PETITIONS / DEPUTATIONS / PRESENTATIONS

**White**

- 9 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING  
*(Sent out previously)*  
*Draft motion: That the Minutes of the Ordinary Council Meeting held on 15 March, 2022 be confirmed as a true and accurate record.*
- 10 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION
- 11 REPORTS OF OFFICERS

**Pink**

- 11.1 CHIEF EXECUTIVE OFFICER REPORTS
  - (A) Method of Valuation - Mining Operations
  - (B) Development of the #SaferLeonora Committee
  - (C) Proposed New Meeting Procedures Local Law

**Blue**

- 11.2 DEPUTY CHIEF EXECUTIVE OFFICER REPORTS
  - (A) Monthly Financial Statements - March, 2022
  - (B) Accounts for Payment - April, 2022

**Green**

- 11.3 ENVIRONMENTAL HEALTH OFFICER REPORTS  
Nil
- 12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF  
THE MEETING
  - 12.1 ELECTED MEMBERS
  - 12.2 OFFICERS
- 13 STATE COUNCIL AGENDA

- 14**      NEXT MEETING Tuesday 17<sup>th</sup> May, 2022
- 15**      CLOSURE OF MEETING

**11.0 REPORTS****11.1 CHIEF EXECUTIVE OFFICER REPORTS****11.1.(A) METHOD OF VALUATION - MINING OPERATIONS**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting Meeting Date: 26th April 2022
<b>AGENDA REFERENCE:</b>	11.1.(A) APR 22
<b>SUBJECT:</b>	Method of Valuation - Mining Operations
<b>LOCATION/ADDRESS:</b>	Not Applicable
<b>NAME OF APPLICANT:</b>	Shire of Leonora
<b>FILE REFERENCE:</b>	Valuations - GRV Mines 17.3
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	James Gregory Epis
<b>OFFICER:</b>	Chief Executive Officer
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	6th April 2022
<b>SUPPORTING DOCUMENTS:</b>	Nil

**BACKGROUND**

Gross Rental Valuations applied to mine sites was introduced by the Shire of Leonora in about 1989 and has applied equally to all mining operations within the Shire since that time. The valuation provided only applies to above ground structures used in the processing of resources, residential dwellings (campsites) and any other type of ancillary buildings.

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

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

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

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

One of these is Northern Star Resources Sinclair Nickel Mine (still under care and maintenance) but the entire village – workers accommodation, has been removed from site.

The Schedule detailing description of land comprising the Plant and Administration Complex for the Sinclair mine was published in the Government Gazette on the 4<sup>th</sup> December, 2009. Plant infrastructure remains but the accommodation facility was removed years ago. It now remains that the technical description of the village be cancelled.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **STRATEGIC IMPLICATIONS**

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

#### **RECOMMENDATIONS**

That Council resolve to write to the Department of Local Government, Sport and Cultural Industries requesting that the method of valuing the village land described in the schedule published on page 4928 of the Government Gazette dated 4<sup>th</sup> December, 2009 be cancelled.

#### **VOTING REQUIREMENT**

Simple Majority

#### **SIGNATURE**

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Chief Executive Officer

**11.0 REPORTS****11.1 CHIEF EXECUTIVE OFFICER REPORTS****11.1.(B) DEVELOPMENT OF THE #SAFERLEONORA COMMITTEE**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting Meeting Date: 26th April 2022
<b>AGENDA REFERENCE:</b>	11.1.(B) APR 22
<b>SUBJECT:</b>	Development of the #SaferLeonora Committee
<b>LOCATION/ADDRESS:</b>	Leonora
<b>NAME OF APPLICANT:</b>	Jamie Cresswell, WA Police Force Leonora
<b>FILE REFERENCE:</b>	TBA
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	James Gregory Epis
<b>OFFICER:</b>	Chief Executive Officer
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	11th April 2022
<b>SUPPORTING DOCUMENTS:</b>	1. Terms of Reference #SaferLeonora Committee

**BACKGROUND**

In March, 2022 Western Australia Police Force (WAPOL) Leonora and the Shire of Leonora facilitated community and stakeholder engagement focusing on community safety and crime prevention. The purpose of the engagement was:

- To facilitate a level of public participation in community safety and crime prevention in the Shire of Leonora.
- To develop a better understanding of the community safety and crime prevention issues in the Shire of Leonora.
- To identify and engage stakeholders with potential interest, influence and impact relative to community safety and crime prevention.
- To identify opportunity for potential solutions for issues of community safety and avenues for delivery.

The community has identified the need to bring key stakeholders together in a structure way to achieve social change, through a collective impact approach. Development of a community safety committee would enhance community safety and reduce crime in Leonora through collaboration and coordination of key stakeholders and community members. By engaging stakeholders and supporting them to work together, effectively communicate with each other and pool their resources, the outcomes for the community in dealing with the identified issues through the consultation process will be far greater.

The #SaferLeonora Committee will include diverse stakeholders whose participation will have likely impact on community safety and crime prevention in the community of Leonora. The Committee will develop, review, and oversee the implementation of the #SaferLeonora Plan 2022-2027, actively implement the actions listed in the plan, collaboratively seek resources and funding opportunities

to aid in community safety and crime prevention and report outcomes achieved to the Shire of Leonora. In addition to helping Council to achieve some of the objectives outlined in the Shire of Leonora Plan for the Future, this will effectively drive community-based action, give the community more ownership of the issues identified through the consultation process and alleviate some of the pressure on local police and the Shire of Leonora.

An options analysis has been conducted and four options have been identified:

1. No committee – this will result in no coordinated action.
2. Development of Shire of Leonora ‘official committee of Council’ - this will result in a strong delivery model with governance that will ensure ongoing outcome-based achievements.
3. Development of a community-based committee – this will result in action without a governance structure, reducing opportunity for ongoing success.
4. Potential collaboration with neighbouring Shire and development of a Shire of Leonora and Shire of Menzies committee – this will result in less effort for stakeholders that support multiple Shires, however, may lessen the impact specifically in Leonora.

## **STATUTORY ENVIRONMENT**

### ***Local Government Act 1995 Sections 5.8 – 5.23***

The Act enables councils to form committees to assist it with its functions. Committee members can include elected members, employees and members of the public in a variety of combinations. Committees can operate with council delegated decision-making powers or solely on an advisory basis.

#### **5.8 Establishment of committees**

5.8 A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required.

#### **5.9 Types of committees**

5.9.(1) In this section – “other person” means a person who is not a council member or an employee.

(2) A committee is to comprise –

- (a) council members only;
- (b) council members and employees;
- (c) council members, employees and other persons;
- (d) council members and other persons;
- (e) employees and other persons; or
- (f) other persons only.

#### **5.10 Appointment of committee members**

5.10. (1) A committee is to have as its members –

- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).



\* Absolute majority required

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2) (a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1) (a) to at least one of those committees as the local government decides.

(3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish –

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

#### **5.11 Tenure of committee membership**

5.11.(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until –

(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;

(b) the person resigns from membership of the committee;

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first.

#### **5.12 Election of presiding members and deputies**

5.12.(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule –

(a) to "office" were references to "office of presiding member";

(b) to "council" were references to "committee"; and

(c) to "councillors" were references to "committee members".

(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule –

(a) to "office" were references to "office of deputy presiding member";

(b) to "council" were references to "committee";

- (c) to “councillors” were reference to “committee members”; and
- (d) to “mayor or president” were references to “presiding member”.

### **5.13 Functions of deputy presiding members**

5.13. If, in relation to the presiding member of a committee –

- (a) the office of presiding member is vacant; or
- (b) the presiding member is not available or is unable or unwilling to perform the functions of the presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

### **5.14 Who acts if no presiding member**

5.14. If, in relation to the presiding member of a committee –

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

### **5.15 Reduction of quorum for committees**

5.15. The local government may reduce\* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting

\* Absolute majority required

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

5.16. (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

\* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* –

- (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
- (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

(4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

### **5.17 Limits on delegation of powers and duties to certain committees**

5.17.(1) A local government can delegate –

- (a) to a committee comprising council members only, any of the council’s powers or duties under this Act except –
  - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and

- (ii) any other power or duty that is prescribed;
- (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
- (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of –
  - (i) the local government's property; or
  - (ii) an event in which the local government is involved

(2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

#### **5.18 Register of delegations to committees**

5.18. A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

#### **5.19 Quorum for meetings**

5.19. The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

#### **5.20 Decisions of councils and committees**

5.20. (1) A decision of a council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.

(2) A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.

(3) This section does not apply to elections –

- (a) by a council of the local government's mayor or president under section 2.11;
- (b) by a council of the local government's deputy mayor or president under section 2.15; or
- (c) by a committee of the committee's presiding member or deputy presiding member under section 5.12.

#### **5.21 Voting**

5.21. (1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.

(2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.

(3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding may cast a second vote.

(4) If a member of a council or a committee specifically requests that there be recorded –

- (a) his or her vote; or

- (b) the vote of all members present, on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

## **5.22 Minutes of council and committee meetings**

5.22.(1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.

(2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation,.

(3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

## **5.23 Meetings generally open to the public**

5.23. (1) Subject to subsection (2), the following are to be open to members of the public –

- (a) all council meetings; and
- (b) all meetings of any committee to which a local government power or duty has been delegated.

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following –

- (a) a matter affecting an employee or employees;
- (b) the personal affairs of any person;
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
- (e) a matter that if disclosed, would reveal –
  - (i) a trade secret;
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
- (f) a matter that if disclosed, could be reasonably expected to –
  - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
  - (ii) endanger the security of the local government's property; or
  - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
- (g) information which is the subject of a direction given under section 23 (1a) of the *Parliamentary Commissioner Act 1971*; and

(h) such other matters as may be prescribed.

(3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

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

### **RISK MANAGEMENT**

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

### **STRATEGIC IMPLICATIONS**

Strategic references within the Shire of Leonora's 'Plan for the Future 2021-2031' demonstrate connections between development of the #SaferLeonora Committee and community vision for the Shire of Leonora, particularly in relation to:

#### Social Objective – an empowered and spirited community

Outcomes:

1.1 A great sense of community

Strategy 1.1.4 – Celebrate our cultural and social diversity

1.2 Community health and well-being initiatives

Strategy 1.2.1 – Support and advocate for community health and wellbeing initiatives and provision of services to the community.

1.4 Engaged and supported youth

Strategy 1.4.1 – Support youth engagement and wellbeing

### **RECOMMENDATIONS**

That Council resolve to endorse the development of the #SaferLeonora Committee as an official Committee of Council, based on the terms listed in the #SaferLeonora Committee Terms of Reference.

### **VOTING REQUIREMENT**

Absolute Majority

### **SIGNATURE**

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Chief Executive Officer

## TERMS OF REFERENCE

### #SAFERLEONORA COMMITTEE

#### 1. Role of the #SaferLeonora Committee

The role of the #SaferLeonora Committee is to enhance community safety and reduce criminal and anti-social behaviour through a collaboration of key interests and agencies.

#### 2. Powers of the #SaferLeonora Committee

The #SaferLeonora Committee is a formally appointed committee of Council and is responsible to that body. The #SaferLeonora Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. The #SaferLeonora Committee does not have any management functions and cannot involve itself in management processes or procedures.

The #SaferLeonora Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

#### 3. Membership

The #SaferLeonora Committee shall consist of representatives from government, non-government, police and community agencies at the local level who share a collective commitment and expertise in relation to community safety and perceptions of safety. The Committee membership may include the following:

- Two (2) Elected Members:
- Officer In Charge of the Leonora Police Station or nominated representative;
- One (1) representative of Hope Community Services;
- One (1) representative of the Department of Communities - Child Protection and Family Support;
- One (1) representative of the Department of Education;
- One (1) representative of the Nyunnga-Ku women's support group;
- One (1) representative of the Leonora Youth Centre;
- One (1) representative of the Wongatha Aboriginal Elders/Leaders;
- Up to two (2) community representatives.

All members have full voting rights.

**4. Standing Ex-Officio Members**

- Chief Executive Officer or nominated representative, i.e. Deputy Chief Executive Officer;
- One (1) representative of the Department of Health (Health Promotion);
- One (1) representative of the Stephen Michael Foundation;
- One (1) representative of the PCYC Kalgoorlie
- One (1) representative of the Department of Justice;
- One (1) representative of the Shooting Stars;
- One (1) representative of the Department Local Government, Sport and Cultural Industries;
- Ranger Services
- Department of Main Roads (by invitation)
- Department Fire and Emergency Services (by invitation)

**5. Meetings**

The #SaferLeonora Committee shall meet at least quarterly, with additional meetings convened at the discretion of the presiding member.

**6. Reporting**

Minutes and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

**7. Duties and Responsibilities**

The Committee will:

- Develop, review and oversee the implementation of the Shire of Leonora #SaferLeonora Plan;
- Develop effective partnerships with local State Government agencies through local service agreements to support the coordination and integration of community safety and crime prevention activities within the Shire of Leonora;
- Identify and coordinate funding opportunities to address priority issues that have been identified in the #SaferLeonora Plan;

**8. Working Parties**

Working parties may be established at the edict of this Committee to address specific issues in relation to community safety and appoint people with the necessary knowledge and skills to contribute to those working parties.

All auxiliary working parties shall report back to the #SaferLeonora Committee on progress and outcomes with any recommendations.

**9. Tenure of Membership**

Shall be in accordance with the Local Government Act, section 5.11, ie, until the next scheduled local government ordinary elections.

## **10. Committee**

### **10.1 Chairperson**

The members shall appoint the Chairperson.

### **10.2 Secretary**

A Shire of Leonora employee will fulfil the role of non-voting minute taker.

### **10.3 Quorum**

The quorum at any meeting shall be at least 50% of the number of offices of the committee.

### **10.4 Voting**

Shall be in accordance with the Local Government Act, Section 5.21.

### **10.5 Minutes**

Shall be in accordance with the Local Government Act, Section 5.22.

### **10.6 Who Acts If No Presiding Member**

Shall be in accordance with the Local Government Act, Section 5.14.

### **10.7 Meetings**

Meetings shall be generally open to the public pursuant to Section 5.23 of the Local Government Act and include question time for members of the Committee pursuant to Section 5.24 of the Local Government Act.

### **10.8 Members Interests to be Disclosed**

Members of the Committee are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

### **10.9 Code of Conduct**

Members of the committee are bound by Council's Code of Conduct.



**11.0 REPORTS****11.1 CHIEF EXECUTIVE OFFICER REPORTS****11.1.(C) PROPOSED NEW MEETING PROCEDURES LOCAL LAW**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting Meeting Date: 26th April 2022
<b>AGENDA REFERENCE:</b>	11.1.(C) APR 22
<b>SUBJECT:</b>	Proposed New Meeting Procedures Local Law
<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	Local Laws 1.42
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	James Gregory Epis
<b>OFFICER:</b>	Chief Executive Officer
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	12th April 2022
<b>SUPPORTING DOCUMENTS:</b>	1. New Meeting Procedures Local Law (Marked Up)

**BACKGROUND**

Following a review of local laws as required under s3.16 of the Local Government Act 1995, at its meeting held on 16 November 2021 (item 11.1(a) refers) Council resolved to adopt a draft Shire of Leonora Meeting Procedures Local law, advertise it for public comment, and send a copy to the Minister for Local Government.

The proposed local law replaces the *Shire of Leonora Standing Orders Local Law 1998* and reflects current legislation.

**STATUTORY ENVIRONMENT**

A local government may make local laws about meetings using the process set out in section 3.12 of the *Local Government Act 1995*.

Amongst other things this requires a local government to give local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears. A copy is also to be given to the Minister for Local Government.

The draft Shire of Leonora Meeting Procedures Local Law was duly advertised for public consultation, and which closed on 17 January 2022. There were no comments from the public. The Department of Local Government, Sporting and Cultural Industries responded on behalf of the Minister for Local Government noting that a review of the *Local Government Act 1995* currently underway may examine the possibility of standardising local laws.

This possibility is acknowledged, however:

- The review of the Local Government Act has been in train for some time; it is uncertain when new legislation might be passed; and

- The proposed new Meeting Procedures Local Law is based on a model developed by the WA Local Government Association and in use by a considerable number of local governments. It is likely that any state wide regulation will reflect the model.

It is considered that the new local law should still be made. The DLGSCI also made some minor suggestions in relation to:

Matter raised	Comment
The current date in the enactment clause is inaccurate, as the local law is yet to be made by the local government. The Shire should ensure the correct date is included when the final draft is submitted to council.	Agreed; '2021' has been changed to '2022' wherever it appears
It is suggested that the page numbers be removed from the contents page as this is likely to clash with the numbering system in the Government Gazette. Provided the contents has the clause numbers and clause titles, this is sufficient to navigate the document.	Agreed. This is reflected in the recommendation to council.
It is suggested that the text boxes in the local law be removed from the version submitted to the gazette. If the boxes are retained, they may cause issues if the relevant portions of the Act are amendment in the future.	Agreed. This is reflected in the recommendation to council.
<b>Clause 6.16:</b> This clause does not explicitly say that the council must be notified when the Presiding Member grants permission to record a meeting. The Shire may wish to address this issue.	Agreed. Clause 6.16 has been amended so that it reads:  <b>6.16 Recording of proceedings</b> (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.  (2) The Presiding Member is to notify a meeting immediately after its commencement if he/she has given permission for it to be recorded under subclause (1).
<b>Clause 8.15(3):</b> The term "objectionable" is vague and may be subject to interpretation. The Shire may wish to change it to "insulting" to ensure consistency with the phrase used in clause 8.16(b).	Agreed

The Department made a number of other minor suggestions in relation to spacing, page numbering, an index and other minor matters which council should agree to.

The proposed changes to the draft local law are shown 'marked' on the updated version attached to the agenda.

Subject to adoption of these changes and other minor matters as listed in the recommendation to Council below, the local law may now be made under s3.12(4) of the Local Government Act 1995 and will come into effect 14 days after publication in the Government Gazette.

As part of the process to make subsidiary legislation (which includes local laws), local governments are also required to submit an Explanatory Memorandum to the WA Parliamentary Joint Standing Committee on Delegated Legislation, who oversee the making of local laws and regulations. If a local law offends the Committee's Terms of Reference it may recommend disallowance of the regulation or local law, but if this is the case usually requests the authority proposing the regulation of local law to amend it first.

Submission of an Explanatory Memorandum after gazettal of the proposed local law is reflected in the recommendation to council below.

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

There are costs associated with drafting the local law, advertising it for public comment, considering submissions if any, and publication in the Government Gazette should council decide to make the local law.

### **STRATEGIC IMPLICATIONS**

Keeping local laws up to date ensures the Shire is well placed to deal with any issues that may arise.

### **RECOMMENDATIONS**

That Council;

- (1) In accordance with section 3.12(4) of the *Local Government Act 1995* adopts the Shire of Leonora Meeting Procedures Local Law 2022, subject to:
  - (a) Various minor amendments as 'marked up' on the attachment to the report to Council; and
  - (b) Deletion of text boxes, page numbers in the index and notes in the version to be officially Gazetted
- (2) In accordance with section 3.12(5) of the *Local Government Act 1995* resolves that the local law be published in the Government Gazette and a copy sent to the Minister for Local Government;
- (3) In accordance with section 3.12(6) of the *Local Government Act 1995*, resolves that after Gazettal, local public notice be given;
  - (a) Stating the title of the local law;
  - (b) Summarising the purpose and effect of the local law and specifying the day on which it comes into operation; and
  - (c) Advising that copies of the local law may be inspected or obtained from the Shire offices.

- (4) In accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12<sup>th</sup> November, 2010, resolves that a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

**VOTING REQUIREMENT**

Absolute Majority

**SIGNATURE**

---

Chief Executive Officer

LOCAL GOVERNMENT ACT 1995

## SHIRE OF LEONORA

# MEETING PROCEDURES LOCAL LAW 2022

Published in the Government Gazette on dd/mm  
2022; number #####

Amended:

Disclaimer:

This version is an administrative version and while every attempt to ensure it is correct, only the Gazetted version as amended should be relied on. In particular, text boxes and notes in this version do not form part of the local law.

WESTERN AUSTRALIA

Local Government Act 1995

SHIRE OF LEONORA

MEETING PROCEDURES LOCAL LAW 2022

ARRANGEMENT

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# LOCAL GOVERNMENT ACT 1995

## SHIRE OF LEONORA

### Meeting Procedures Local Law 2022

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Council of the Shire of Leonora resolved on 19<sup>th</sup> October, 2022 to make the following local law.

#### Part 1 - Preliminary

##### 1.1 Citation

This local law may be cited as the *Shire of Leonora Meeting Procedures Local Law 2022*.

##### 1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

##### 1.3 Application and intent

- (1) These Local Laws provide rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and these Local Laws.
- (3) These Local Laws are intended to result in:
  - (a) better decision-making by the Council and committees;
  - (b) the orderly conduct of meetings dealing with Council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at meetings.

##### 1.4 Interpretation

- (1) In these Local Laws unless the context otherwise requires:

***absolute majority*** has the meaning given to it in the Act;

***absolute majority*** —

- (a) in relation to a council, means a majority comprising enough of the members for the time being of the council for their number to be more than 50% of the number of offices (whether vacant or not) of member of the council;
- (b) in relation to any other body, means a majority comprising enough of the persons for the time being constituting the body for their number to be more than 50% of the number of offices (whether vacant or not) on the body;

S1.4 Local Government Act 1995

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

***CEO*** means the Chief Executive Officer of the Local Government;

***committee*** means a committee of the Council established under section 5.8 of the Act;

## 5.8. Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*\* Absolute majority required.*

**committee meeting** means a meeting of a committee;

**Council** means the Council of the Shire of Leonora;

**Local Government** means the Shire of Leonora;

**President** means the President of the Local Government or other Presiding Member at a Council meeting under section 5.6 of the Act;

**meeting** means a meeting of the Council or a committee, as the context requires;

**Member** has the meaning given to it in the Act;

**member**, in relation to the council of a local government, means —

- (a) an elector mayor or president of the local government; or
  - (b) a councillor on the council (including a councillor who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor);
- S1.4 Local Government Act 1995

## 5.10. Committee members, appointment of

(1) A committee is to have as its members —

- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

*\* Absolute majority required.*

**Presiding Member** means:

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**Regulations** means the *Local Government (Administration) Regulations 1996*;

**simple majority** means more than 50% of the members present and voting; and,

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in these Local Laws, the terms and expressions used in these Local Laws are to have the meaning given to them in the Act and Regulations.

## 1.5 Repeal

The *Shire of Leonora Standing Orders Local Law 1998* published in the *Government Gazette* on 28 July 1998 is repealed.

## Part 2 – Establishment and membership of committees

### 2.1 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.

#### 5.8. Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*\* Absolute majority required.*

- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include:
- (a) the terms of reference of the committee;
  - (b) the number of council members, officers and other persons to be appointed to the committee;
  - (c) the names or titles of the council members and officers to be appointed to the committee;
  - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
  - (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.
- (3) These Local Laws are to apply to the conduct of committee meetings.

### 2.2 Types of committees

The types of committees are dealt with in the Act.

#### 5.9. Committees, types of

- (1) In this section —  
***other person*** means a person who is not a council member or an employee.
- (2) A committee is to comprise —
- (a) council members only; or
  - (b) council members and employees; or
  - (c) council members, employees and other persons; or
  - (d) council members and other persons; or
  - (e) employees and other persons; or
  - (f) other persons only.

### 2.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

#### **5.16. Delegation of some powers and duties to certain committees**

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

*\* Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
  - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

#### **2.4 Limits on delegation of powers and duties to certain committees**

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

#### **5.17. Limits on delegation of powers and duties to certain committees**

- (1) A local government can delegate —
  - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
    - (ii) any other power or duty that is prescribed;and
  - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - (i) the local government's property; or
    - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

*[Section 5.17 amended by No. 49 of 2004 s. 16(2).]*

#### **2.5 Appointment of committee members**

The appointment of committee members is dealt with in the Act.

### **5.10. Committee members, appointment of**

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

*\* Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
  - (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee,the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

### **2.6 Tenure of committee membership**

Tenure of committee membership is dealt with in the Act.

#### **5.11. Committee membership, tenure of**

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
  - (b) the person resigns from membership of the committee; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the term of the person's appointment as a committee member expires; or
  - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,whichever happens first.

#### **2.7 Resignation of committee members**

The resignation of committee members is dealt with in the Regulations.

#### **4. Committee members, resignation of**

A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation

*Regulation 4 Local Government (Administration) Regulations 1996*

#### **2.8 Register of delegations to committees**

The register of delegations to committees is dealt with in the Act.

#### **5.18. Register of delegations to committees**

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

#### **2.9 Committees to report**

A committee:

- (a) is answerable to the Council; and
- (b) is to report on its activities when, and to the extent, required by the Council.

### **Part 3 - Calling and convening meetings**

### **3.1 Ordinary and special Council meetings**

- (1) Ordinary and special Council meetings are dealt with in the Act.

#### **5.3. Ordinary and special council meetings**

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

- (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

### **3.2 Calling Council meetings**

The calling of Council meetings is dealt with in the Act.

#### **5.4. Calling council meetings**

An ordinary or a special meeting of a council is to be held —

- (a) if called for by either —
- (i) the mayor or president; or
- (ii) at least  $\frac{1}{3}$  of the councillors,
- in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (b) if so decided by the council.

### **3.3 Convening Council meetings**

- (1) The convening of a Council meeting is dealt with in the Act.

#### **5.5. Convening council meetings**

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

- (2) Subject to subclause (3), the CEO is to give at least 72 hours notice, for the purposes of section 5.5 of the Act, in convening a special meeting of the Council.
- (3) Where, in the opinion of the President or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

### **3.4 Calling committee meetings**



The CEO is to call a meeting of any committee when requested by the President, the Presiding Member of a committee or any two members of that committee.

### **3.5 Public notice of meetings**

Public notice of meetings is dealt with in the Regulations.

#### **12. Meetings, public notice of (Act s. 5.25(1)(g))**

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

*Regulation 12 Local Government (Administration) Regulations 1996*

## Part 4 – Presiding Member and quorum

### *Division 1: Who presides*

#### **4.1 Who presides**

Who presides at a Council meeting is dealt with in the Act.

#### **5.6. Who presides at council meetings**

- (1) The mayor or president is to preside at all meetings of the council.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at a meeting of the council in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
  - (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,then, the council is to choose one of the councillors present to preside at the meeting.

#### **4.2 When the Deputy President can act**

When the Deputy President can act is dealt with in the Act.

#### **5.34. When deputy mayors and deputy presidents can act**

If —

- (a) the office of mayor or president is vacant; or
- (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president,

then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires.

#### **4.3 Who acts if no President**

Who acts if there is no President is dealt with in the Act.

#### **5.35. Who acts if no mayor, president or deputy**

- (1) If the circumstances mentioned in section 5.34(a) or (b) apply and —
  - (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

and the mayor or president or deputy will not be able to perform the functions of the mayor or president for a time known to the council, then the council may appoint a councillor to perform during that time the functions of mayor or president, as the case requires.

- (2) If the circumstances mentioned in section 5.34(a) or (b) apply and —

- (a) the office of deputy mayor or deputy president is vacant; or
- (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

and a person has not been appointed under subsection (1), the CEO, after consultation with, and obtaining the agreement of, 2 councillors selected by the CEO, may perform the functions of mayor or president, as the case requires.

#### **4.4 Election of Presiding Members of committees**

The election of Presiding Members of committees and their deputies is dealt with in the Act.

#### **5.12. Presiding members and deputies, election of**

- (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —
  - (a) to “office” were references to “office of presiding member”; and
  - (b) to “council” were references to “committee”; and
  - (c) to “councillors” were references to “committee members”.

#### **4.5 Election of Deputy Presiding Members of committees**

The election of Deputy Presiding Members of committees is dealt with in the Act.

#### **5.12. Presiding members and deputies, election of**

- (1) ...
- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —
  - (a) to “office” were references to “office of deputy presiding member”; and
  - (b) to “council” were references to “committee”; and
  - (c) to “councillors” were references to “committee members”; and
  - (d) to “mayor or president” were references to “presiding member”.

#### **4.6 Functions of Deputy Presiding Members**

The functions of Deputy Presiding Members are dealt with in the Act.

#### **5.13. Deputy presiding members, functions of**

If, in relation to the presiding member of a committee —

- (a) the office of presiding member is vacant; or
- (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

#### **4.7 Who acts if no Presiding Member**

Who acts if no Presiding Member is dealt with in the Act.

#### **5.14. Who acts if no presiding member**

If, in relation to the presiding member of a committee —

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

### ***Division 2 – Quorum***

#### **4.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

#### **5.19. Quorum for meetings**

The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

#### **4.9 Reduction of quorum for Council meetings**

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

#### **5.7. Minister may reduce number for quorum and certain majorities**

- (1) The Minister may reduce the number of offices of member required for a quorum at a council meeting specified by the Minister if there would not otherwise be a quorum for the meeting.
- (2) The Minister may reduce the number of offices of member required at a council meeting to make a decision specified by the Minister if the decision is one which would otherwise be required to be made by an absolute majority and a sufficient number of members would not otherwise be present at the meeting.

#### **4.10 Reduction of quorum for committee meetings**

The reduction of a quorum for committee meetings is dealt with in the Act.

#### **5.15. Reduction of quorum for committees**

The local government may reduce\* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

*\* Absolute majority required.*

#### **4.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

#### **8. No quorum, procedure if (Act s. 5.25(1)(c))**

If a quorum has not been established within the 30 minutes after a council or committee meeting is due to begin then the meeting can be adjourned —

- (a) in the case of a council, by the mayor or president or if the mayor or president is not present at the meeting, by the deputy mayor or deputy president; or
- (b) in the case of a committee, by the presiding member of the committee or if the presiding member is not present at the meeting, by the deputy presiding member; or
- (c) if no person referred to in paragraph (a) or (b), as the case requires, is present at the meeting, by a majority of members present; or
- (d) if only one member is present, by that member; or
- (e) if no member is present or if no member other than the CEO is present, by the CEO or a person authorised by the CEO.

*Regulation 8 Local Government (Administration) Regulations 1996*

#### **4.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the Presiding Member is:

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

#### **4.13 Names to be recorded**

At any meeting:

- (a) at which there is not a quorum present; or
  - (b) which is adjourned for want of a quorum,
- the names of the Members then present are to be recorded in the minutes.

## **Part 5 - Business of a meeting**

#### **5.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Presiding Member or the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that:
  - (a) specified in the notice of the meeting which had been adjourned; and

- (b) which remains unresolved.
- (4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

## 5.2 Order of business

- (1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows:
  - 1. Declaration of Opening/Announcement of Visitors
  - 2. Disclaimer Notice
  - 3. Council Meeting Information Notes
  - 4. Announcements from the Presiding Member
  - 5. Record of Attendance / Apologies / Leave of Absence~~Attendance~~
    - 5.1 Attendance
    - 5.2 Apologies
    - 5.3 Approved leave of absence
  - 6. Declarations of interest
    - 6.1 Declarations of Financial Interests
    - 6.2 Declarations of Proximity Interests
    - 6.3 Declarations of Impartiality Interests
  - 7. Public Question Time
    - 7.1 Response to previous public questions taken on notice
    - 7.2 Public question time
  - 8. Confirmation of minutes of previous meetings
  - 9. Presentations
    - 9.1 Petitions
    - 9.2 Presentations
    - 9.3 Deputations
    - 9.4 Delegates' reports
  - 10. Reports
    - 10.1 Reports of Committees
    - 10.2 ~~Reports of Officers~~ Chief Executive Officer Reports
    - 10.3 Deputy Chief Executive Officer Reports
    - 10.4 Environmental Health Officer Reports
    - 10.3 ~~Reports of Elected Members~~
    - 10.5 Elected Members Reports
  - 11. Applications for leave of absence
  - 12. Motions of which previous notice has been given
  - 13. Questions from Members without notice
  - 14. New business of an urgent nature introduced by decision of the meeting
    - 14.1 Elected Members
    - 14.2 Officers
  - 15. Meeting closed to public
    - 15.1 Matters for which the meeting may be closed
    - 15.2 Public reading of resolutions that may be made public
  - 16. State Council Agenda
  - 17. Next Meeting
  - 18. Closure of Meeting
- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed. *[See section 5.24 of the Act; and regulations 6 & 7 of the Regulations]*

#### **5.24. Question time for public**

- (1) Time is to be allocated for questions to be raised by members of the public and responded to at —
  - (a) every ordinary meeting of a council; and
  - (b) such other meetings of councils or committees as may be prescribed.
- (2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

Extract from *Local Government (Administration) Regulations 1996*:

#### **5. Question time for public, meetings that require prescribed (Act s. 5.24)**

For the purposes 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;
- (b) every meeting of a committee to which the local government has delegated a power or duty.

#### **6. Question time for public, minimum time for (Act s. 5.24(2))**

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 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 subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

#### **7. Question time for public, procedure for (Act s. 5.24(2))**

- (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 members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,having regard to the requirements of subregulations (2), (3) and (5).
- (2) The time allocated to the asking of 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 the council or the 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 the question and receive a response.
- (4) Nothing in subregulation (3) requires —
  - (a) a council to answer a question that does not relate to a matter affecting the local government; or



- (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.
- (5) If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to —
- (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.

### **5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or these Local Laws otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 8 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO -
  - (a) may, with the concurrence of the President, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of these Local Laws or any other written law;
  - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
  - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

### **5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

## **Part 6 - Public participation**

### **6.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in the Act.



### **5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees; and
  - (b) the personal affairs of any person; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person,where the trade secret or information is held by, or is about, a person other than the local government; and
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
    - (ii) endanger the security of the local government's property; or
    - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;and
  - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

### **6.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.

- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried:
  - (a) the Presiding Member is to direct everyone to leave the meeting except:
    - (i) the Members;
    - (ii) the CEO; and
    - (iii) any Officer specified by the Presiding Member; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.9 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

### **6.3 Question time for the public**

Question time for the public is dealt with in the Act.

#### **5.24. Question time for public**

- (1) Time is to be allocated for questions to be raised by members of the public and responded to at —
  - (a) every ordinary meeting of a council; and
  - (b) such other meetings of councils or committees as may be prescribed.
- (2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

### **6.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in the Regulations.

**5. Question time for public, meetings that require prescribed (Act s. 5.24)**

For the purposes 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;
- (b) every meeting of a committee to which the local government has delegated a power or duty.

**6. Question time for public, minimum time for (Act s. 5.24(2))**

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 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 subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

**7. Question time for public, procedure for (Act s. 5.24(2))**

- (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 members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,

having regard to the requirements of subregulations (2), (3) and (5).

- (2) The time allocated to the asking of 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 the council or the 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 the question and receive a response.
- (4) Nothing in subregulation (3) requires —
  - (a) a council to answer a question that does not relate to a matter affecting the local government; or
  - (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.
- (5) If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to —
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.

*Extract from Local Government (Administration) Regulations 1996*

## 6.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

### **6. Question time for public, minimum time for (Act s. 5.24(2))**

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 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 subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

*Extract from Local Government (Administration) Regulations 1996*

## 6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

### **7. Question time for public, procedure for (Act s. 5.24(2))**

- (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 members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,having regard to the requirements of subregulations (2), (3) and (5).
- (2) The time allocated to the asking of 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 the council or the 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 the question and receive a response.
- (4) Nothing in subregulation (3) requires —
  - (a) a council to answer a question that does not relate to a matter affecting the local government; or
  - (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.
- (5) If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to —
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.

*Extract from Local Government (Administration) Regulations 1996*

## **6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that:
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to:
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where:
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

## **6.8 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

## **6.9 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council is to either :
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either:
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a Council meeting:
  - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;

- (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

#### **6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition.
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

#### **6.11 Presentations**

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

#### **6.12 Participation at committee meetings**

- (1) In this clause a reference to a person is to a person who:
  - (a) is entitled to attend a committee meeting;
  - (b) attends a committee meeting; and
  - (c) is not a member of that committee.

#### **5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) Without the consent of the Presiding Member, no person is to address a committee meeting.
- (3) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.

- (4) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (5) A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

#### **6.13 Council may meet to hear public submissions**

- (1) Where an item on the agenda at a Council meeting is contentious and is likely to be the subject of a number of deputations, the Council may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the President shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall:
  - (a) instruct the CEO to provide local public notice of the time and date when the Council will meet to provide an opportunity to be heard;
  - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all members of the public who have applied under clause 6.9 to make a deputation on the issue; and
  - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The council shall not make resolutions at a meeting to provide the opportunity to be heard.
- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 10 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting summarising each submission made at the meeting.
- (9) The Council must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

#### **6.14 Public Inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised during normal business hours at the local governments offices and on the local government's website.



**14. Notice papers, agenda etc., public inspection of (Act s. 5.25(1)(j))**

- (1) A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents which —
  - (a) are to be tabled at the meeting; or
  - (b) have been produced by the local government or a committee for presentation at the meeting,and which have been made available to members of the council or committee for the meeting are available for inspection by members of the public from the time the notice papers, agenda or documents were made available to the members of the council or committee.
- (2) Nothing in subregulation (1) entitles members of the public to inspect the information referred to in that subregulation if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public under section 5.23(2).

**6.15 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be:
  - (a) identified in the agenda of a Council meeting under the item "Matters for which meeting may be closed";
  - (b) marked "*Confidential*" in the agenda; and
  - (c) kept confidential by Officers and Members until the Council resolves otherwise.
- (2) A member or an officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another member or an officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a member or officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

**6.16 Recording of proceedings**

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.
- (2) The Presiding Member is to notify a meeting immediately after its commencement if he/she has given permission for it to be recorded under subclause (1).

**6.17 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council.



- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

## **Part 7 - Questions by Members**

### **7.1 Questions by Members**

- (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.
- (2) A Member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
- (3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
  - (i) the question be placed on notice for the next meeting of Council; and
  - (ii) the answer to the question be given to the Member who asked it within 14 days.
- (4) Every question and answer -
  - (i) is to be brief and concise; and
  - (ii) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

## **Part 8 – Conduct of Members**

### **8.1 Members to be in their proper places**

- (1) At the first meeting held after each election day, the CEO is to allot alphabetically a position at the Council table to each Member.
- (2) Each Member is to occupy his or her allotted position at each Council meeting.

### **8.2 Respect to the Presiding Member**

After the business of a Council has been commenced, a Member is not to enter or leave the meeting without first paying due respect to the Presiding Member.

### **8.3 Titles to be used**

A speaker, when referring to the President, Deputy President or Presiding Member, or a Member or Officer, is to use the title of that person's office.

### **8.4 Advice of entry or departure**

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

### **8.5 Members to indicate their intention to speak**

- (1) A member who wishes to speak at a Council meeting –
  - (i) Must indicate his or her intention to speak by raising his or her hand, or by any other method determined by the Council; and
  - (ii) When invited by the Presiding Member to speak, and unless otherwise determined by the Council, must stand and address the meeting through the Presiding Member.
- (2) A member who is unable to stand conveniently because of sickness or disability may sit while speaking.

## **8.6 Priority of speaking**

- (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.
- (2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
- (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

## **8.7 Presiding Member may take part in debates**

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with these Local Laws.

## **8.8 Relevance**

- (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The Presiding Member, at any time, may:
  - (a) call the attention of the meeting to:
    - (i) any irrelevant, repetitious, offensive or insulting language by a Member; or
    - (ii) any breach of order by a Member; and
  - (b) direct that Member, if speaking, to discontinue his or her speech.
- (3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

## **8.9 Speaking twice**

A Member is not to address the Council more than once on any motion or amendment except:

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

## **8.10 Duration of speeches**

- (1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

## **8.11 No speaking after conclusion of debate**

A Member is not to speak on any motion or amendment:

- (a) after the mover has replied; or
- (b) after the question has been put.

## **8.12 No interruption**

A Member is not to interrupt another Member who is speaking unless:

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.13; or
- (d) to move a procedural motion that the Member be no longer heard (see clause 11.1(e)) .

## **8.13 Personal explanations**

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.

- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

#### **8.14 No reopening of discussion**

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed (see Part 16).

#### **8.15 Adverse reflection**

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed (see Part 16), unless the meeting resolves without debate that the matter before the meeting cannot otherwise be adequately considered.
- (2) A Member is not:
  - (a) to reflect adversely on the character or actions of another Member or Officer; or
  - (b) to impute any motive to a Member or Officer,
 unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.
- (3) A Member is not to use offensive or ~~insulting~~ objectionable expressions in reference to any Member, Officer or other person.
- (4) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes:
  - (a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and
  - (b) the Council may, by resolution, decide to record those words in the minutes.

#### **8.16 Withdrawal of offensive language**

- (1) A Member who, in the opinion of the Presiding Member, uses an expression which:
  - (a) in the absence of a resolution under clause 8.15:
    - (i) reflects adversely on the character or actions of another Member or Officer; or
    - (ii) imputes any motive to a Member or Officer; or
  - (b) is offensive or insulting,
 must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.
- (2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

## **Part 9 - Preserving order**

### **9.1 Presiding Member to preserve order**

- (1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.
- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.7, but to preserve order.

### **9.2 Point of order**

- (1) A Member may object, by way of a point of order, only to a breach of:
  - (a) any of these Local Laws; or
  - (b) any other written law.
- (2) Despite anything in these Local Laws to the contrary, a point of order:
  - (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

### **9.3 Procedures on a point of order**

- (1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
- (2) A Member interrupted on a point of order is to resume his or her seat until:
  - (a) the Member raising the point of order has been heard; and
  - (b) the Presiding Member has ruled on the point of order, and, if permitted, the Member who has been interrupted may then proceed.

### **9.4 Calling attention to breach**

A Member may, at any time, draw the attention of the Presiding Member to any breach of these Local Laws.

### **9.5 Ruling by the Presiding Member**

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the Presiding Member on a point of order is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that:
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

### **9.6 Continued breach of order**

If a Member:

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3),

the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

### **9.7 Right of Presiding Member to adjourn**

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

## **Part 10 - Debate of substantive motions**

### **10.1 Motions to be stated and in writing**

Any Member who wishes to move a substantive motion or an amendment to a substantive motion:

- (a) is to state the substance of the motion before speaking to it; and

- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

## **10.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

## **10.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 16).

## **10.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

## **10.5 Order of call in debate**

The Presiding Member is to call speakers to a substantive motion in the following order:

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

## **10.6 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

## **10.7 Member may require question to be read**

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

## **10.8 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

## **10.9 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

## **10.10 Form of an amendment**

An amendment must add, delete, or substitute words to the substantive motion.

## **10.11 Amendment must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

**10.12 Relevance of amendments**

Each amendment is to be relevant to the motion in respect of which it is moved.

**10.13 Mover of motion may speak on amendment**

Any Member may speak during debate on an amendment.

**10.14 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

**10.15 Withdrawal of motion or amendment**

- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

**10.16 Right of reply**

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised:
  - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
  - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply:
  - (a) no other Member is to speak on the question;
  - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

## **Part 11 - Procedural motions**

**11.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions:

- (a) that the meeting proceed to the next item of business;
- (b) that the debate be adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the meeting be closed to the public (see clause 6.2).



## **11.2 No debate**

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

## **11.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

## **11.4 Procedural motions - right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

## **11.5 Meeting to proceed to the next business**

The motion “that the meeting proceed to the next business”, if carried, has the effect that:

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

## **11.6 Debate to be adjourned**

A motion “that the debate be adjourned”:

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

## **11.7 Meeting now adjourn**

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution.
- (3) A motion “that the meeting now adjourn”:
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

## **11.8 Question to be put**

- (1) If the motion “that the question be now put”, is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion “that the question be now put” is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

## **11.9 Member to be no longer heard**

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

**11.10 Ruling of the Presiding Member to be disagreed with**

If the motion “that the ruling of the Presiding Member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

## **Part 12 - Disclosure of interests**

**12.1 Disclosure of interests**

Disclosure of interests is dealt with in the Act.

Sections 5.59 – 5.90 of the Act deal with disclosures of interest.

## **Part 13 - Voting**

**13.1 Question - when put**

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -
  - (a) is to put the question to the Council; and
  - (b) if requested by any Member, is to again state the terms of the question.
- (2) A Member is not to leave the meeting when the Presiding Member is putting any question.

**13.2 Voting**

Voting is dealt with in the Act and the Regulations.



### **5.21. Voting**

- (1) Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.
- (2) Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.
- (3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.
- (4) If a member of a council or a committee specifically requests that there be recorded —
  - (a) his or her vote; or
  - (b) the vote of all members present,

on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

- (5) A person who fails to comply with subsection (2) or (3) commits an offence.

Extract from *Local Government (Administration) Regulations 1996*:

### **9. Voting to be open (Act s. 5.25(1)(d))**

Voting at a council or committee meeting is to be conducted so that no voter's vote is secret.

## **13.3 Majorities required for decisions**

The majorities required for decisions of the Council and committees are dealt with in the Act.

### **1.4. Terms used**

In this Act, unless the contrary intention appears —

***absolute majority*** —

- (a) in relation to a council, means a majority comprising enough of the members for the time being of the council for their number to be more than 50% of the number of offices (whether vacant or not) of member of the council;
- (b) in relation to any other body, means a majority comprising enough of the persons for the time being constituting the body for their number to be more than 50% of the number of offices (whether vacant or not) on the body;

## **13.4 Method of taking vote**

- (1) In taking the vote on any motion or amendment the Presiding Member:
  - (a) is to put the question, first in the affirmative, and then in the negative;
  - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on the voices or may require a show of hands; and,
  - (d) is, subject to this clause, to declare the result.

- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a member of council or a committee specifically requests that there be recorded -
  - (a) his or her vote; or,
  - (b) the vote of all members present,on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (4) If a Member calls for a division:
  - (a) those voting in the affirmative are to pass to the right of the Chair; and
  - (b) those voting in the negative are to pass to the left of the Chair.
- (5) For every division, the CEO is to record:
  - (a) the name of each member who voted; and
  - (b) whether he or she voted in the affirmative or negative.

## **Part 14 – Minutes of meetings**

### **14.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in the Act.

#### **5.22. Minutes of council and committee meetings**

- (1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.
- (2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.
- (3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

### **14.2 Content of minutes**

- (1) The content of minutes is dealt with in the Regulations.

**11. Minutes, content of (Act s. 5.25(1)(f))**

The content of minutes of a meeting of a council or a committee is to include —

- (a) the names of the members present at the meeting; and
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and
- (d) details of each decision made at the meeting; and
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.

Extract from *Local Government (Administration) Regulations 1996*

- (2) In addition to the matters required by regulation 11, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

**14.3 Public inspection of unconfirmed minutes**

The public inspection of unconfirmed minutes is dealt with in the Regulations.

**13. Unconfirmed minutes, public inspection of (Act s. 5.25(1)(i))**

A local government is to ensure that unconfirmed minutes of each council and committee meeting are available for inspection by members of the public —

- (a) in the case of a council meeting, within 10 business days after the meeting; and
- (b) in the case of a committee meeting, within 5 business days after the meeting.

**14. Notice papers, agenda etc., public inspection of (Act s. 5.25(1)(j))**

- (1) A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents which —

- (a) are to be tabled at the meeting; or
  - (b) have been produced by the local government or a committee for presentation at the meeting,

and which have been made available to members of the council or committee for the meeting are available for inspection by members of the public from the time the notice papers, agenda or documents were made available to the members of the council or committee.

- (2) Nothing in subregulation (1) entitles members of the public to inspect the information referred to in that subregulation if, in the CEO's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public under section 5.23(2).

Extract from *Local Government (Administration) Regulations 1996*

**14.4 Confirmation of minutes**

- (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
- (2) At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

## **Part 15 - Adjournment of meeting**

**15.1 Meeting may be adjourned**

The Council may adjourn any meeting:

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

**15.2 Effect of adjournment**

Where any matter, motion, debate or meeting is adjourned under these Local Laws:

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.9 [speaking twice] apply when the debate is resumed.

## **Part 16 – Revoking or changing decisions**

### **16.1 Requirements to revoke or change decisions**

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

#### **10. Revoking or changing decisions (Act s. 5.25(1)(e))**

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
  - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
  - (b) in any other case, by at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first-mentioned decision must be made —
  - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
  - (b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Extract from *Local Government (Administration) Regulations 1996*

### **16.2 Limitations on powers to revoke or change decisions**

- (1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision:
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
  - (b) where the decision is procedural in its form or effect.
- (2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

### **16.3 Implementing a decision**

- (1) In this clause:
  - (a) "authorisation" means a licence, permit, approval or other means of authorising a person to do anything;

- (b) "implement", in relation to a decision, includes:
    - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
    - (ii) take any other action to give effect to the decision; and
  - (c) "valid notice of revocation motion" means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
  - (3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
  - (4) A decision made at a meeting is not to be implemented by the CEO or any other person:
    - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
    - (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.
  - (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation:
    - (a) is to take effect only in accordance with this clause; and
    - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

#### **5.41. Functions of CEO**

The CEO's functions are to —

...

- (c) cause council decisions to be implemented; and

...

## **Part 17 - Suspension of Local Laws**

### **17.1 Suspension of Local Laws**

- (1) A Member may at any time move that the operation of one or more of the provisions of these Local Laws be suspended.
- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is:
  - (a) seconded; and
  - (b) carried by an absolute majority,
 is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### **17.2 Where Local Laws do not apply**

- (1) In situations where:
  - (a) one or more provisions of these Local Laws have been suspended;
  - or
  - (b) a matter is not regulated by the Act, the Regulations or these Meeting Procedures,

the Presiding Member is to decide questions relating to the conduct of the meeting.

- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

**17.3 Cases not provided for in Local Laws**

The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where these Local Laws, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

## **Part 18 - Meetings of electors**

**18.1 Electors' general meetings**

Electors' general meetings are dealt with in the Act.

**5.27. Electors' general meetings**

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

**18.2 Matters for discussion at electors' general meetings**

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

**15. Matters to be discussed at general meeting (Act s. 5.27(3))**

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

**18.3 Electors' special meetings**

Electors' special meetings are dealt with in the Act.

**5.28. Electors' special meetings**

- (1) A special meeting of the electors of a district is to be held on the request of not less than —
  - (a) 100 electors or 5% of the number of electors —whichever is the lesser number; or
  - (b)  $\frac{1}{3}$  of the number of council members.
- (2) The request is to specify the matters to be discussed at the meeting and the form or content of the request is to be in accordance with regulations.
- (3) The request is to be sent to the mayor or president.
- (4) A special meeting is to be held on a day selected by the mayor or president but not more than 35 days after the day on which he or she received the request.



#### 18.4 Requests for electors' special meetings

Requests for electors' special meetings are dealt with in the Regulations.

##### 16. Request for special meeting, form of (Act s. 5.28(2))

A request for a special meeting of the electors of a district is to be in the form of Form 1.

Extract from *Local Government (Administration) Regulations 1996*

#### 18.5 Convening electors' meetings

Convening electors' meetings is dealt with in the Act.

##### 5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
  - (a) at least 14 days' local public notice; and
  - (b) each council member at least 14 days' notice,of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

#### 18.6 Who presides at electors' meetings

Who presides at electors' meetings is dealt with in the Act.

##### 5.30. Who presides at electors' meetings

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
  - (a) the office of deputy mayor or deputy president is vacant; or
  - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

#### 18.7 Procedure for electors' meetings

- (1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

- (2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to these Local Laws.

##### 5.31. Procedure for electors' meetings

The procedure to be followed at, and in respect of, electors meetings and the methods of voting at electors' meetings are to be in accordance with regulations.



**18. Procedure at meeting (Act s. 5.31)**

Subject to regulations 15 and 17, the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.

Extract from *Local Government (Administration) Regulations 1996*

**18.8 Participation of non-electors**

A person who is not an elector of the Local Government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

**18.9 Voting at electors' meetings**

Voting at electors' meetings is dealt with in the Regulations.

**17. Voting at meeting (Act s. 5.31)**

- (1) Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.
- (2) All decisions at a general or special meeting of electors are to be made by a simple majority of votes.
- (3) Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.

Extract from *Local Government (Administration) Regulations 1996*

**18.10 Minutes of electors' meetings**

Minutes of electors' meetings are dealt with in the Act.

**5.32. Minutes of electors' meetings**

The CEO is to —

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

**18.11 Decisions made at electors' meetings**

Decisions made at electors' meetings are dealt with in the Act.

**5.33. Decisions made at electors' meetings**

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
  - (a) at the first ordinary council meeting after that meeting; or
  - (b) at a special meeting called for that purpose,whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

## Part 19 - Enforcement

### 19.1 Penalty for breach

A person who breaches a provision of these Local Laws commits an offence.

**Penalty: \$1,000.00 and a daily penalty of \$100.00.**

### 19.2 Who can prosecute

Who can prosecute is dealt with in the Act.

#### 9.24. Prosecutions, commencing

- (1) A prosecution for an offence against this Act may be commenced by —
  - (a) the Departmental CEO or a person authorised by the Departmental CEO to do so; or
  - (b) a person who is acting in the course of his or her duties as an employee of a local government or a regional local government; or
  - (c) a person who is authorised to do so by a local government or a regional local government.
- (2) A prosecution for an offence against a local law may be commenced by —
  - (a) a person who is acting in the course of his or her duties as an employee of the local government or regional local government that made the local law; or
  - (b) a person who is authorised to do so by the local government or regional local government that made the local law.

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The Common Seal of the Shire of Leonora was affixed by authority of a resolution of the Council in the presence of –

.....  
Cr Peter Craig  
President

.....  
Jim Epis  
Chief Executive Officer

**11.0 REPORTS****11.2 DEPUTY CHIEF EXECUTIVE OFFICER REPORTS****11.2.(A) MONTHLY FINANCIAL STATEMENTS - MARCH, 2022**

<b>SUBMISSION TO:</b>	Ordinary Council Meeting Meeting Date: 26th April 2022
<b>AGENDA REFERENCE:</b>	11.2.(A) APR 22
<b>SUBJECT:</b>	Monthly Financial Statements - March, 2022
<b>LOCATION/ADDRESS:</b>	Leonora
<b>NAME OF APPLICANT:</b>	Shire of Leonora
<b>FILE REFERENCE:</b>	Nil
<b>AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT</b>	
<b>NAME:</b>	Lee-Anne Trevenen
<b>OFFICER:</b>	Deputy Chief Executive Officer
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	13th April 2022
<b>SUPPORTING DOCUMENTS:</b>	1. Monthly Financial Statements for month ended 31st March, 2022

**BACKGROUND**

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

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

Monthly Financial Statements for the month ended 31st March, 2022 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 31st March, 2022
- (c) Material Variances – 31st March, 2022

**STATUTORY ENVIRONMENT*****Part 4 — Financial reports— s. 6.4******34. Financial activity statement report – s. 6.4******(1A) In this regulation —***

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

34. (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
  - (b) budget estimates to the end of the month to which the statement relates;*
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) the net current assets at the end of the month to which the statement relates.*
34. (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) such other supporting information as is considered relevant by the local government.*
34. (3) *The information in a statement of financial activity may be shown —*
- (a) according to nature and type classification; or*
  - (b) by program; or*
  - (c) by business unit.*
34. (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
  - (b) recorded in the minutes of the meeting at which it is presented.*
34. (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

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

#### **STRATEGIC IMPLICATIONS**

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

**RECOMMENDATIONS**

That Council accept the Monthly Financial Statements for the month ended 31st March, 2022 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 31<sup>st</sup> March, 2022
- (c) Material Variances – 31<sup>st</sup> March, 2022

**VOTING REQUIREMENT**

Simple Majority

**SIGNATURE**

---

Deputy Chief Executive Officer

11 April 2022

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

### COMPILATION REPORT TO THE SHIRE OF LEONORA

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Leonora, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 March 2022. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

### THE RESPONSIBILITY OF THE SHIRE OF LEONORA

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

### OUR RESPONSIBILITY

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

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

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



Russell Barnes  
Director  
**Moore Australia (WA) Pty Ltd**

**SHIRE OF LEONORA**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 March 2022**

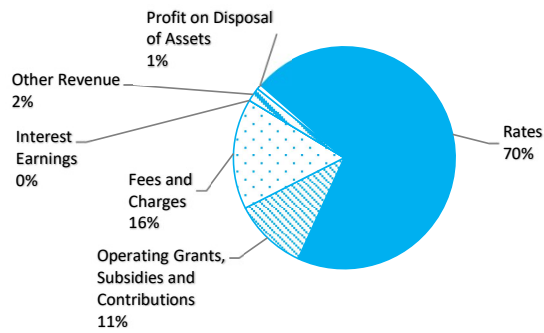
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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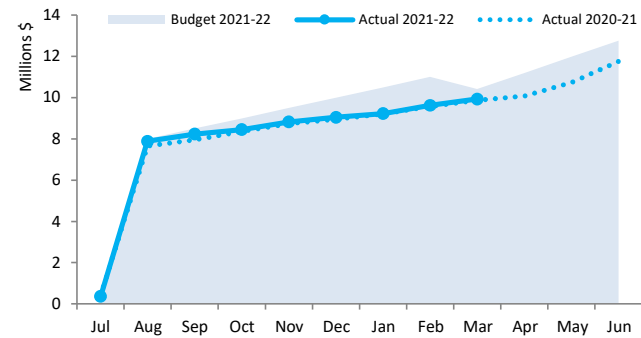
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OPERATING ACTIVITIES

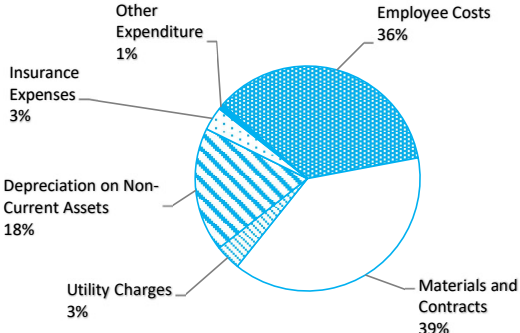
OPERATING REVENUE



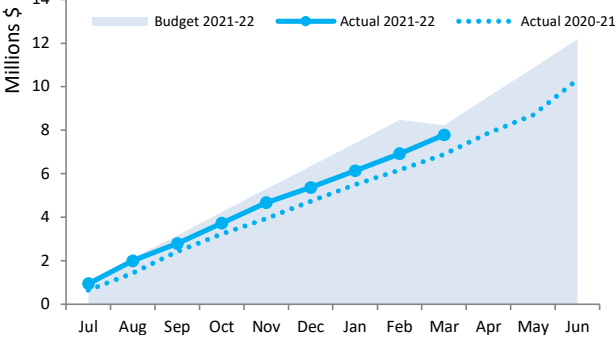
Budget Operating Revenues -v- Actual



OPERATING EXPENSES

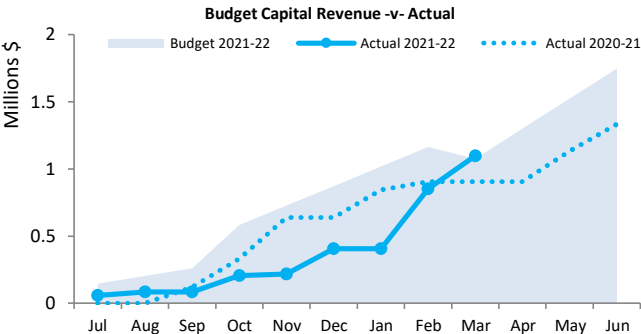


Budget Operating Expenses -v- YTD Actual

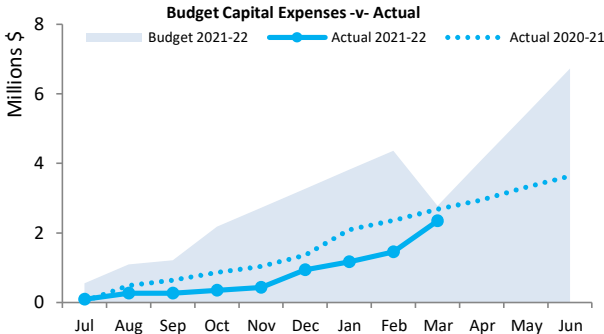


INVESTING ACTIVITIES

CAPITAL REVENUE

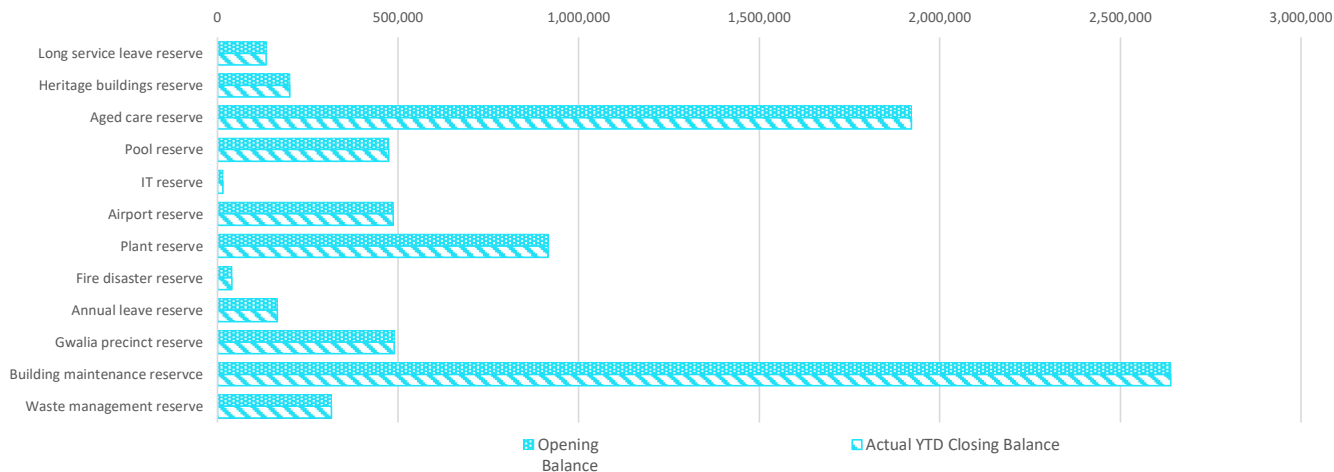


CAPITAL EXPENSES



FINANCING ACTIVITIES

RESERVES



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



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.75 M	\$0.75 M	\$0.75 M	\$0.00 M
Closing	\$0.00 M	\$1.50 M	\$3.09 M	\$1.59 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$11.91 M	% of total
Unrestricted Cash	\$4.11 M	34.5%
Restricted Cash	\$7.80 M	65.5%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.87 M	% Outstanding
Trade Payables	\$0.57 M	
0 to 30 Days		99.9%
30 to 90 Days		0.1%
Over 90 Days		0%
Refer to Note 5 - Payables		

Receivables		
	\$0.49 M	% Collected
Rates Receivable	\$0.20 M	97.2%
Trade Receivable	\$0.30 M	% Outstanding
30 to 90 Days		68.0%
Over 90 Days		24.6%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.58 M	\$3.93 M	\$3.59 M	(\$0.34 M)
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$7.00 M	% Variance
YTD Budget	\$7.00 M	0.0%
Refer to Note 6 - Rate Revenue		

Operating Grants and Contributions		
YTD Actual	\$1.06 M	% Variance
YTD Budget	\$2.43 M	(56.5%)
Refer to Note 11 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$1.61 M	% Variance
YTD Budget	\$1.52 M	5.4%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.98 M)	(\$3.18 M)	(\$1.25 M)	\$1.93 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.26 M	%
Amended Budget	\$0.70 M	36.4%
Refer to Note 7 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$2.34 M	% Spent
Amended Budget	\$6.73 M	34.8%
Refer to Note 8 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.84 M	% Received
Amended Budget	\$1.04 M	80.6%
Refer to Note 8 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.65 M	\$0.00 M	(\$0.00 M)	(\$0.00 M)
Refer to Statement of Financial Activity			

Reserves	
Reserves balance	\$7.80 M
Interest earned	\$0.00 M
Refer to Note 9 - Cash Reserves	

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

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

PROGRAM NAME AND OBJECTIVES  
GOVERNANCE

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

ACTIVITIES

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

1. Rates.
- (a) GRV (gross rental value) refers to property rates for Leonora, Leinster and Agnew town sites and operational mines and associated infrastructure.
- (b) UV (Unimproved value) refers to mining properties and tenements (other than mines and other associated infrastructure) and prospecting licenses, exploration licenses and mining leases. It also refers to pastoral properties.
- (c) Additional rates and rates written back refer mainly to mining rates where tenements are granted or surrendered following the adoption of the budget.
- (d) Administration charge refers to the charge levied on ratepayers electing to make payment of rates on the offered instalment plan and is based on the actual cost involved in administering this process.
- (e) Administration costs allocated are the costs of maintaining records, levying and collecting all rates.
2. Grants
- (a) Grants Commission - a general purpose grant allocated annually by the Federal Government to all local governments. The amount is determined by various formulae devised by the Grants Commission, with a significant component being based on population.
- (b) Grants Commission - a general purpose grant allocated annually by the Federal Government to all local governments. The amount is determined by various formulae devised by the Grants Commission, with a significant component being based on population.
- (c) Administration costs allocated to grants refers to the costs associated in the collection of Federal Government grants including provision and updating of data used in grants commission formula.
3. Interest from Investments
- Includes interest received on surplus funds invested throughout the year from both operating and reserve accounts.

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

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

EDUCATION AND WELFARE

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

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

HOUSING

To provide and maintain staff housing.

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

COMMUNITY AMENITIES

To provide services required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

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

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	750,714	750,714	<b>750,714</b>	0	0.00%	
<b>Revenue from operating activities</b>							
Governance		1,530	1,139	<b>1,128</b>	(11)	(0.97%)	
General purpose funding - general rates	6	7,003,983	7,003,983	<b>7,004,872</b>	889	0.01%	
General purpose funding - other		1,278,565	961,543	<b>435,955</b>	(525,588)	(54.66%)	▼
Law, order and public safety		9,472	7,074	<b>8,199</b>	1,125	15.90%	
Health		36,095	27,063	<b>23,650</b>	(3,413)	(12.61%)	
Education and welfare		325,800	244,341	<b>273,646</b>	29,305	11.99%	▲
Housing		47,895	35,847	<b>27,996</b>	(7,851)	(21.90%)	
Community amenities		439,406	329,535	<b>390,396</b>	60,861	18.47%	▲
Recreation and culture		1,129,783	940,881	<b>277,943</b>	(662,938)	(70.46%)	▼
Transport		1,373,588	1,030,158	<b>911,617</b>	(118,541)	(11.51%)	▼
Economic services		1,022,543	673,083	<b>474,677</b>	(198,406)	(29.48%)	▼
Other property and services		104,000	77,981	<b>111,493</b>	33,512	42.97%	▲
		<b>12,772,660</b>	<b>11,332,628</b>	<b>9,941,572</b>	(1,391,056)		
<b>Expenditure from operating activities</b>							
Governance		(707,407)	(525,244)	<b>(462,582)</b>	62,662	11.93%	▲
General purpose funding		(453,653)	(336,933)	<b>(300,932)</b>	36,001	10.68%	▲
Law, order and public safety		(231,174)	(172,891)	<b>(157,639)</b>	15,252	8.82%	▲
Health		(802,106)	(585,462)	<b>(523,159)</b>	62,303	10.64%	▲
Education and welfare		(956,250)	(704,688)	<b>(631,981)</b>	72,707	10.32%	▲
Community amenities		(374,864)	(268,479)	<b>(335,105)</b>	(66,626)	(24.82%)	▼
Recreation and culture		(1,836,074)	(1,364,115)	<b>(1,169,954)</b>	194,161	14.23%	▲
Transport		(4,353,962)	(2,951,180)	<b>(2,822,114)</b>	129,066	4.37%	
Economic services		(2,458,733)	(1,823,313)	<b>(1,440,745)</b>	382,568	20.98%	▲
Other property and services		(5,000)	(3,750)	<b>57,988</b>	61,738	1646.35%	▲
		<b>(12,179,223)</b>	<b>(8,736,055)</b>	<b>(7,786,223)</b>	949,832		
Non-cash amounts excluded from operating activities	1(a)	1,990,431	1,331,912	<b>1,435,324</b>	103,412	7.76%	
<b>Amount attributable to operating activities</b>		<b>2,583,868</b>	<b>3,928,485</b>	<b>3,590,673</b>	(337,812)		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,043,923	782,937	<b>841,181</b>	58,244	7.44%	
Proceeds from disposal of assets	7	703,167	190,000	<b>256,051</b>	66,051	34.76%	▲
Payments for property, plant and equipment and infrastructure	8	(6,731,672)	(4,150,754)	<b>(2,343,853)</b>	1,806,901	43.53%	▲
<b>Amount attributable to investing activities</b>		<b>(4,984,582)</b>	<b>(3,177,817)</b>	<b>(1,246,621)</b>	1,931,196		
<b>Financing Activities</b>							
Transfer from reserves	9	1,650,000	0	<b>0</b>	0	0.00%	
Transfer to reserves	9	0	0	<b>(547)</b>	(547)	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,650,000</b>	<b>0</b>	<b>(547)</b>	(547)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,501,382</b>	<b>3,094,219</b>			

**KEY INFORMATION**

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

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

The material variance adopted by Council for the 2021-22 year is \$15,000 or 8.00% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MARCH 2022

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

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

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022**

**BY NATURE OR TYPE**

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	750,714	750,714	<b>750,714</b>	0	0.00%	
<b>Revenue from operating activities</b>							
Rates	6	7,003,983	7,003,983	<b>7,004,872</b>	889	0.01%	
Operating grants, subsidies and contributions	11	3,244,102	2,433,033	<b>1,059,103</b>	(1,373,930)	(56.47%)	▼
Fees and charges		2,028,519	1,523,783	<b>1,605,650</b>	81,867	5.37%	
Interest earnings		8,000	5,998	<b>893</b>	(5,105)	(85.11%)	
Other revenue		488,056	365,831	<b>201,836</b>	(163,995)	(44.83%)	▼
Profit on disposal of assets	7	0	0	<b>69,218</b>	69,218	0.00%	▲
		<b>12,772,660</b>	<b>11,332,628</b>	<b>9,941,572</b>	(1,391,056)		
<b>Expenditure from operating activities</b>							
Employee costs		(2,561,251)	(1,891,926)	<b>(2,777,073)</b>	(885,147)	(46.79%)	▼
Materials and contracts		(7,208,700)	(5,037,121)	<b>(3,012,979)</b>	2,024,142	40.18%	▲
Utility charges		(243,402)	(182,556)	<b>(283,789)</b>	(101,233)	(55.45%)	▼
Depreciation on non-current assets		(1,775,918)	(1,331,912)	<b>(1,390,028)</b>	(58,116)	(4.36%)	
Insurance expenses		(243,704)	(182,771)	<b>(265,791)</b>	(83,020)	(45.42%)	▼
Other expenditure		(146,248)	(109,769)	<b>(56,563)</b>	53,206	48.47%	▲
		<b>(12,179,223)</b>	<b>(8,736,055)</b>	<b>(7,786,223)</b>	949,832		
Non-cash amounts excluded from operating activities	1(a)	1,990,431	1,331,912	<b>1,435,324</b>	103,412	7.76%	
<b>Amount attributable to operating activities</b>		<b>2,583,868</b>	<b>3,928,485</b>	<b>3,590,673</b>	(337,812)		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,043,923	782,937	<b>841,181</b>	58,244	7.44%	
Proceeds from disposal of assets	7	703,167	190,000	<b>256,051</b>	66,051	34.76%	▲
Payments for property, plant and equipment	8	(6,731,672)	(4,150,754)	<b>(2,343,853)</b>	1,806,901	43.53%	▲
<b>Amount attributable to investing activities</b>		<b>(4,984,582)</b>	<b>(3,177,817)</b>	<b>(1,246,621)</b>	1,931,196		
<b>Financing Activities</b>							
Transfer from reserves	9	1,650,000	0	<b>0</b>	0	0.00%	
Transfer to reserves	9	0	0	<b>(547)</b>	(547)	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,650,000</b>	<b>0</b>	<b>(547)</b>	(547)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,501,382</b>	<b>3,094,219</b>			

**KEY INFORMATION**

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

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

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

**BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

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

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is 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.

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.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

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

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 08 April 2022



(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	0	0	(69,218)
Less: Movement in liabilities associated with restricted cash		(16,595)	0	(16,594)
Movement in inventory (non-current)		131,108	0	131,108
Movement in contract liabilities (non-current)		100,000	0	0
Add: Depreciation on assets		1,775,918	1,331,912	1,390,028
<b>Total non-cash items excluded from operating activities</b>		<b>1,990,431</b>	<b>1,331,912</b>	<b>1,435,324</b>

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

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

		Last Year Closing 30 June 2021	This Time Last Year 31 March 2021	Year to Date 31 March 2022
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(7,795,731)	(6,766,701)	(7,796,278)
Add: Provisions - employee	10	286,312	228,633	269,718
<b>Total adjustments to net current assets</b>		<b>(7,509,419)</b>	<b>(6,538,068)</b>	<b>(7,526,560)</b>

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

Current assets

Cash and cash equivalents	2	9,365,146	11,558,191	11,909,393
Rates receivables	3	100,035	159,375	196,268
Receivables	3	539,987	229,538	297,319
Other current assets	4	89,621	37,965	58,661
<b>Less: Current liabilities</b>				
Payables	5	(718,137)	(437,465)	(869,352)
Contract liabilities	10	(100,000)	0	(195,172)
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	10	(730,207)	(1,029,899)	(490,026)
Provisions	10	(286,312)	(228,633)	(286,312)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(7,509,419)</b>	<b>(6,538,068)</b>	<b>(7,526,560)</b>
<b>Closing funding surplus / (deficit)</b>		<b>750,714</b>	<b>3,751,004</b>	<b>3,094,219</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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



Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Municipal bank	Cash and cash equivalents	4,111,835	0	4,111,835	0	NAB	Variable	Nil
Trust	Cash and cash equivalents	10	0	10	0	NAB	Nil	Nil
Petty cash floats	Cash and cash equivalents	1,270	0	1,270	0	Cash on hand	Nil	Nil
Reserve cash	Cash and cash equivalents	0	7,796,278	7,796,278	0	NAB	Variable	Nil
<b>Total</b>		<b>4,113,115</b>	<b>7,796,278</b>	<b>11,909,393</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		4,113,115	7,796,278	11,909,393	0			
		<b>4,113,115</b>	<b>7,796,278</b>	<b>11,909,393</b>	<b>0</b>			

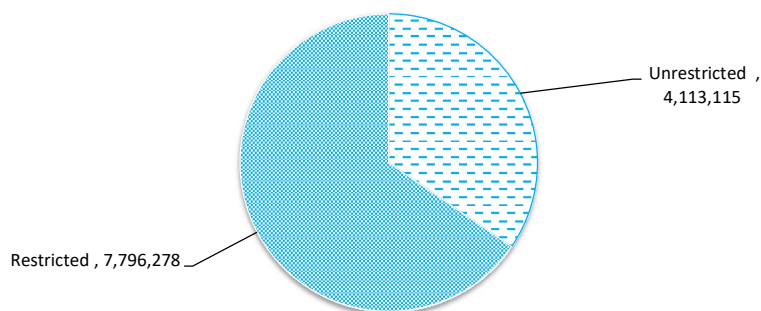
#### KEY INFORMATION

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

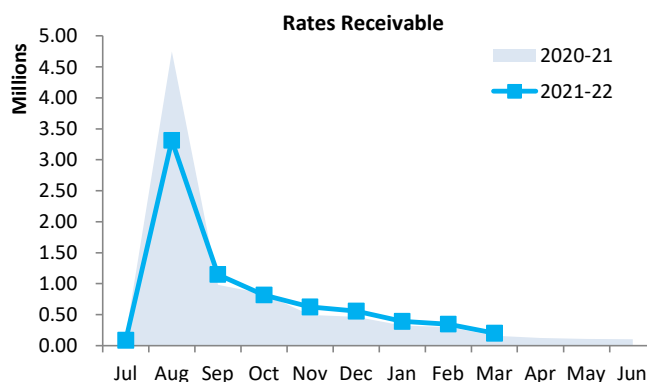
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2021	31 Mar 2022
	\$	\$
Opening arrears previous years	195,415	100,035
Levied this year	6,924,847	7,004,872
Less - collections to date	(7,020,227)	(6,908,639)
Equals current outstanding	<b>100,035</b>	<b>196,268</b>
<b>Net rates collectable</b>	<b>100,035</b>	<b>196,268</b>
% Collected	98.6%	97.2%

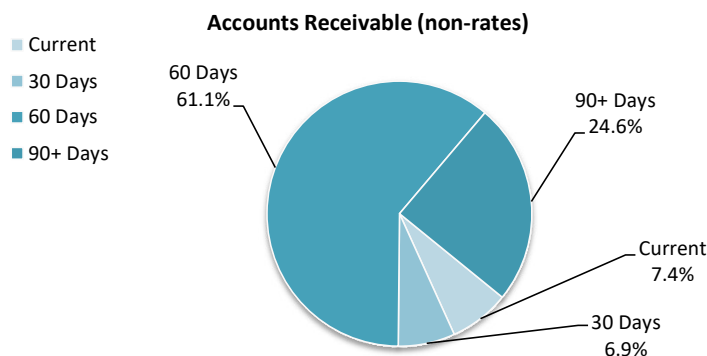


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	15,723	14,764	130,052	52,480	213,019
Percentage		7.4%	6.9%	61.1%	24.6%	
<b>Balance per trial balance</b>						
Sundry receivable						213,019
GST receivable						84,300
<b>Total receivables general outstanding</b>						<b>297,319</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

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



	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 March 2022
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Stores on hand	89,621	207,574	(238,534)	58,661
<b>Total other current assets</b>	<b>89,621</b>	<b>207,574</b>	<b>(238,534)</b>	<b>58,661</b>
Amounts shown above include GST (where applicable)				

#### KEY INFORMATION

##### Inventory

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

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

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	570,764	528	0	0	571,292
Percentage		99.9%	0.1%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						571,292
ATO liabilities						29,203
Payroll liabilities						193,001
Credit cards						4,133
Prepaid rates						11,185
FESA levy						60,538
<b>Total payables general outstanding</b>						<b>869,352</b>

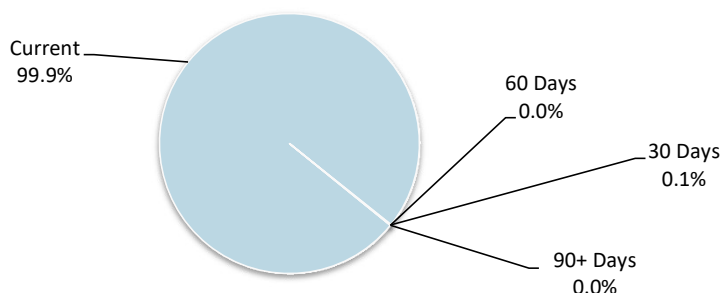
Amounts shown above include GST (where applicable)

#### KEY INFORMATION

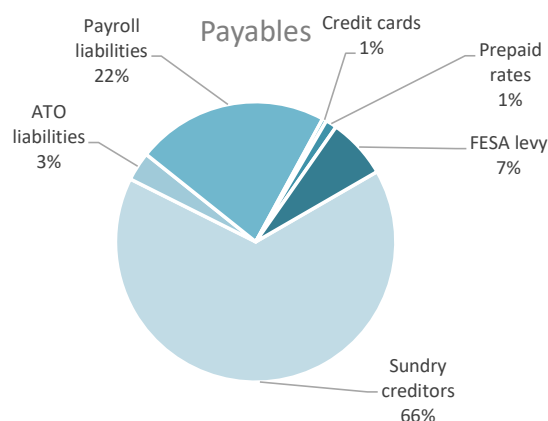
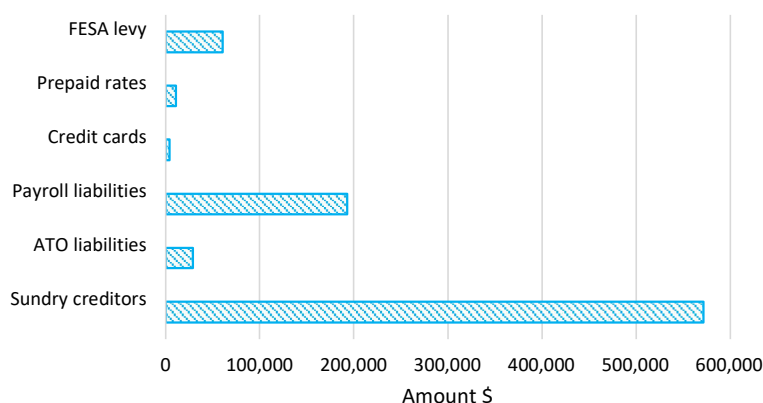
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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

Aged Payables

- Current
- 30 Days
- 60 Days
- 90+ Days



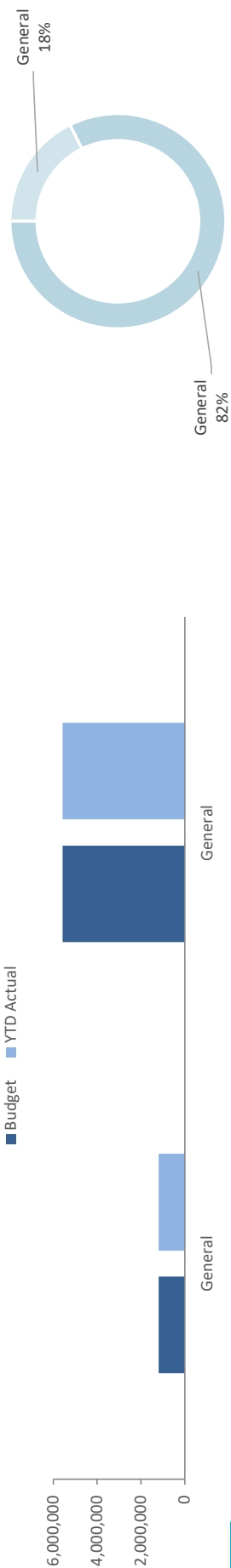
Payables



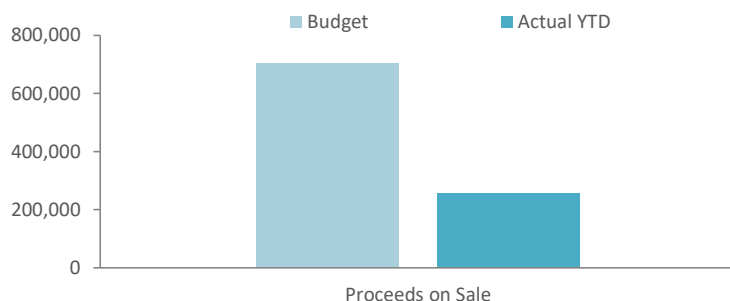
General rate revenue		Budget						YTD Actual			
RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
General	0.0706	587	17,030,114	1,202,326	0	(7,000)	1,195,326	1,202,326	275	(4,796)	1,197,805
Unimproved value											
General	0.1550	1,445	35,729,256	5,538,035	90,000	(50,000)	5,578,035	5,538,035	64,210	(25,800)	5,576,445
Sub-Total		2,032	52,759,370	6,740,361	90,000	(57,000)	6,773,361	6,740,361	64,485	(30,596)	6,774,250
Minimum payment											
Gross rental value											
General	323	90	120,479	29,070	0	0	29,070	29,070	0	0	29,070
Unimproved value											
General	323	624	711,810	201,552	0	0	201,552	201,552	0	0	201,552
Sub-total		714	832,289	230,622	0	0	230,622	230,622	0	0	230,622
Total general rates							7,003,983				7,004,872

KEY INFORMATION

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



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	Prime mover (water cart)	80,000	80,000	0	0	0	0	0	0
	Compactor/Rubbish truck	70,000	70,000	0	0	0	0	0	0
646	Front End Loader	190,000	190,000	0	0	127,306	185,000	57,694	0
	Skid Steer	20,000	20,000	0	0	0	0	0	0
	2018 Ford Ranger Grader Ute	33,037	33,037	0	0	0	0	0	0
	Holden Colorado Space	36,608	36,608	0	0	0	0	0	0
	Toyota Hilux Cab Tray Top 4WD	41,243	41,243	0	0	0	0	0	0
	Ford Ranger Works Crew	33,036	33,036	0	0	0	0	0	0
	Toyota Hilux Cab Tray Top 4WD	41,243	41,243	0	0	0	0	0	0
	Reporting Officer's Vehicle	33,000	33,000	0	0	0	0	0	0
552	Bomag BW216PD Roller	0	0	0	0	59,527	71,051	11,524	0
	<b>Other property and services</b>								
	MWS's Vehicle	35,000	35,000	0	0	0	0	0	0
	CEO's Vehicle	52,000	52,000	0	0	0	0	0	0
	DCEO's Vehicle	38,000	38,000	0	0	0	0	0	0
		<b>703,167</b>	<b>703,167</b>	<b>0</b>	<b>0</b>	<b>186,833</b>	<b>256,051</b>	<b>69,218</b>	<b>0</b>



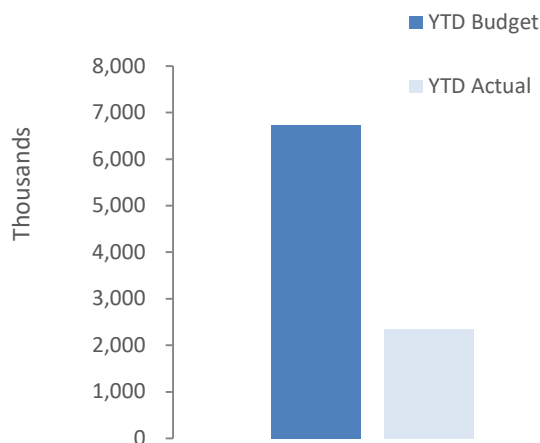
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

	Budget	Amended YTD Budget	YTD Actual	YTD Actual Variance
<b>Capital acquisitions</b>	\$	\$	\$	\$
Buildings	2,193,632	1,645,224	545,408	(1,099,816)
Plant and equipment	1,844,000	485,000	489,600	4,600
Infrastructure - roads	450,000	337,500	784,109	446,609
Infrastructure - other	2,244,040	1,683,030	524,736	(1,046,544)
<b>Payments for Capital Acquisitions</b>	<b>6,731,672</b>	<b>4,150,754</b>	<b>2,343,853</b>	<b>(1,695,151)</b>
<b>Total Capital Acquisitions</b>	<b>6,731,672</b>	<b>4,150,754</b>	<b>2,343,853</b>	<b>(1,695,151)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,043,923	782,937	841,181	58,244
Other (disposals & C/Fwd)	703,167	190,000	256,051	66,051
Cash backed reserves				
Heritage buildings reserve	200,000	0	0	0
Aged care reserve	500,000	0	0	0
Airport reserve	250,000	0	0	0
Building maintenance reserve	700,000	0	0	0
Contribution - operations	3,334,582	3,177,817	1,246,621	(1,931,196)
<b>Capital funding total</b>	<b>6,731,672</b>	<b>4,150,754</b>	<b>2,343,853</b>	<b>(1,806,901)</b>

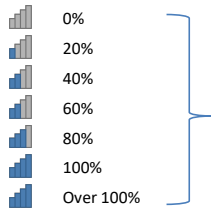
**SIGNIFICANT ACCOUNTING POLICIES**

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



Capital expenditure total

Level of completion indicators



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

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

		Amended Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Account Description					
<b>Buildings</b>					
	51 Gwalia Street - Patio	10,000	7,500	-	(7,500)
	51 Gwalia Street - Carport	15,000	11,250	-	(11,250)
	Container Scheme Modifications	8,000	6,000	-	(6,000)
LB30028	Leonora Museum	50,000	37,500	-	(37,500)
LB30026	Recreation Centre Lighting upgrade	70,000	52,500	53,108	608
LB30013	Public Toilet - Town	50,000	37,500	69,262	31,762
	Barnes Federal Theatre	100,000	75,000	-	(75,000)
LB30017	Records Storage Shed - Kalgoorlie (1/4)	150,000	112,500	150,000	37,500
LB30020	Aged Care Village	1,563,132	1,172,349	239,038	(933,311)
LB30001	Storage Shed Gwalia	53,000	39,750	34,000	(5,750)
	Archival Room Gwalia	20,000	15,000	-	(15,000)
	Lot 289 - 11 Queen Street	20,000	15,000	-	(15,000)
	Lot 240 - 29 Hoover Street	55,000	41,250	-	(41,250)
	26 Queen Street	29,500	22,125	-	(22,125)
<b>Total Buildings</b>		<b>2,193,632</b>	<b>1,645,224</b>	<b>545,408</b>	<b>(1,099,816)</b>
<b>Plant &amp; Equipment</b>					
	Toyota Hilux Dual Cab (Health Officer)	52,000	-	-	-
PE30003	Skid Steer	65,000	65,000	64,600	(400)
	Prime Mover - water cart truck	300,000	-	-	-
	Bomag Roller	190,000	-	-	-
	Grader Drivers Vehicle (Ranger)	62,000	-	-	-
	Toyota Hilux dual cab 4WD (WS)	52,000	-	-	-
	Toyota Hilux dual cab 4WD (P&G)	52,000	-	-	-
	Ranger 4WD dual cab	62,000	-	-	-
	Town Water Cart	72,000	-	-	-
	Compactus/Rubbish Truck	370,000	-	-	-
PE30002	Front End Loader	420,000	420,000	425,000	5,000
	Reporting Officers Vehicle	62,000	-	-	-
	Hoover House Coffee Machine	12,000	-	-	-
	MWS Vehicle	73,000	-	-	-
<b>Total Plant &amp; Equipment</b>		<b>1,844,000</b>	<b>485,000</b>	<b>489,600</b>	<b>4,600</b>
<b>Roads</b>					
IR30002	RAV10 Town Upgrade (R2R)	-	-	10,401	10,401
IR30001	Old Agnew SLK 21.00 to SLK 41.00 (RRG)	450,000	337,500	773,708	436,208
<b>Total Roads</b>		<b>450,000</b>	<b>337,500</b>	<b>784,109</b>	<b>446,609</b>
<b>Other</b>					
IO30008	Upgrade CCTV System	45,871	34,403	45,871	11,468
IO30001	Playground - Tower Street	466,585	349,939	425,386	75,447
IO30002	Skate Park precinct	40,700	30,525	6,390	(24,135)
IO30010	Christmas Tree	20,000	15,000	6,607	(8,393)
IO30003	Standpipe	80,000	60,000	1,520	(58,480)
Fence	Fencing - Shire Common	25,000	18,750	-	(18,750)
	Apron Lighting - RAUP	149,000	111,750	-	-
Airport Fence	Airport Fencing - RADS	496,054	372,041	-	(372,041)
IO30007	Malcolm Dam upgrade	40,000	30,000	38,962	8,962
	Swimming Pool tiling	880,830	660,623	-	(660,623)
<b>Total Other</b>		<b>2,244,040</b>	<b>1,683,030</b>	<b>524,736</b>	<b>(1,046,544)</b>
<b>Grand Total</b>		<b>6,731,672</b>	<b>4,150,754</b>	<b>2,343,853</b>	<b>(1,695,151)</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022

OPERATING ACTIVITIES  
NOTE 9  
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long service leave reserve	134,595	0	10	0	0	0	0	134,595	134,605
Heritage buildings reserve	200,000	0	15	0	0	(200,000)	0	0	200,015
Aged care reserve	1,921,085	0	144	0	0	(500,000)	0	1,421,085	1,921,229
Pool reserve	473,940	0	35	0	0	0	0	473,940	473,975
IT reserve	15,000	0	0	0	0	0	0	15,000	15,000
Airport reserve	486,453	0	0	0	0	(250,000)	0	236,453	486,453
Plant reserve	915,428	0	69	0	0	0	0	915,428	915,497
Fire disaster reserve	39,932	0	3	0	0	0	0	39,932	39,935
Annual leave reserve	165,386	0	12	0	0	0	0	165,386	165,398
Gwalia precinct reserve	488,776	0	37	0	0	0	0	488,776	488,813
Building maintenance reserve	2,639,064	0	198	0	0	(700,000)	0	1,939,064	2,639,262
Waste management reserve	316,072	0	24	0	0	0	0	316,072	316,096
	<b>7,795,731</b>	<b>0</b>	<b>547</b>	<b>0</b>	<b>0</b>	<b>(1,650,000)</b>	<b>0</b>	<b>6,145,731</b>	<b>7,796,278</b>

KEY INFORMATION

	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	1 July 2021				31 March 2022
	\$		\$	\$	\$
<b>Other liabilities</b>					
- Contract liabilities	100,000	0	332,977	(237,805)	195,172
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	730,207	0	366,750	(606,931)	490,026
<b>Total other liabilities</b>	830,207	0	699,727	(844,736)	685,198
<b>Provisions</b>					
Provision for annual leave	181,992	0	0	0	181,992
Provision for long service leave	104,320	0	0	0	104,320
<b>Total Provisions</b>	286,312	0	0	0	286,312
<b>Total other current liabilities</b>	<b>1,116,519</b>	<b>0</b>	<b>699,727</b>	<b>(844,736)</b>	<b>971,510</b>
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

###### Other long-term employee benefits

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

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

##### Contract liabilities

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

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2021	Liability	Liability	31 Mar 2022	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	Actual
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Equalisation	0	0	0	0	0	610,398	457,794	115,080
Roads (Untied)	0	0	0	0	0	649,667	487,251	311,139
<b>Law, order, public safety</b>								
Bushfire	0	0	0	0	0	2,682	2,007	1,916
<b>Education and welfare</b>								
Sustainability Child Care	0	0	0	0	0	78,865	59,148	66,124
Youth Support DCP	0	55,566	(55,566)	0	0	71,935	53,946	55,566
Youth Program grants	0	0	0	0	0	0	0	5,500
<b>Recreation and culture</b>								
National Australia Day	0	0	0	0	0	20,000	14,994	16,000
Community Resource Centre other	0	113,689	(85,267)	28,422	28,422	132,887	99,666	85,267
Community Resource Centre Indue	0	96,972	(96,972)	0	0	0	0	96,972
BHP Vital Resources Fund	100,000	0	0	100,000	100,000	0	0	0
Nyunnga-Ku Womens Group	0	0	0	0	0	0	0	39,025
CDC Support Hub	0	66,750	0	66,750	66,750	0	0	0
<b>Transport</b>								
Street Lights	0	0	0	0	0	4,422	3,312	3,700
MRWA Direct	0	0	0	0	0	168,432	126,324	168,432
Security Fencing - RADS	0	0	0	0	0	248,027	186,021	0
Airport Framework - RADS	0	0	0	0	0	50,000	37,494	0
Airport Apron Lighting - RAUP	0	0	0	0	0	145,957	109,467	58,382
<b>Economic services</b>								
Barnes Federal Theatre	100,000	0	0	100,000	100,000	880,830	660,618	0
Golden Gift Sponsorship	0	0	0	0	0	125,000	93,744	0
Golden Gift income	0	0	0	0	0	55,000	41,247	36,000
	<b>200,000</b>	<b>332,977</b>	<b>(237,805)</b>	<b>295,172</b>	<b>295,172</b>	<b>3,244,102</b>	<b>2,433,033</b>	<b>1,059,103</b>

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Mar 2022	Current Liability 31 Mar 2022	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>General purpose funding</b>								
COVID Phase 2	233,607	0	(233,607)	0	0	100,117	75,087	233,607
<b>Recreation and culture</b>								
Ageing in Place Project	376,600	366,750	(353,324)	390,026	390,026	0	0	286,574
ACA Grant	0	0	0	0	0	0	0	1,000
<b>Transport</b>								
Roads to Recovery	0	0	0	0	0	403,598	302,697	0
COVID Infrastructure	20,000	0	(20,000)	0	0	240,208	180,153	20,000
Regional Road Group	0	0	0	0	0	300,000	225,000	300,000
	<b>630,207</b>	<b>366,750</b>	<b>(606,931)</b>	<b>390,026</b>	<b>390,026</b>	<b>1,043,923</b>	<b>782,937</b>	<b>841,181</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022**

**NOTE 13  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget adoption</b>		Opening Surplus(Deficit)	0	0	(312,417)	(312,417)
I030023	Interest revenue - Reserves	15/03/2022 - item 12.B(ii)	Operating Revenue	0	0	(36,000)	(348,417)
E041020	Councillors travelling	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(12,000)	(360,417)
E041040	Election expenses	15/03/2022 - item 12.B(ii)	Operating Expenses	0	13,000	0	(347,417)
E041071	Refund of nomination deposit	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(320)	(347,737)
E041187	Integrated planning	15/03/2022 - item 12.B(ii)	Operating Expenses	0	50,000	0	(297,737)
E041	Membership other	15/03/2022 - item 12.B(ii)	Operating Expenses	0	8,000	0	(289,737)
E053411	Emergency management	15/03/2022 - item 12.B(ii)	Operating Expenses	0	18,000	0	(271,737)
E074077	Leonora Public Health Profile	15/03/2022 - item 12.B(ii)	Operating Expenses	0	7,500	0	(264,237)
E074011	Contract Health Surveyor	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(60,000)	(324,237)
E074070	Donation	15/03/2022 - item 12.B(ii)	Operating Expenses	0	10,000	0	(314,237)
E080018	Childcare - RANDSTAND	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(45,000)	(359,237)
E101030	Refuse site maintenance	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(50,000)	(409,237)
E103010	Liquid waste disposal site maintenance	15/03/2022 - item 12.B(ii)	Operating Expenses	0	20,000	0	(389,237)
I112018	BHP Vital Resources Fund	15/03/2022 - item 12.B(ii)	Operating Revenue	100,000	0	0	(289,237)
I112013	NAIDOC Week	15/03/2022 - item 12.B(ii)	Operating Revenue	0	600	0	(288,637)
E113081	Leonora Mural Projects	15/03/2022 - item 12.B(ii)	Operating Expenses	0	30,000	0	(258,637)
E113092	Swimming pool maintenance	15/03/2022 - item 12.B(ii)	Operating Expenses	0	100,000	0	(158,637)
E114295	Sporting equipment	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(30,000)	(188,637)
E117002	CRC Super	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(15,000)	(203,637)
E117008	Building Maintenance	15/03/2022 - item 12.B(ii)	Operating Expenses	0	5,000	0	(198,637)
E122040	Roadworks - Maintenance	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(1,146,036)	(1,344,673)
E122120	Depot - maintenance	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(10,000)	(1,354,673)
E122160	Street cleaning	15/03/2022 - item 12.B(ii)	Operating Expenses	0	50,000	0	(1,304,673)
E122191	Aboriginal site survey	15/03/2022 - item 12.B(ii)	Operating Expenses	0	4,000	0	(1,300,673)
E126101	Consultant	15/03/2022 - item 12.B(ii)	Operating Expenses	0	40,000	0	(1,260,673)
I113101	Weed control	15/03/2022 - item 12.B(ii)	Operating Revenue	0	0	(154,140)	(1,414,813)
I139004	Barnes Federal Theatre	15/03/2022 - item 12.B(ii)	Operating Revenue	0	0	(880,830)	(2,295,643)
E139008	Barnes Federal Theatre	15/03/2022 - item 12.B(ii)	Operating Expenses	0	1,055,830	0	(1,239,813)
E139002	Agnew Hotel (Interpretation Project)	15/03/2022 - item 12.B(ii)	Operating Expenses	0	150,000	0	(1,089,813)
E131040	Weed Control	15/03/2022 - item 12.B(ii)	Operating Expenses	0	162,000	0	(927,813)
E131045	Cactus Eradication	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(50,000)	(977,813)
E132042	Tourism Information Bay	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(9,500)	(987,313)
E132099	Loop Trail Marketing	15/03/2022 - item 12.B(ii)	Operating Expenses	0	10,000	0	(977,313)
E132101	Promoting Leonora TV	15/03/2022 - item 12.B(ii)	Operating Expenses	0	20,000	0	(957,313)
E134012	Merchandise for re-sale	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(5,000)	(962,313)
E134013	Museum maintenance	15/03/2022 - item 12.B(ii)	Operating Expenses	0	20,000	0	(942,313)
E134014	Hoover House maintenance	15/03/2022 - item 12.B(ii)	Operating Expenses	0	40,000	0	(902,313)
E134018	Advertising	15/03/2022 - item 12.B(ii)	Operating Expenses	0	25,000	0	(877,313)
E134016	Catering and consumables	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(10,000)	(887,313)
E134042	Small projects	15/03/2022 - item 12.B(ii)	Operating Expenses	0	20,000	0	(867,313)
E134043	Geocaching Projects and Geo trail	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(1,000)	(868,313)
E137002	Utilities	15/03/2022 - item 12.B(ii)	Operating Expenses	0	15,000	0	(853,313)
E137001	Building Maintenance	15/03/2022 - item 12.B(ii)	Operating Expenses	0	10,000	0	(843,313)
I141450	Charges - Plant hire	15/03/2022 - item 12.B(ii)	Operating Revenue	0	0	(40,000)	(883,313)
E142020	Superannuation - Admin	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(101,000)	(984,313)
E142140	Computer operating expenses	15/03/2022 - item 12.B(ii)	Operating Expenses	0	40,000	0	(944,313)
E142144	Consultant fees	15/03/2022 - item 12.B(ii)	Operating Expenses	0	40,000	0	(904,313)
E143020	Engineering expenses	15/03/2022 - item 12.B(ii)	Operating Expenses	0	100,000	0	(804,313)
LB30031	Lot 289 (11) Queen Vic St	15/03/2022 - item 12.B(ii)	Capital Expenses	0	0	(20,000)	(824,313)
LB30030	Lot 240 (29) Hoover St	15/03/2022 - item 12.B(ii)	Capital Expenses	0	0	(55,000)	(879,313)
LB30004	26 Queen Vic	15/03/2022 - item 12.B(ii)	Capital Expenses	0	0	(29,500)	(908,813)
IO30002	Skate Park Precinct	15/03/2022 - item 12.B(ii)	Capital Expenses	0	59,300	0	(849,513)
TBA	Information Bay Toilet	15/03/2022 - item 12.B(ii)	Capital Expenses	0	115,000	0	(734,513)
TBA	LRCI Phase 3 funding - swimming pool tiling	15/03/2022 - item 12.B(ii)	Operating Revenue	0	880,830	0	146,317
TBA	Swimming pool tiling	15/03/2022 - item 12.B(ii)	Capital Expenses	0	0	(880,830)	(734,513)
TBA	Movement in liabilities associated with restricted cash	15/03/2022 - item 12.B(ii)	Non Cash Item	(16,595)	0	0	(751,108)
TBA	Movement in non- current inventory	15/03/2022 - item 12.B(ii)	Non Cash Item	131,108	0	0	(620,000)
TBA	Records Storage Shed - Kalgoorlie (1/4)	15/03/2022 - item 12.B(ii)	Capital Expenses	0	0	(80,000)	(700,000)
TBA	CEO House	15/03/2022 - item 12.B(ii)	Capital Expenses	0	700,000	0	0
E142299	Reallocation of Administration costs	15/03/2022 - item 12.B(ii)	Operating Expenses	0	21,000	0	21,000
E143290	Reallocation of works overheads to various accounts	15/03/2022 - item 12.B(ii)	Operating Expenses	0	0	(100,000)	(79,000)
Various	Reallocation of works overheads to various accounts	15/03/2022 - item 12.B(ii)	Operating Expenses	0	79,000	0	0
				<b>214,513</b>	<b>3,919,060</b>	<b>(4,133,573)</b>	<b>0</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2022**

**NOTE 14  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2021-22 year is \$15,000 or 8.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
<b>Revenue from operating activities</b>						
General purpose funding - other	(525,588)	(54.66%) ▼			Grant income spread over 12 months.	
Education and welfare	29,305	11.99% ▲	Timing of grant income			
Community amenities	60,861	18.47% ▲	Refuse charges raised on rates spread over 12 months.			
Recreation and culture	(662,938)	(70.46%) ▼			Grant LRCI not yet received	
Transport	(118,541)	(11.51%) ▼			Airport Framework & Lighting \$140,000 not yet received	
Economic services	(198,406)	(29.48%) ▼			Barnes Federal Theatre grant \$100,000 pending & Golden Gift Sponsorship \$125,000 timing	
Other property and services	33,512	42.97% ▲	Plant Hire 7 Planat Costs greater than budgeted			
<b>Expenditure from operating activities</b>						
Governance	62,662	11.93% ▲	Various expense yet to materialise.			
General purpose funding	36,001	10.68% ▲	Rates Valuation Expenses Timing			
Law, order and public safety	15,252	8.82% ▲	AnimalControl & Community Safety Timing			
Health	62,303	10.64% ▲	Doctor top up salary & COVID19 Impact			
Education and welfare	72,707	10.32% ▲	Child Care & Youth Support timing			
Community amenities	(66,626)	(24.82%) ▼			Refuse Site Maintenance, Admin Allocations	
Recreation and culture	194,161	14.23% ▲	Timing Swimming Pool Maintenance & BHP Grant			
Economic services	382,568	20.98% ▲	Timing Leonora Golden Gift			
Other property and services	61,738	1646.35% ▲			Overhead Allocations	
<b>Investing activities</b>						
Proceeds from disposal of assets	66,051	34.76% ▲	Sale of Bomag			
Payments for property, plant and equipment and infrastructure	1,806,901	43.53% ▲	Equipment orders not yet undertaken.			

**11.0 REPORTS****11.2 DEPUTY CHIEF EXECUTIVE OFFICER REPORTS****11.2.(B) ACCOUNTS FOR PAYMENT - APRIL, 2022**

**SUBMISSION TO:** Ordinary Council Meeting  
Meeting Date: 26th April 2022

**AGENDA REFERENCE:** 11.2.(B) APR 22

**SUBJECT:** Accounts for Payment - April, 2022

**LOCATION/ADDRESS:** Nil

**NAME OF APPLICANT:** Nil

**FILE REFERENCE:** Nil

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

**NAME:** Lee-Anne Trevenen

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 20th April 2022

**SUPPORTING DOCUMENTS:** 1. Accounts Paid by Delegated Authority April, 2022

**BACKGROUND**

Attached statements consist of accounts paid by Delegated Authority totalling **\$2,160,117.62** since the previous council meeting consisting of:

- (1) Direct Bank Transactions numbered from **2287** to **2343** and totalling **\$54,999.09**;  
(a) *Includes Credit Card Payments of \$6,100.53 for February, 2022.*
- (2) Batch Payments **116, 117, 118, 119, 120, & 121**, totalling **\$1,721,118.12**; and
- (3) Cheque **25828** and Payroll Payments from **Pay Period Ending 22/03/2022, to 18/04/2022** totalling **\$384,000.41**

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

**RECOMMENDATIONS**

That Council accepts the accounts for payment, as detailed:

- (1) Direct Bank Transactions numbered from **2287** to **2343** and totalling **\$54,999.09**;  
*(a) Includes Credit Card Payments of \$6,100.53 for February, 2022.*
- (2) Batch Payments **116, 117, 118, 119, 120, & 121**, totalling **\$1,721,118.12**; and
- (3) Cheque **25828** and Payroll Payments from **Pay Period Ending 22/03/2022, to 18/04/2022** totalling **\$384,000.41**

**VOTING REQUIREMENT**

Simple Majority

**SIGNATURE**

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Deputy Chief Executive Officer





**Accounts for Payment  
Presented to Council  
26th April, 2022**

## Accounts for Payment - April, 2022 Credit Card Breakdown

Shire of Leonora				
Monthly Report – List of Credit Card Transactions Paid by Delegated Authority				
Submitted to Council on the 26th April, 2022				
The following list of accounts relate to Credit Card Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Payments detailed are from statements for <b>February, 2022</b> as per Direct Bank Transaction <b>2306</b> totalling <b>\$6,100.53</b>				
CHIEF EXECUTIVE OFFICER				
Reference	Date	Name	Item	Payment by Delegated Authority
CEO 02/22	31/01/2022	DDS Drapery	Gift Card for M. Epis in lieu of payment for services during COVID-19 Vaccination Clinics, November, 2021	1,000.00
	01/02/2022	Combined Tyres	Tyre for CEO Vehicle P1	437.70
	01/02/2022	Ampol Falcon	Fuel for P1	200.30
	02/02/2022	Puma Energy	Fuel for P1	89.35
	03/02/2022	Coles Express Leonora	Fuel for P1	192.55
	07/02/2022	Comfort Inn Bay of Isles	Accommodation P Craig & J Epis - GVROC - Esperance	740.00
	07/02/2022	Bizness Apps	Monthly Subscription for Geocaching App - February, 2022	140.45
	07/02/2022	Comfort Inn Bay of Isles	Refreshments - P Craig GVROC Conference Esperance	9.00
	07/02/2022	The Pier Hotel	Meals for GVROC Meeting Esperance 4th February, 2022	178.50
	07/02/2022	Ampol Esperance	Fuel for P1	186.41
	14/02/2022	EZI Diffuse	Monthly subscription to Child HR - February, 2022	72.79
	14/02/2022	Coles Express Leonora	Fuel -P1	183.44
	15/02/2022	Foxtel	Foxtel & Phoneline - 35 Hoover Street Leonora - February, 2022	216.95
	16/02/2022	Whitehouse Hotel	Lunches for Council at meeting 15th February, 2022	144.00
	17/02/2022	Nespresso Australia	Coffee Pods for Shire Office	231.00
	21/02/2022	My Tax Savers	Annual Subscription to My Tax Savers	539.00
	28/02/2022	National Australia Bank	Card Fee - February, 2022	9.00
	<b>Total CEO Card February, 2022</b>			<b>4,570.44</b>
DCEO 02/22	01/02/2022	EZI Diffuse	Childcare Centre Desktop Subscription - 1/02/2022 -	397.00
	07/02/2022	BP Leonora Roadhouse	Fuel for P2	67.51
	07/02/2022	Bunnings	Garden/Retic Supplies for Hoover House	382.81
	07/02/2022	Super Cheap Auto	Car Cover for Admin Vehicle	138.99
	10/02/2022	Pipeco Pty Ltd	Valve Hunter PGV Globe for Museum Gardening & Grounds Maintenance	111.80

**Accounts for Payment - April, 2022 Credit Card Breakdown**

Reference	Date	Name	Item	Payment by Delegated Authority
<b>DCEO 02/22</b>	21/02/2022	Kmart	Toaster for 11 Queen Victoria Street	39.00
	21/02/2022	Bunnings	Gardening products for Hoover House Maintenance & Sprinkler & accessories for 13 Fitzgerald Drive	163.92
	21/02/2022	Coyles Mower & Chainsaw Centre	Mower Blade for garden and grounds maintenance, Hoover House	66.00
	21/02/2022	RSEA Safety Kalgoorlie	Uniform for Grounds Person	149.85
	28/02/2022	National Australia Bank	Card Fee - February, 2022	9.00
	<b>Total DCEO Card February, 2021</b>			<b>1,525.88</b>
<b>Other Fees/Payments</b>	07/02/2022	National Australia Bank	Fee for International Transaction - Geocaching App Subscription	4.21
	<b>Total Other Fees/Payments</b>			<b>4.21</b>
<b>2306</b>	<b>07/03/2022</b>	<b>National Australia Bank</b>	<b>Credit Cards - February, 2022</b>	<b>6,100.53</b>

# Accounts for Payment - April, 2022 Direct Bank Transactions

Shire of Leonora					
Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority					
Submitted to Council on the 26th April, 2022					
The following list of accounts relate to Direct Bank Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions are numbered from 2287 to 2343 and totalling \$54,999.09					
CHIEF EXECUTIVE OFFICER					
Transaction	Date	Name	Item	Payment by Delegated Authority	Balance
2287	14/03/2022	Australian Super	Superannuation PPE: 7/03/2022	1,937.57	1,937.57
2288	14/03/2022	Aware Super	Superannuation PPE: 7/03/2022	7,927.79	9,865.36
2289	14/03/2022	Christian Super	Superannuation PPE: 7/03/2022	70.00	9,935.36
2290	14/03/2022	CBUS	Superannuation PPE: 7/03/2022	531.27	10,466.63
2291	14/03/2022	HESTA	Superannuation PPE: 7/03/2022	236.97	10,703.60
2292	14/03/2022	Host Plus	Superannuation PPE: 7/03/2022	616.13	11,319.73
2293	14/03/2022	ING Superannuation	Superannuation PPE: 7/03/2022	741.88	12,061.61
2294	14/03/2022	MLC Super Fund	Superannuation PPE: 7/03/2022	120.31	12,181.92
2295	14/03/2022	MTAA Superannuation Fund	Superannuation PPE: 7/03/2022	474.88	12,656.80
2296	14/03/2022	TWU Superannuation Fund	Superannuation PPE: 7/03/2022	720.36	13,377.16
2297	14/03/2022	Wealth Personal Super	Superannuation PPE: 7/03/2022	79.15	13,456.31
2298	01/03/2022	Westnet	Email hosting - Leonora CRC - March, 2022	11.00	13,467.31
2299	01/03/2022	National Australia Bank	EFTPOS Merchant Fee - February, 2022- Childcare - 7381278	20.00	13,487.31
2300	01/03/2022	National Australia Bank	EFTPOS Merchant Fee - February, 2022- Airport - 7374471	20.00	13,507.31
2301	01/03/2022	National Australia Bank	EFTPOS Merchant Fee - February, 2022- CRC - 7380395	21.06	13,528.37
2302	01/03/2022	National Australia Bank	EFTPOS Merchant Fee - February, 2022- Rec Centre - 7379314	34.16	13,562.53
2303	01/03/2022	National Australia Bank	EFTPOS Merchant Fee - February, 2022- Info Centre - 7374463	36.38	13,598.91
2304	01/03/2022	National Australia Bank	EFTPOS Merchant Fee - February, 2022- Events - 7374513	117.34	13,716.25
2305	01/03/2022	National Australia Bank	EFTPOS Merchant Fee - February, 2022- Shire & Museum - 7381393	254.18	13,970.43
2306	07/03/2022	National Australia Bank	Credit Cards - February, 2022	6,100.53	20,070.96
2307	15/03/2022	3E Advantage	Printer Fees and Charges for 1/2/22 - 28/2/22	4,374.28	24,445.24
2308	23/03/2022	Click Super	Transaction & Facility Fee - Click Super - February, 2022	34.21	24,479.45
2309	25/03/2022	Australian Super	Superannuation PPE: 21/03/2022	1,820.73	26,300.18
2310	25/03/2022	Aware Super	Superannuation PPE: 21/03/2022	8,919.83	35,220.01
2311	25/03/2022	Christian Super	Superannuation PPE: 21/03/2022	70.00	35,290.01
2312	25/03/2022	CBUS	Superannuation PPE: 21/03/2022	478.14	35,768.15
2313	25/03/2022	HESTA	Superannuation PPE: 21/03/2022	236.97	36,005.12

# Accounts for Payment - April, 2022 Direct Bank Transactions

Transaction	Date	Name	Item	Payment by Delegated Authority	Balance
2314	25/03/2022	Host Plus	Superannuation PPE: 21/03/2022	948.93	36,954.05
2315	25/03/2022	ING Superannuation	Superannuation PPE: 21/03/2022	581.20	37,535.25
2316	25/03/2022	MLC Super Fund	Superannuation PPE: 21/03/2022	192.50	37,727.75
2317	25/03/2022	MTAA Superannuation Fund	Superannuation PPE: 21/03/2022	404.20	38,131.95
2318	25/03/2022	TWU Superannuation Fund	Superannuation PPE: 21/03/2022	483.24	38,615.19
2319	25/03/2022	Wealth Personal Super	Superannuation PPE: 21/03/2022	96.57	38,711.76
2320	30/03/2022	Aware Super	Superannuation PPE: 24/3/2022	120.40	38,832.16
2321	31/03/2022	National Australia Bank	NAB connect fee access and usage - March, 2022	46.24	38,878.40
2322	31/03/2022	National Australia Bank	Muni acct fees March, 2022	55.30	38,933.70
2323	30/03/2022	VOID	VOID incorrectly entered	0.00	38,933.70
2324	01/04/2022	Westnet	Email hosting - Leonora CRC - April, 2022	11.00	38,944.70
2325	01/04/2022	National Australia Bank	EFTPOS Merchant Fee - March, 2022- Childcare - 7381278	20.00	38,964.70
2326	01/04/2022	National Australia Bank	EFTPOS Merchant Fee - March, 2022- Info Centre - 7374463	20.17	38,984.87
2327	01/04/2022	National Australia Bank	EFTPOS Merchant Fee - March, 2022- CRC - 7380395	21.56	39,006.43
2328	01/04/2022	National Australia Bank	EFTPOS Merchant Fee - March, 2022- Rec Centre - 7379314	21.85	39,028.28
2329	01/04/2022	National Australia Bank	EFTPOS Merchant Fee - March, 2022- Events - 7374513	44.84	39,073.12
2330	01/04/2022	National Australia Bank	EFTPOS Merchant Fee - March, 2022- Airport - 7374471	53.99	39,127.11
2331	01/04/2022	National Australia Bank	EFTPOS Merchant Fee - March, 2022- Shire & Museum - 7381393	390.62	39,517.73
2332	08/04/2022	Australian Super	Superannuation PPE: 4/4/2022	2,035.36	41,553.09
2333	08/04/2022	Aware Super	Superannuation PPE: 4/4/2022	9,086.41	50,639.50
2334	08/04/2022	Christian Super	Superannuation PPE: 4/4/2022	70.00	50,709.50
2335	08/04/2022	CBUS	Superannuation PPE: 4/4/2022	531.27	51,240.77
2336	08/04/2022	HESTA	Superannuation PPE: 4/4/2022	732.07	51,972.84
2337	08/04/2022	Host Plus	Superannuation PPE: 4/4/2022	880.65	52,853.49
2338	08/04/2022	ING Superannuation	Superannuation PPE: 4/4/2022	591.18	53,444.67
2339	08/04/2022	MLC Super Fund	Superannuation PPE: 4/4/2022	104.51	53,549.18
2340	08/04/2022	MTAA Superannuation Fund	Superannuation PPE: 4/4/2022	389.00	53,938.18
2341	08/04/2022	Rest Superannuation	Superannuation PPE: 4/4/2022	247.72	54,185.90
2342	08/04/2022	TWU Superannuation Fund	Superannuation PPE: 4/4/2022	647.40	54,833.30
2343	08/04/2022	Wealth Personal Super	Superannuation PPE: 4/4/2022	165.79	54,999.09
<b>GRAND TOTAL</b>				<b>54,999.09</b>	

Shire of Leonora					
Monthly Report – List of Accounts Paid by Delegated Authority					
Submitted to Council on the 26th April, 2022					
Batch Payments 116, 117, 118, 119, & 120, totalling \$1,721,118.12 have been paid by delegated authority by the Chief Executive Officer and has been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.					
CHIEF EXECUTIVE OFFICER					
Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP 116.01	14/03/2022	Aflex Technology (N.Z) Ltd	Supply Pool Inflatable for Australia Day 2022	3,036.00	3,036.00
BP 116.02	14/03/2022	ALU Glass	Replacement Windows for Rec Centre	1,290.00	4,326.00
BP 116.03	14/03/2022	Ayla-Jade Wheeler	Third Place Prize in Christmas Light Competition 2021	100.00	4,426.00
BP 116.04	14/03/2022	Baileys Fertilisers (AKC Pty Ltd)	1 Pallet Grosorb and 1 Pallet Tristaw Mini + Grosorb for Oval	4,070.00	8,496.00
BP 116.05	14/03/2022	Bulk wholesale Australia P/L	100 Disposable Face Masks (50/box)	780.00	9,276.00
BP 116.06	14/03/2022	Bunnings Building Supplies Pty Ltd	Consumables and Materials Required for Single Persons Quarters and Retic Supplies for Repairs at Various Shire Parks and Houses	834.55	10,110.55
BP 116.07	14/03/2022	Business Key	Advertising for Information Centre	858.00	10,968.55
BP 116.08	14/03/2022	Cameron the Magician	Meals and Fuel for Park Opening	193.70	11,162.25
BP 116.09	14/03/2022	Concept Media	Half Page Ad for Australia's Golden Outback	1,534.50	12,696.75
BP 116.10	14/03/2022	Coolgardie Tyre Service	Supply and Fit Tyres to P2333	4,576.00	17,272.75
BP 116.11	14/03/2022	Cooper Fluid Systems	Supply 4 X PQEV Valves and Recon Kits for Depot and Supply New Magnum Spray Heads for P833	3,520.13	20,792.88
BP 116.12	14/03/2022	Des Taylor	Tyres and Pound Supplies as needed	6,856.00	27,648.88
BP 116.13	14/03/2022	E. Fire and Safety	Servicing of Fire Equipment at Airport	168.30	27,817.18
BP 116.14	14/03/2022	Eagle Petroleum (WA) Pty Ltd	Supply Hydraulic Oil and Truck Wash for Depot and Grease Cartridges and 20kg Bucket of Grease XTB2	2,160.40	29,977.58
BP 116.15	14/03/2022	Eastern Goldfields Historical Society	2 X 2022 Calendars for Resale at Information Centre	20.00	29,997.58
BP 116.16	14/03/2022	Genwest Pty Ltd	Hire of 1 Smooth Drum Roller and 1 Multi Tyre Roller for February, 2022	10,296.00	40,293.58
BP 116.17	14/03/2022	Goldfields Locksmiths	New 2.2 Lock for Public Toilets	493.61	40,787.19



**Accounts for Payment - April, 2022 Batch Payments 116 - 121**

<b>Batch Ref</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by delegated Authority</b>	<i>Balance</i>
BP 116.18	14/03/2022	Horizon Power	Fees and Charges for Streetlights 1/2/22 - 28/2/22	4,983.54	45,770.73
BP 116.19	14/03/2022	Johmax Haulage Pty Ltd	Supply Grader and Water Cart Plus Accommodation and Meals and Mobilisation for Old Agnew Road	39,897.00	85,667.73
BP 116.20	14/03/2022	Lambron Contracting Pty Ltd.	Hourly Hire of Double Road Train Side Tippers \$235 ex GST per Hour, Wet Hire of Padfoot Roller and Dry Hire of 950H Loader \$500 ex GST per Day	72,589.00	158,256.73
BP 116.21	14/03/2022	Leinster Contracting Services	Empty Skip Bins at Malcolm Dam for February, 2022	1,542.20	159,798.93
BP 116.22	14/03/2022	Leonora Motor Inn	Accommodation for P Craig for 3/3/22	135.00	159,933.93
BP 116.23	14/03/2022	Netlogic Information Technology	Resolve Minor Computer Issues for Staff for the Month of March, 2022	225.00	160,158.93
BP 116.24	14/03/2022	Northern Goldfields Electrical Pty Ltd	Repair Double Glass Door Fridge at Hoover House	286.22	160,445.15
BP 116.25	14/03/2022	Nov Portable Power	Hire of 20kva Genset on Trailer for Agnew Seal	1,512.50	161,957.65
BP 116.26	14/03/2022	Penns Cartage Contractors	Freight for Depot	1,661.00	163,618.65
BP 116.27	14/03/2022	PFD Food Services Pty Ltd	Consumables for Hoover House	471.95	164,090.60
BP 116.28	14/03/2022	Prime Media Group Ltd	Promoting Leonora TV 12 Months Airtime February, 2022	1,100.00	165,190.60
BP 116.29	14/03/2022	Reward Hospitality	Supplies for Gwalia Toilets	862.25	166,052.85
BP 116.30	14/03/2022	Squire Patton Boggs	Reviewing, Amending and Drafting of Lease to Horizon Power	2,002.00	168,054.85
BP 116.31	14/03/2022	Statewide Bearings	Supply Couplings for P833	103.40	168,158.25
BP 116.32	14/03/2022	Tamara Watson	Fuel for Shire Car for Travel to Leinster	70.00	168,228.25
BP 116.33	14/03/2022	TM McColgan	Reimbursement for Nyunnga-Ku Women's Group	2,047.56	170,275.81
BP 116.34	14/03/2022	Toll Transport Pty Ltd	Freight for Depot and Pool	140.04	170,415.85
BP 116.35	14/03/2022	Tutt Bryant Equipment - WA	Belt for P2333	292.04	170,707.89
BP 116.36	14/03/2022	Vanguard Press	Freight and Handling of Northern Goldfields Maps and Brochures for the Month of February, 2022	122.80	170,830.69
BP 116.37	14/03/2022	Water Corporation	Fees and Charges for LOT 1261 - 4 Stuart St 1/3/22 - 30/4/22	376.32	171,207.01
BP 116.38	14/03/2022	Wessie Pty Ltd	Gravel Pushing for Kookynie - Malcom Road	39,671.50	210,878.51
BP 116.39	14/03/2022	West Australian Newspapers Ltd	Advertising Annual General Meeting of Electors 15th February, 2022 in Kalgoorlie Miner 15/01/22 and 5/2/22	268.77	211,147.28

**Accounts for Payment - April, 2022 Batch Payments 116 - 121**

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP 116.40	14/03/2022	Western Australian Local Government Ass.	1000 Rapid Antigen Tests	8,030.00	219,177.28
BP 116.41	14/03/2022	Wurth Australia Pty Ltd	Parts and Consumable for Depot	1,362.40	220,539.68
<b>Total - Batch Payment 116</b>				<b>220,539.68</b>	
BP 117.01	21/03/2022	Air Liquide W.A. Ltd	Rental Fees for March, 2022	23.54	220,563.22
BP 117.02	21/03/2022	AYA Group Pty Ltd	Consumables for Childcare Centre, Main Office and Hoover House and \$100.00 Food Voucher for People Getting Covid Vaccination at December, 2021 Clinic	1,223.25	221,786.47
BP 117.03	21/03/2022	Eagle Petroleum (WA) Pty Ltd	Deliver Approx. 30,000 Litres of Diesel to Depot @ \$1.5627 Litre excl. GST	51,577.69	273,364.16
BP 117.04	21/03/2022	Elite Gym Hire	Hire of Gym Equipment for the Month of March, 2022	1,499.74	274,863.90
BP 117.05	21/03/2022	Harvey Norman AV/IT Superstore Kalgoorlie	Supply 2 Air Cons and a TV Wall Mount for Grader Camp	2,285.00	277,148.90
BP 117.06	21/03/2022	Hersey's Safety Pty Ltd	Workshop Tools, Parts and Consumables Including PPE Products for Depot	1,643.18	278,792.08
BP 117.07	21/03/2022	Horizon Power	Fees and Charges for LOT 981 Tower St (Public Toilet Block Final charge)	73.87	278,865.95
BP 117.08	21/03/2022	JBLA Justine Burns Landscape Architecture	Skate Park Precinct - Upgrade	4,070.00	282,935.95
BP 117.09	21/03/2022	Johmax Haulage Pty Ltd	Supply Grader and Water Cart Plus Accommodation and Meals and Mobilization for Old Agnew Road	12,971.75	295,907.70
BP 117.10	21/03/2022	Kleenheat Gas	2 House Hold Gas Bottles for Lot 289 Queen Victoria	292.64	296,200.34
BP 117.11	21/03/2022	Leonora Drive Connectors	Hydraulic Hose for Watercart P833	222.63	296,422.97
BP 117.12	21/03/2022	Luck Thai Cleaning	Cleaning of Shire Facilities 28/2/22 - 13/3/22	7,029.00	303,451.97
BP 117.13	21/03/2022	Marie Pointon.	6 Cakes for Hoover House	390.00	303,841.97
BP 117.14	21/03/2022	Northern Goldfields Electrical Pty Ltd	Install Stand Pipe Control Box, Check Fault to PAPI Light, Repair and Replace Burnt Wiring to Airport, Repair Fault with Rear Gate at J G Epis Centre, Replace Faulty 3phase Outlet on Trailer Genset repair to New Pump for Grader Camp, Repair Fault to Camera at Tennis Courts and Replace Blown Fuse	4,444.00	308,285.97
BP 117.15	21/03/2022	Office National Kalgoorlie	Stationery for Main Office and Medical Centre	190.55	308,476.52
BP 117.16	21/03/2022	Outback Parks&Lodges	Accommodation for Ranger	150.00	308,626.52
BP 117.17	21/03/2022	PFD Food Services Pty Ltd	Consumables for Hoover House	181.75	308,808.27



**Accounts for Payment - April, 2022 Batch Payments 116 - 121**

<b>Batch Ref</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by delegated Authority</b>	<i>Balance</i>
BP 117.18	21/03/2022	Sign Here Signs Pty Ltd	Signs for Gwalia	583.00	309,391.27
BP 117.19	21/03/2022	Stabilised Pavements of Australia Pty Ltd	Supply and Deliver 500T of MRWA Approved and Tested Gravel	16,280.00	325,671.27
BP 117.20	21/03/2022	Talis	Leonora Landfill Desktop Review, Design and Modelling Works, Cost Estimates and Letter Report	4,877.13	330,548.40
BP 117.21	21/03/2022	TAPS Industries Pty Ltd	Replace Old Taps with New at 11a Walton St, Replace Solenoids for Reticulation System at Oval and Install New Copper Water Lines to Both Construction Caravans for Grader Camp	4,199.39	334,747.79
BP 117.22	21/03/2022	Telstra	Fees and Charges for 21/2/22 - 21/3/22	3,011.58	337,759.37
BP 117.23	21/03/2022	Weusandi Contractors	Supply 8 Wheel Water Cart and Supply Pump and Standpipe for Agnew Seal	10,774.50	348,533.87
<b>Total - Batch Payment 117</b>				<b>127,994.19</b>	
BP 118.01	25/03/2022	Bunnings Building Supplies Pty Ltd	3 X Roundup and Baxthriod for Parks and Gardens, 48 X Selleys Armour Flex for Grave Restoration and Bathroom and Building Supplies for Lot 1142 Walton (South)	2,300.44	350,834.31
BP 118.02	25/03/2022	Canine Control	Ranger Services for 13th - 15th March, 2022	4,215.24	355,049.55
BP 118.03	25/03/2022	Central Hotel	9 Nights Meals and Accommodation for J Crockford	1,530.00	356,579.55
BP 118.04	25/03/2022	Coolgardie Tyre Service	Strip and Fit 2 Loader Tyres	519.70	357,099.25
BP 118.05	25/03/2022	Department of Premier and Cabinet	Advertising Local Laws, Dog, Cat and Public Places	4,132.50	361,231.75
BP 118.06	25/03/2022	E. Fire and Safety	Bi Annual Fire Equipment Servicing of All Shire Fire Equipment	1,923.90	363,155.65
BP 118.07	25/03/2022	Earth Australia Contracting Pty Ltd	3 X 45kg Gas Bottles for Hoover House	135.00	363,290.65
BP 118.08	25/03/2022	Eboni Comstive.	Supply Fairy Floss and Popcorn for Park Opening	270.00	363,560.65
BP 118.09	25/03/2022	Goldfields Toyota	Diagnose and Repair De Rating Problem with P782	165.00	363,725.65
BP 118.10	25/03/2022	Goldfields Truck Power	Filter and Parts for P438	1,188.20	364,913.85
BP 118.11	25/03/2022	Heatley's Sales Pty Ltd	Toilet Paper for Depot, Main Office and CRC	579.74	365,493.59
BP 118.12	25/03/2022	Hersey's Safety Pty Ltd	Workshop Tools and Consumables	457.60	365,951.19
BP 118.13	25/03/2022	Infocouncil Pty Ltd	Infocouncil Implementation - Balance Due on Delivery	13,268.56	379,219.75
BP 118.14	25/03/2022	Justine Crockford	Reimbursement for Pre Employment Medical	220.00	379,439.75

**Accounts for Payment - April, 2022 Batch Payments 116 - 121**

<b>Batch Ref</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by delegated Authority</b>	<i>Balance</i>
BP 118.15	25/03/2022	Kalgoorlie Case & Drill Pty Ltd	Supply 1 Vice, 1 Water Hose Reel and 1 Air Hose Reel and 1 Large Offset Vice and Various Tools and Consumables for Depot	1,646.55	381,086.30
BP 118.16	25/03/2022	Keys The Moving Solution	Collect Antique Jarrah Desk and Deliver it To Gwalia	1,239.00	382,325.30
BP 118.17	25/03/2022	Leinster Golf Club	Reimbursement of Purchase of Laptop for Leinster Community Grant 2022	1,257.99	383,583.29
BP 118.18	25/03/2022	McMahon Burnett Transport	Freight for Main Office	94.04	383,677.33
BP 118.19	25/03/2022	Michael Butterwood	Supply of Wooden Candle Holders for Resale at Information Centre	282.00	383,959.33
BP 118.20	25/03/2022	Modern Teaching Aids Pty Ltd	Supplies for Childcare Centre Activities	426.15	384,385.48
BP 118.21	25/03/2022	Mrs Whippy	Supply Ice cream for Park Opening and Travel	588.60	384,974.08
BP 118.22	25/03/2022	Multiple Trades and Maintenance	Unblock Bath Waste Line for Whitehouse Gwalia	197.18	385,171.26
BP 118.23	25/03/2022	Netlogic Information Technology	Resolve Minor Computer Issues for Staff for the Month of March, 2022	675.00	385,846.26
BP 118.24	25/03/2022	Nova Sublimation Pty Ltd	1 Epson Sublimation Printer, Accessories and Freight for Information Centre	4,768.50	390,614.76
BP 118.25	25/03/2022	Office National Kalgoorlie	Stationary for Childcare, CRC and Main Office	606.43	391,221.19
BP 118.26	25/03/2022	Outback Parks & Lodges	Accommodation for Ranger 14 and 15th March, 2022	300.00	391,521.19
BP 118.27	25/03/2022	PFD Food Services Pty Ltd	Consumables for Hoover House	282.30	391,803.49
BP 118.28	25/03/2022	Pier Street Medical	Pre Employment Medical for M Aiesi	196.00	391,999.49
BP 118.29	25/03/2022	Skippers Aviation Pty Ltd	Return Flights for Childcare Centre staff and Airfare for K Reddingius	4,240.00	396,239.49
BP 118.30	25/03/2022	Stephen Peacock Construction	Gwalia Maintenance Work to DeRubies, Function House and Miners Camp	11,715.00	407,954.49
BP 118.31	25/03/2022	Tamara Watson	Reimbursement for Fuel for Directors Meeting in Leinster and Staff Team Building Dinner at the Central Hotel	274.36	408,228.85
BP 118.32	25/03/2022	Tennant Australia	Parts for Sweeper P2256	1,060.31	409,289.16
BP 118.33	25/03/2022	Toll Transport Pty Ltd	Freight for Main Office and Pool	236.47	409,525.63
BP 118.34	25/03/2022	Tradelink Pty Ltd	Supply 3 Orbit Retic Controllers and 6 Station Outdoor Retic for Depot	717.14	410,242.77
BP 118.35	25/03/2022	Water Corporation	Water Usage Charges for Shire owned facilities from 17/01/22 - 14/03/22	28,951.56	439,194.33

**Accounts for Payment - April, 2022 Batch Payments 116 - 121**

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP 118.36	25/03/2022	Whitehouse Hotel	Financial Contribution Towards the Modification of the Old Public Toilets on LOT 300 Tower St	22,000.00	461,194.33
<b>Total - Batch Payment 118</b>				<b>112,660.46</b>	
BP 119.01	01/04/2022	AFGRI Equipment Australia Pty Ltd	Supply and Delivery of 2021 John Deere 7244N Wheel Loader Together with Options as Detailed in Tender Specifications	264,000.00	725,194.33
BP 119.02	01/04/2022	Australia's Golden Outback	Agreed Contribution to AGO Destination Marketing Campaign to Promote the Golden Quest Discovery Trail 2021-22	5,500.00	730,694.33
BP 119.03	01/04/2022	BOC Limited	Container Service Supplied to Depot Dr	132.21	730,826.54
BP 119.04	01/04/2022	Bunnings Building Supplies Pty Ltd	Supply 4/6 Wheel Barrows for Depot and Parts, Fittings and Tool Box for Grader Camp Maintenance	1,791.37	732,617.91
BP 119.05	01/04/2022	Central Hotel	Catering for Women's Group International Women's Day 2022	990.00	733,607.91
BP 119.06	01/04/2022	Coolgardie Tyre Service	Supply and Fit 2 New Solid Tyres for P2480	506.00	734,113.91
BP 119.07	01/04/2022	Evergreen Synthetic Grass	Supply 1 Roll of 40mm Gutter Grass for Bowls Club	1,750.00	735,863.91
BP 119.08	01/04/2022	Goldfields Records Storage	Purchase of Records Facility - 1/3 Contribution Along with the City of Kalgoorlie Boulder and Shire of Coolgardie	165,000.00	900,863.91
BP 119.09	01/04/2022	GTN Services	Supply 2 Batteries for P438 and 2 Truck Style Trailer Plugs for Depot	505.32	901,369.23
BP 119.10	01/04/2022	Hocking Heritage Studio	Prepare Content for Eyejack App - Final Payment	2,277.00	903,646.23
BP 119.11	01/04/2022	Horizon Power	Fees and Charges for LOT 96 Tower St 19/2/22 - 21/3/22 242868	3,854.23	907,500.46
BP 119.12	01/04/2022	Johmax Haulage Pty Ltd	Supply Grader and Water Cart Plus Accommodation and Meals and Mobilisation for Old Agnew Road	68,915.55	976,416.01
BP 119.13	01/04/2022	Juwest Pty Ltd	Replace Pump for Reticulation and Repairs to Water Leak on Large Pump at Hoover House and Install Solar Street Lights including Bag Cage	9,370.52	985,786.53
BP 119.14	01/04/2022	Landgate	Mining Schedule NO: M2022/3	158.65	985,945.18
BP 119.15	01/04/2022	Marlou Contracting Pty Ltd	Install Tanks and Bore Pumps at Tarmoola Creek for Agnew Seal to Setup of One Golf Plus Onsite	1,254.00	987,199.18
BP 119.16	01/04/2022	Miclub Services	Training and Installation for Leinster Golf Club - Leinster Community Grant	1,265.00	988,464.18
BP 119.17	01/04/2022	Moore Australia	2022 Budget Workshop for L Trevenen and G Leslie	627.00	989,091.18

**Accounts for Payment - April, 2022 Batch Payments 116 - 121**

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP 119.18	01/04/2022	Netlogic Information Technology	Resolve Minor Computer Issues for Staff for the Month of March, 2022	150.00	989,241.18
BP 119.19	01/04/2022	Penns Cartage Contractors	Freight for Oval	325.60	989,566.78
BP 119.20	01/04/2022	PFD Food Services Pty Ltd	Consumables for Hoover House	551.10	990,117.88
BP 119.21	01/04/2022	Pier Street Medical	Medical for New Employee for Depot and No Show Fee for I Culbertson	271.00	990,388.88
BP 119.22	01/04/2022	Remote Digital Imagery	Photobooth Hire for Australia Day	1,370.40	991,759.28
BP 119.23	01/04/2022	Reward Hospitality	New Deep Fryer for Hoover House	851.74	992,611.02
BP 119.24	01/04/2022	Telstra	Phone/Internet charges for J G Epis Centre for 10/3/22 - 10/4/22 and Camp Requisites for 8/3/22 - 7/4/22	4,119.49	996,730.51
BP 119.25	01/04/2022	Threat Protect	Monitoring of Rec Centre, Childcare Centre, Bowls Club, Main Office, Information Centre and ATM	968.83	997,699.34
BP 119.26	01/04/2022	Toll Transport Pty Ltd	Freight for Pool and Main Office	36.69	997,736.03
BP 119.27	01/04/2022	Water Corporation	Fees and Charges from 17/01/22 - 14/03/22 for Public Toilets	13.65	997,749.68
BP 119.28	01/04/2022	Weusandi Contractors	Supply 8 Wheel Water Cart and Supply Pump and Standpipe for	36,065.70	1,033,815.38
<b>Total - Batch Payment 119</b>				<b>572,621.05</b>	
BP 120.01	08/04/2022	AFGRI Equipment Australia Pty Ltd	Hydraulic Motor Seal for P2487, Various Filters for All Graders and Air Filters, Cab Filters and Coolant for P03	4,284.98	1,038,100.36
BP 120.02	08/04/2022	Ayla-Jade Wheeler	Refund of Unused Childcare Payments	322.90	1,038,423.26
BP 120.03	08/04/2022	Bidfood Kalgoorlie	Cleaning Products for Gwalia	298.22	1,038,721.48
BP 120.04	08/04/2022	Bunnings Building Supplies Pty Ltd	Bathroom and Building Supplies for Lot 1142 Walton (South)	373.35	1,039,094.83
BP 120.05	08/04/2022	Central Hotel	Meals and Accommodation for Childcare Staff - C Dale 18/3/22 - 25/3/22 and C Ziak 21/3/22 - 1/4/22	3,060.00	1,042,154.83
BP 120.06	08/04/2022	CyberSecure Pty Limited	Monthly Data Protection Services for Shire of Leonora April, 2022	250.80	1,042,405.63
BP 120.07	08/04/2022	Des Taylor	Supply 2 Tyres for P012	1,045.00	1,043,450.63
BP 120.08	08/04/2022	Eagle Petroleum (WA) Pty Ltd	2 Drum Pumps for Airport and Fuel Cards for March, 2022	1,200.38	1,044,651.01
BP 120.09	08/04/2022	Earthtrack Group Pty Ltd	Supply 25 Solar Ballard Lights with Rag Bolt Cages for Depot	6,792.81	1,051,443.82
BP 120.10	08/04/2022	Genwest Pty Ltd	Hire of 1 Smooth Drum Roller and 1 Multi Tyre Roller March, 2022	10,296.00	1,061,739.82
BP 120.11	08/04/2022	Goldfields Records Storage	Handling and Destruction of Records Held At GRS	129.36	1,061,869.18

**Accounts for Payment - April, 2022 Batch Payments 116 - 121**

<b>Batch Ref</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by delegated Authority</b>	<i>Balance</i>
BP 120.12	08/04/2022	GTN Services	Supply N50 Battery for Grader Camp, Supply 2 New Batteries to P202 and P012, Scheduled Service for P782 and P2451	2,594.45	1,064,463.63
BP 120.13	08/04/2022	Horizon Power	Fees and Charges for LOT 16 Tower St 25/2/22 - 25/3/22 20 994 9	603.00	1,065,066.63
BP 120.14	08/04/2022	Juwest Pty Ltd	Supply Door Frame for Lot 1142 Walton (South) and Hire of 8.5T Excavator for Cemetery Grave Digging Where Access is too Tight for Backhoe	1,504.80	1,066,571.43
BP 120.15	08/04/2022	Kiara Lord.	Reimbursement for Zoom Subscriptions for Main Office and CRC	461.78	1,067,033.21
BP 120.16	08/04/2022	Kleenheat Gas	1 House Hold Gas Bottle for Lot 137B Hoover North	154.78	1,067,187.99
BP 120.17	08/04/2022	Landgate	Online Shop March, 2022	81.60	1,067,269.59
BP 120.18	08/04/2022	Leonora Post Office	Postage for Main Office and Information Centre March, 2022	243.75	1,067,513.34
BP 120.19	08/04/2022	Luck Thai Cleaning	Cleaning of Shire Facilities 14/3/22 - 27/3/22	7,722.00	1,075,235.34
BP 120.20	08/04/2022	Marketforce	Advertising for 'The West Australian' Golden Quest Discovery Trail March, 2022	1,995.23	1,077,230.57
BP 120.21	08/04/2022	Moore Australia	Accounting Services for March, 2022 and Budget Amendments Uploaded and entered	4,642.00	1,081,872.57
BP 120.22	08/04/2022	Netlogic Information Technology	Resolve Minor Computer Issues for Staff for the Month of March, 2022	179.00	1,082,051.57
BP 120.23	08/04/2022	Nicholas Justin Gahan	Utilisation of old Headframe at Gwalia to construct and erect 8 seats and a vehicle barrier, as well as installation of metal battens and 6 small signs as required	17,338.00	1,099,389.57
BP 120.24	08/04/2022	Northern Goldfields Electrical Pty Ltd	Replace Light Switch in Workshop at Depot, Replace Faulty GPO in Memorial Park, Install New Split System Aircon to Graders Camp and Electrical Upgrades for New Kitchen, Bathroom and LED Lighting Upgrade to Whole Unit at Lot 1142 Walton (South)	4,437.40	1,103,826.97
BP 120.25	08/04/2022	Nov Portable Power	Hire of 20kva Genset on Trailer for Agnew Seal	1,945.64	1,105,772.61
BP 120.26	08/04/2022	Office National Kalgoorlie	Photocopier Maintenance March, 2022	385.00	1,106,157.61
BP 120.27	08/04/2022	Outback Parks&Lodges	Accommodation for Ranger 3/4/22	150.00	1,106,307.61
BP 120.28	08/04/2022	Penns Cartage Contractors	Freight for Depot and Bowls Club	569.25	1,106,876.86



**Accounts for Payment - April, 2022 Batch Payments 116 - 121**

Batch Ref	Date	Name	Item	Payment by delegated Authority	Balance
BP 120.29	08/04/2022	PFD Food Services Pty Ltd	Consumables for Hoover House	355.65	1,107,232.51
BP 120.30	08/04/2022	Precise Projects W.A. Pty Ltd	Supply materials for new security fence at the Airport	187,504.66	1,294,737.17
BP 120.31	08/04/2022	Prime Media Group Ltd	Promoting Leonora TV 12 Months Airtime March, 2022	1,100.00	1,295,837.17
BP 120.32	08/04/2022	Prosegur Australia Pty Ltd	Monthly Fees for ATM March, 2022	3,010.22	1,298,847.39
BP 120.33	08/04/2022	Receptive Security	Security System for Rec Centre	3,850.00	1,302,697.39
BP 120.34	08/04/2022	Reward Hospitality	Supplies for Gwalia Toilets	114.80	1,302,812.19
BP 120.35	08/04/2022	Reynolds Graphics Pty Ltd	Edit and Reprint of Northern Goldfields Travel Planner 25,000 Copies	1,320.00	1,304,132.19
BP 120.36	08/04/2022	Shire Of Leonora - Rates	Outstanding Rates for Freemasons Hall 148 Gwalia Street - 2021-22	621.88	1,304,754.07
BP 120.37	08/04/2022	Skippers Aviation Pty Ltd	Flights for Childcare Staff as required 30/3/22 - 27/4/22	2,544.00	1,307,298.07
BP 120.38	08/04/2022	Tamara Watson	Reimbursement for Easter Eggs for Childcare Centre	21.60	1,307,319.67
BP 120.39	08/04/2022	The Runner's Tribe	Interim Invoice (25%) for Golden Gift 2022 Event Management, Field Management and Event Marketing	20,625.00	1,327,944.67
BP 120.40	08/04/2022	Tutt Bryant Equipment - WA	Supply and Deliver of BW216D-5 Bomag Roller with Pad Foot Shell Kit Together with Options and Parts for P2333	211,069.76	1,539,014.43
BP 120.41	08/04/2022	Vanguard Press	Freight and Handling of Northern Goldfields Maps and Brochures for the Month of March, 2022	196.68	1,539,211.11
BP 120.42	08/04/2022	Wessie Pty Ltd	Supply Dozer for Gravel Pushing on Old Agnew Rd RRG Project	28,668.20	1,567,879.31
BP 120.43	08/04/2022	Woodbine Park Pty Ltd	Required works to partly close western end of trump street for construction of rest rooms and parking, and investigate and prepare amalgamation documentation as detailed	10,951.00	1,578,830.31
<b>Total - Batch Payment 120</b>				<b>545,014.93</b>	
BP 121.01	14/04/2022	Asphalt in a Bag	2 Pallets (100 bags) Premium Dense Mix Asphalt for Roadworks	3,575.00	1,582,405.31
BP 121.02	14/04/2022	AYA Group Pty Ltd	Northern Star Resource's Funding for Covid Vaccination Clinic	14,410.00	1,596,815.31
BP 121.03	14/04/2022	Bunnings Building Supplies Pty Ltd	Bathroom and Building Supplies for Lot 1142 Walton (South)	256.38	1,597,071.69
BP 121.04	14/04/2022	Canine Control	Ranger Services for 3rd - 6th April, 2022	4,215.24	1,601,286.93
BP 121.05	14/04/2022	Cherie Zagorianos.	Rent for Shop Space Tower Street for Nyunnga-gu Women's Group	2,600.00	1,603,886.93

**Accounts for Payment - April, 2022 Batch Payments 116 - 121**

<b>Batch Ref</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by delegated Authority</b>	<i>Balance</i>
BP 121.06	14/04/2022	City Of Kalgoorlie/Boulder	Cashless Welfare Program (Indue) Income March Quarterly Contribution to Regional Project Manager	14,152.50	1,618,039.43
BP 121.07	14/04/2022	Claire-Marie Ziak	Reimbursement for Pre Employment Medical	352.00	1,618,391.43
BP 121.08	14/04/2022	Documentary Services Pty Ltd	New Title Application for LOTs 71, 72 and 150 Tower St - Barnes Federal Theatre	797.48	1,619,188.91
BP 121.09	14/04/2022	Eagle Petroleum (WA) Pty Ltd	Supply Approx 30,000 Litres of Diesel Delivered to Shire Depot @ \$1.6486ex GST per Litre	54,414.68	1,673,603.59
BP 121.10	14/04/2022	Horizon Power	Fees and Charges for Street Lights 1/3/22 - 31/3/22	5,516.99	1,679,120.58
BP 121.11	14/04/2022	Juwest Pty Ltd	Repair Taps in Plant Room at Shire Pool	115.50	1,679,236.08
BP 121.12	14/04/2022	Leonora Drive Connectors	BP 121.12 Supply New Hydraulic Hose for P2396 and P2396, Hydraulic Hose and Fan Belt for P832 and Hydraulic Hose and Spiral Wrap for P2396	1,046.90	1,680,282.98
BP 121.13	14/04/2022	Leonora Painting Services	Painting of Leonora Information and Visitor Centre - Outside Only and Prior Maintenance and Painting to the Newly Created Leonora Museum Building (Former CRC Building)	16,192.00	1,696,474.98
BP 121.14	14/04/2022	Luck Thai Cleaning	Cleaning of all 4 Grader Camps and Cleaning of Shire Facilities 28/3/22 -	8,415.00	1,704,889.98
BP 121.15	14/04/2022	Marketforce	Advertising in Western Australian 26/2/22 - Vacancies and Tenders	1,654.89	1,706,544.87
BP 121.16	14/04/2022	Moore Australia	Registrations for Management Reporting and Financial Management Workshops May, 2022	4,840.00	1,711,384.87
BP 121.17	14/04/2022	Multiple Trades and Maintenance	Install RPZ Valve, Test and Report at Oval Irrigation Tank	536.80	1,711,921.67
BP 121.18	14/04/2022	Netlogic Information Technology	Resolve Minor Computer Issues for Staff for the Month of April, 2022	1,181.50	1,713,103.17
BP 121.19	14/04/2022	Squire Patton Boggs	Reviewing, Amending and Drafting of Lease to Horizon Power	369.60	1,713,472.77
BP 121.20	14/04/2022	State Library of WA	Freight for Library Jan to June 2022	165.86	1,713,638.63
BP 121.21	14/04/2022	Stratco (WA) Pty Ltd	Supply 2 Pallets (120 Bags) of Kwikset Concrete for Depot	960.00	1,714,598.63
BP 121.22	14/04/2022	TLC Quilts	Various Sewing Products for Nyunnga-Ku Womens Group	325.00	1,714,923.63
BP 121.23	14/04/2022	Toll Transport Pty Ltd	Freight for Information Centre	67.52	1,714,991.15
BP 121.24	14/04/2022	WA Traffic Planning	Update Traffic Management Plan for the 2022 Leonora Golden Gift	495.00	1,715,486.15

**Accounts for Payment - April, 2022 Batch Payments 116 - 121**

<b>Batch Ref</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by delegated Authority</b>	<i>Balance</i>
BP 121.25	14/04/2022	Water Corporation	Fees and Charges for Shire Stand Pipe 19/1/22 - 23/3/22	5,108.91	1,720,595.06
BP 121.26	14/04/2022	Xstra Group Pty Ltd	PABX Hosting, Provision and Support per Extension. Service Rental per Month: April, 2022	523.06	1,721,118.12
<b>Total - Batch Payment 121</b>				<b>142,287.81</b>	
<b>GRAND TOTAL</b>				<b>1,721,118.12</b>	



# Accounts for Payment - April, 2022 Cheques & Payroll Liabilities

## Shire of Leonora

### Monthly Report – List of Accounts Paid by Delegated Authority

#### Submitted to Council on the 26th April, 2022

The following list of accounts has been paid under delegation by the Chief Executive Officer, since the previous list of accounts. Cheque **25828**, and Payroll Liability payments since the previous list of accounts paid by Delegated Authority totalling **\$384,000.41**

#### CHIEF EXECUTIVE OFFICER

Cheque	Date	Name	Item	Payment by Delegated Authority	Balance
PL05042022	07/04/2022	Shire of Leonora	Payroll liabilities PPE: 4/04/2022	1,110.50	1,110.50
PL08032022	14/03/2022	Shire of Leonora	Payroll liabilities PPE: 7/3/2022	1,749.10	2,859.60
PL22032022	25/03/2022	Shire of Leonora	Payroll liabilities PPE: 21/3/2022	1,497.50	4,357.10
PPE04042022	05/04/2022	Shire of Leonora	Salaries & Wages PPE: 4/04/2022	97,601.00	101,958.10
PPE07032022	08/03/2022	Shire of Leonora	Salaries & Wages PPE: 7/03/2022	84,894.80	186,852.90
PPE07032022	09/03/2022	Shire of Leonora	Salaries & Wages PPE: 7/03/2022	772.27	187,625.17
PPE07032022	10/03/2022	Shire of Leonora	Salaries & Wages PPE: 7/03/2022	1,195.54	188,820.71
PPE21032022	22/03/2022	Shire of Leonora	Salaries & Wages PPE: 21/03/2022	90,419.33	279,240.04
PPE24032022	24/03/2022	Shire of Leonora	Termination payment 24/3/2022	1,379.77	280,619.81
PPE18042022	19/04/2022	Shire of Leonora	Salaries & Wages PPE: 18/4/2022	85,382.60	366,002.41
25828	16/03/2022	Australian Taxation Office	BAS February, 2022	17,998.00	384,000.41
GRAND TOTAL				384,000.41	

**11.0 REPORTS**

**11.3 ENVIRONMENTAL HEALTH OFFICER REPORTS**

Nil

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

**12.1 ELECTED MEMBERS**

Nil

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

**12.2 OFFICERS**

Nil

**13.0 STATE COUNCIL AGENDA**

Nil

**14.0 NEXT MEETING**

Tuesday 17th May 2022

**15.0 CLOSURE OF MEETING**