

SHIRE OF LEONORA



**MINUTES OF ORDINARY MEETING HELD
IN SHIRE CHAMBERS, LEONORA
ON TUESDAY 28TH SEPTEMBER, 2021
COMMENCING AT 9:31 AM.**

1.0 DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS / FINANCIAL/OTHER INTEREST DISCLOSURES

1.1 The President Cr PJ Craig declared the meeting open at 9:31am.

1.2 Swearing in of newly elected Members

Chief Executive Officer, Mr JG Epis called upon the successful candidates to come forward to make their Declaration of Office.

Councillors made their declarations in the following order:

Richard Murray Cotterill
Lynette Rae Dorph-Petersen
Alexis Margaret Moore
Alex Edward Taylor

The Chief Executive Officer witnessed each declaration in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005*

1.3 Visitors or members of the public in attendance

Nil

1.4 Financial Interests Disclosure

Acting Deputy Chief Executive Officer, Ms Lee-Anne Trevenen declared a financial interest in item 11.1(C) – Employment Contract DCEO as it relates to their employment contract.

2.0 DISCLAIMER NOTICE

3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

3.1 President (Chairperson)	PJ Craig
Deputy President	RA Norrie
Councillors	RM Cotterill
	AE Taylor
	AM Moore
	LR Petersen
	F Harris
Chief Executive Officer	JG Epis
Acting Deputy Chief Executive Officer	L Trevenen

3.2 Apologies
Nil

3.3 Leave of Absence (Previously approved)
Nil

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS

Moved Cr AM Moore, seconded Cr RM Cotterill that the Minutes of the Ordinary Meeting held on 17th August, 2021 be confirmed as a true and accurate record.

CARRIED (7 VOTES TO 0)

9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Shire President Cr PJ Craig made the following announcements

- Cr Neil Johnson has passed – served as a councillor from 1972 – 1974 and again in 1978 – 2011, a total of 35 years, making him the longest serving councillor for the Shire of Leonora. Advised that the Shire will be sending their condolences.
- Attended the Northern Goldfields Working Group where they proposed the Shire of Menzies take on the Golden Quest Discovery Trail. Another meeting will be held Friday and an update will be provided at the next Council Meeting
- Met with Minister McTiernan, K McGlenn and A Kent regarding:
 - Satellite Communication/Telecommunications
 - Barnes Federal Theatre grant
 - Eagerness towards State Hotel Project
 - Support for Intermodal Facility at new Location
- Attended a Zoom meeting with Rick Wilson and Matt O’Sullivan re: CPC services
- Attended Local Government Week and thought it was the best one attended so far

11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(A) POLICY MANUAL UPDATES

SUBMISSION TO: Meeting of Council
Meeting Date: 28th September, 2021

AGENDA REFERENCE: 11.1(A) SEP 21

SUBJECT: Policy C.4.5 Gwalia Collection
Policy C.4.6 Regional Leonora Collection

LOCATION / ADDRESS: Gwalia Museum Precinct and Regional Leonora Museum, Old CRC Building, Tower Street, Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: 1.40 – Delegations and Policies

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 25th August, 2021

BACKGROUND

Currently, the Shire of Leonora policy manual contains Policy C.4.5 ‘Gwalia Collection Policy’.

Policy C.4.5 ‘Gwalia Collection Policy’ 3. AIM 3.5 states;

‘be a repository for items relating to the wider Leonora area, including the town of Leonora, until such time as it is determined they should be transferred elsewhere. This collection will be called the Regional Leonora Collection to distinguish it from the Gwalia Collection.’

At the February 2021 Ordinary Council Meeting, Council approved the renovation, refurbishment and repurposing of the old Community Resource Centre (CRC) building to a museum facility for Regional Leonora Collections. This museum is to reflect the rich, diverse character of the region focusing on the history and people through the objects they have left which reflect the community’s ability to thrive in the face of isolation.

As the Regional Leonora Collection is to be managed separately to the Gwalia Collection consideration by Council to adopt individual policies for both the Gwalia Collections and the Regional Leonora Collections is sort. Each policy having its own guide for the development and management of the heritage collections where artefacts from Gwalia and regional Leonora’s past are held in safe keeping for future generations.

The Policies set the parameters for collecting activity and is in accordance with the *National Standards of Australian Museums and Galleries* and the *Australia ICOMOS Burra Charter*. They serve as a guide for the management of the collection and a source of information for clients and stakeholders.

STATUTORY ENVIRONMENT:

There is no statutory requirement to the policy manual however it is considered good practice to review the manual once per year.

Guidelines as set out in the *Heritage Act 2018* will be observed to retain the integrity of the Collections.

POLICY IMPLICATIONS

- Policy C.4.5 ‘Gwalia Collection Policy’ amended to exclude any references to the wider Leonora area, including the town of Leonora or Regional Leonora.
- Policy C.4.6 ‘Regional Leonora Collection Policy’ added as a new policy.

FINANCIAL IMPLICATIONS

There are no financial implications that have not been considered in the current budget.

STRATEGIC IMPLICATIONS

Leonora Strategic Community Plan 2017-2027 “the community expressed their pride in the history of the district and wish for it to be protected for future generations and to increase awareness of this history both to current residents and potential visitors.”

- **Economic Objective 2.2.1** “promote the district and assist to develop tourist initiatives.”
- **Economic Objective 2.2.2** “enhance and maintain local attractions and associated infrastructure.”

RECOMMENDATIONS

That the Council adopt the amended ‘C.4.5 Gwalia Collection Policy’ and the new Policy C.4.6 ‘Regional Leonora Collection Policy’ as attached.

VOTING REQUIREMENT

Simple Majority Required

COUNCIL DECISION

Moved Cr RA Norrie, seconded Cr AM Moore, that the Council adopt the amended ‘C.4.5 Gwalia Collection Policy’ and the new Policy C.4.6 ‘Regional Leonora Collection Policy’ as attached.

CARRIED (7 VOTES TO 0)

C.4.5

GWALIA COLLECTION POLICY

Policy Adopted 17th December 2012, and amended 28th September 2021

OBJECTIVE

This Collection Policy will be implemented as a guide for the development and management of Gwalia and the Shire of Leonora heritage collections.

BACKGROUND

Gwalia Museum is owned and operated by the Shire of Leonora.

This Policy sets the parameters for collecting activity and is in accordance with the *National Standards of Australian Museums and Galleries* and the *Australia ICOMOS Burra Charter*.

This Policy will serve as a guide for the management of the collection and will be a source of information for clients and stakeholders. This Collection Policy was first ratified by the former Gwalia Reference Group on 10th May 2012.

POLICY STATEMENT

1. VISION

Be a best practice museum, working in partnerships to foster an understanding of the past, to enrich lives and provide a sense of place.

2. MISSION

To conserve, explore and share the cultural heritage of Gwalia.

3. AIM

Our aim is to:

- 3.1. integrate and manage our cultural heritage collections to industry standards;
- 3.2. interpret Gwalia to engage and inform visitors about life and mining in Gwalia in the context of Western Australian and Australian history, and particularly the history of the immediate region;
- 3.3. be a repository for items directly relating to mining activities (exploration, extraction, processing, rehabilitation and management), domestic life and commercial enterprises at Gwalia since 1896, together with recognition of the people and stories behind the collection;
- 3.4. provide a research and educational resource for the public; and
- 3.5. be a repository for items relating to the wider Leonora area, including the town of Leonora, until such time as it is determined they should be transferred elsewhere. This collection will be called the Regional Leonora Collection to distinguish it from the Gwalia Collection.

4. PRINCIPAL THEMES AND STORYLINES

Key themes and storylines are necessary to provide a focussed structure for the Collection.

4.1. Principal Theme 1: Gwalia

- Storyline 1: The Mine Town
- Storyline 2: Sons of Gwalia Mine(s)
- Storyline 3: Transient nature of mining and ghost towns, with a focus on those within the Shire of Leonora.
- Storyline 4: Pioneering Women and Families
- Storyline 5: Mining

5. PURPOSE OF THE COLLECTION

The purpose of the Collection is to enable us to achieve our aims.

We will achieve this by acquiring, conserving and sharing:

- 5.1. extant buildings and structures from the Sons of Gwalia Mine and Gwalia community; and
- 5.2. items (including but not limited to documents, books, textiles, photographs, artwork, machinery, equipment and furniture) related to these buildings and structures, and the people associated with them, as well as items relating to towns, settlements and activities within the Shire of Leonora.

6. ACQUISITIONS

Acquisition is the process of obtaining legal possession of an item for the collection.

6.1. Acquisitions criteria

Proposed new acquisitions for the collection will:

- 6.1.1. have a clearly established provenance to Gwalia and will contribute to a site-specific collection (the Gwalia Collection) or have a clear connection;
- 6.1.2. be in good condition (see Section 6.2 below);
- 6.1.3. only be accepted if the donor has legal and ethical right to transfer ownership;
- 6.1.4. only be accepted without restriction.
- 6.1.5. be adequately displayed, stored and cared for;
- 6.1.6. not duplicate items already in the collection;
- 6.1.7. not endanger health and safety; and
- 6.1.8. be significant.

6.2. Physical Condition

Where possible, we will endeavour to collect items in good physical condition but damaged or incomplete items may be accepted provided that the:

- 6.2.1. item is only held until such time as a like or suitable replacement is acquired;
- 6.2.2. item can be used to provide spare parts for the restoration or repair of similar items;
- 6.2.3. item can be used safely for educational or public outreach activities;
- 6.2.4. item is of significance; and
- 6.2.5. cost of conservation and care is not prohibitive. In cases where extensive conservation is required the donor may be asked to fund its conservation prior to transfer of ownership.

6.3. Accepting Items for Consideration

The Shire of Leonora may acquire items by way of donation, bequest, transfer or purchase.

The decision whether to accept an item is made by the Chief Executive Officer.

If approached by a potential donor (phone, email, in person) staff and volunteers must redirect the enquiry to the Curator.

The Curator has authorisation to accept items for consideration with reference to the criteria above.

In the absence of the curator and if approached by a potential donor on site with the item in hand, staff and volunteers can determine whether to accept the item for consideration (referring to above criteria) and complete the official receipt.

An official receipt in triplicate will be completed on acceptance for every item to be considered for acquisition:

1. one copy is given to the prospective donor;
2. one copy stays with the item. This copy stays with the item until the acquisitions process is completed; and
3. one copy remains in the receipt book.

Suitable documentation is to be kept for transfers and purchases.

6.4. Considering Items for Acquisitions

The Curator will prepare an acquisition proposal for each item to be considered by the Chief Executive Officer. The Chief Executive Officer will make a recommendation to Council as to whether or not to accept the item.

6.5. Acceptance of Items

A duplicate donation form will be completed for each item acquired through donations and bequests, detailing contact details of the donor, provenance and significance. The form will be signed by the donor and Curator:

1. the original goes on file; and
2. one copy is given to the donor, along with a letter of appreciation.

6.6. Accession Register

An Accession Register will be kept recording the date, description of the item, accession number, method of acquisition and contact details of donor.

6.7. Catalogue of Items

A cataloguing worksheet will be completed for each item (some fields may not be relevant).

This information is then entered into the electronic collections management database (MOSAiC).

6.8. Object Files

An Object File will be kept documenting all research and transactions for each item.

6.9. Decline of Offer

Where an offer is declined, a letter is to be sent formally notifying the prospective donor that the item does not meet the aims and collecting criteria and setting out the reasons.

If in possession of the Shire of Leonora, the item will be returned to the donor by a secure method.

7. LOANS

Short term loans can be entered into in order to further the aims of this policy. Items will not be accepted on permanent or long-term loans.

The Curator will prepare a Loan Request form for all inward and outward loans to be considered by the Chief Executive Officer. A recommendation from the Chief Executive Officer will be made whether to accept the loan or not.

It is the responsibility of the Curator to ensure that all inward and outward loans are managed according to industry standards. One copy of each document (agreement, report etc) is given to the lender and borrower. The Shire's copy is placed in the relevant Loans File (Inward or Outward) and a duplicate copy of each document is placed in the Object File.

7.1. Inward Loans

Inward loans will be accepted for exhibition purposes and for a period not exceeding three months with the possibility of a loan extension should it be required.

It is the responsibility of the Curator to manage the items on loan, overseeing the care of the item and to ensure that necessary documentation is completed.

7.2. Outward Loans

Outward loans will only be made to collecting organisations (museums, galleries, archives, historical societies and other keeping places). Other organisations may be considered on a case by case basis.

Loans will not be made to individuals.

Outward loans will be made for exhibition purposes and for a period not exceeding three months with the possibility of a loan extension should it be requested.

7.3. Loan Agreements

The lender and borrower will enter a Loan Agreement. The Agreement is to be completed prior to the transfer of items and is to be signed by both parties.

Loan agreements will be limited to three months and will stipulate transport, storage, maintenance, insurance and exhibition conditions. The date of commencement of the loan and the date of return will be clearly stated on the form.

The loan agreement will stipulate that the borrower will notify the Curator of any damage and will not have the item repaired without consent.

7.4. Condition Reports

For each item loaned or borrowed, a Condition Report will be completed in duplicate at various stages of the loan process:

1. by the lender prior to despatch of item;
2. by the borrower on receipt of item;
3. by borrower prior to return of item; and
4. by lender on return of item.

8. ACCESS TO THE COLLECTION

8.1. Telephone, Email, Fax and Web Enquiries

All enquiries will be:

1. acknowledged and referred to the Curator;
2. responded to in reasonable timeframe; and
3. entered into an Enquiries Register.

8.2. Physical Access

Access to the collection is to be made by prior arrangement. It is preferable for visits to be arranged when the Curator is on site.

Searching aids will be made available to the researcher who can then request specific items for viewing. Staff will retrieve the items which the researcher may use under supervision.

Researchers are required to complete a User Registration Form prior to being granted access to items.

8.3. Requests for Copies of Material

Researchers may request copies of material by completing a Materials Request Form.

Requests will be determined by the Curator, taking into account such issues as copyright, ethics and condition.

A fee will be charged for the provision of copies of material.

9. CONSERVATION

Conservation applies to all items in the collection. Preventative conservation for buildings can be described as maintenance.

9.1. Preventative Conservation

Preventative conservation will be carried out according to industry standards with regards to:

1. management of exhibition and storage environments;
2. cleaning and handling of items; and
3. maintenance work to buildings, structures and large machinery.

The Curator is to ensure that staff and volunteers are adequately trained in preventative conservation methods and have the necessary resources to carry out the work.

9.2. **Interventive Conservation**

Interventive conservation work will only be done by trained professionals in line with conservation principles and standards.

Statutory approvals will be sought prior to the commencement of work.

10. **DISPOSAL AND DE-ACCESSIONING**

Effective collection management requires the ability to dispose of items which are unable to be used now or in the future. This process is potentially controversial and must be carefully managed if it is not to create unwelcome publicity and deter donors and supporters.

Decisions to dispose of items will be made by the Shire of Leonora, taking into account the advice and recommendations of the Curator.

Items can only be disposed of in the following ways:

1. return to the owner or their successors (preferred method);
2. transfer to another collecting organisation or charity;
3. use for educational activities; or
4. destruction of the object will only be considered as a last resort.

10.1. **Disposal Criteria**

An item can be disposed of and de-accessioned if it meets the following criteria:

- 10.1.1. it does not meet the mission and aims of this policy;
- 10.1.2. it is damaged or deteriorated beyond repair;
- 10.1.3. the cost of conservation would be far in excess of the value of the item for display or research;
- 10.1.4. it has been stolen with no possibility of return;
- 10.1.5. the item is so lacking in provenance and documentation that it is of no value for display or use;
- 10.1.6. it can be replaced by a duplicate or better quality item;
- 10.1.7. it cannot be stored or cared for properly; and
- 10.1.8. the collection includes a large number of identical or very similar items, far in excess of possible future requirements.

10.2. **De-Accessioning Procedures**

- 10.2.1. the Curator will prepare a De-Accessioning Proposal for consideration by Chief Executive Officer. The Chief Executive Officer will then make a recommendation to Council for decision.

- 10.2.2. a De-Accessioning File will be kept, containing the De-Accessioning Proposal and a photograph of the item. A copy of the relevant minutes of both the Reference Group and Council decision will also be placed on the file.
- 10.2.3. electronic records of the item are not to be deleted but instead marked 'De-accessioned'.
- 10.2.4. a copy of the relevant documentation will be placed in the Object File and the Cataloguing Sheet marked 'De-Accessioned'.
- 10.2.5. a note is also to be made in the Accession Register that the item has been de-accessioned (usually a line through the entry with date and reason).
- 10.2.6. if the Council determines not to dispose of the item, a copy of the De-Accessioning Proposal and relevant minutes will be kept in the Object File for information.

11. WINDING UP OF OPERATIONS

In the event of the Shire of Leonora determining that it can no longer be responsible for management of the collection and after due consideration by Council, the collection shall be distributed:

1. to an incorporated association or statutory body having compatible aims to this policy; or
2. for charitable or benevolent purposes.

Under no circumstances shall any part of the collection be sold to individuals or profit-making ventures.

12. DISASTER PREPAREDNESS

A Disaster Plan will be prepared and adopted by the Shire of Leonora.

The Disaster Plan will direct the recovery and salvage of the collection in the event of a disaster.

The Disaster Plan will be updated every two years.

13. COLLECTION AND POLICY REVIEW

- 13.1. This Collection Policy will be circulated to staff and volunteers and made available to members of the public and potential donors.
- 13.2. This Collection Policy will be revised and updated annually.

C.4.6 REGIONAL LEONORA COLLECTION POLICY

Policy Adopted 28th September 2021

OBJECTIVE

This Collection Policy will be implemented as a guide for the development and management of the Leonora Museum and the Shire of Leonora heritage collections.

BACKGROUND

Leonora Museum is owned and operated by the Shire of Leonora.

This Policy sets the parameters for collecting activity and is in accordance with the *National Standards of Australian Museums and Galleries* and the *Australia ICOMOS Burra Charter*.

This Policy will serve as a guide for the management of the collection and will be a source of information for clients and stakeholders.

POLICY STATEMENT

1. VISION

Be a best practice museum, working in partnerships to foster an understanding of the past, to enrich lives and provide a sense of place.

2. MISSION

To conserve, explore and share the cultural heritage of Leonora.

3. AIM

Our aim is to:

- 3.1. integrate and manage our cultural heritage collections to industry standards;
- 3.2. interpret Leonora to engage and inform visitors about life in Leonora in the context of Western Australian and Australian history, and particularly the history of the immediate region;
- 3.3. be a repository for items directly relating to Indigenous people's lives and their stories, pastoral activities and management, towns and settlements including domestic life and commercial enterprises at Leonora since 1896, together with recognition of the people and stories behind the collection;
- 3.4. provide a research and educational resource for the public; and
- 3.5. be a repository for items relating to the wider Leonora area, including the town of Leonora, until such time as it is determined they should be transferred elsewhere. This collection will be called the Regional Leonora Collection to distinguish it from the Gwalia Collection.

4. PRINCIPAL THEMES AND STORYLINES

Key themes and storylines are necessary to provide a focussed structure for the Collection.

4.1. Principal Theme: Regional Leonora

- Storyline 1: Indigenous

- Storyline 2: Pastoral
- Storyline 3: Towns and settlements

5. PURPOSE OF THE COLLECTION

The purpose of the Collection is to enable us to achieve our aims.

We will achieve this by acquiring, conserving and sharing:

- 5.1. extant buildings and structures known as the Leonora Information Centre and Library and the Leonora Museum; and
- 5.2. items (including but not limited to artwork, books, documents, equipment, furniture machinery, photographs and textiles) related to the people associated with Leonora, the buildings and structures, as well as items relating to towns, settlements and activities within the Shire of Leonora.

6. ACQUISITIONS

Acquisition is the process of obtaining legal possession of an item for the collection.

6.1. Acquisitions criteria

Proposed new acquisitions for the collection will:

- 6.1.1. have a clearly established provenance to Leonora and will contribute to a site-specific collection (the Regional Leonora Collection) or have a clear connection with Regional Leonora;
- 6.1.2. be in good condition (see Section 6.2 below);
- 6.1.3. only be accepted if the donor has legal and ethical right to transfer ownership;
- 6.1.4. only be accepted without restriction.
- 6.1.5. be adequately displayed, stored and cared for;
- 6.1.6. not duplicate items already in the collection;
- 6.1.7. not endanger health and safety; and
- 6.1.8. be significant.

6.2. Physical Condition

Where possible, we will endeavour to collect items in good physical condition but damaged or incomplete items may be accepted provided that the:

- 6.2.1. item is only held until such time as a like or suitable replacement is acquired;
- 6.2.2. item can be used to provide spare parts for the restoration or repair of similar items;
- 6.2.3. item can be used safely for educational or public outreach activities;
- 6.2.4. item is of significance; and
- 6.2.5. cost of conservation and care is not prohibitive. In cases where extensive conservation is required the donor may be asked to fund its conservation prior to transfer of ownership.

6.3. Accepting Items for Consideration

The Shire of Leonora may acquire items by way of donation, bequest, transfer or purchase.

We will not actively seek acquisitions for the Regional Leonora Collection until such time as we have the capacity and resources to effectively manage this collection.

The decision whether to accept an item is made by the Chief Executive Officer/Curator.

If approached by a potential donor (phone, email, in person) staff and volunteers must redirect the enquiry to the Curator.

The Curator has authorisation to accept items for consideration with reference to the criteria above.

In the absence of the curator and if approached by a potential donor on site with the item in hand, staff and volunteers can determine whether to accept the item for consideration (referring to above criteria) and complete the official receipt.

An official receipt in triplicate will be completed on acceptance for every item to be considered for acquisition:

1. one copy is given to the prospective donor;
2. one copy stays with the item. This copy stays with the item until the acquisitions process is completed; and
3. one copy remains in the receipt book. One copy remains on corresponding physical and electronic file

Suitable documentation is to be kept for transfers and purchases.

6.4. Considering Items for Acquisitions

The Curator will prepare an acquisitions proposal for each item to be considered by the Chief Executive Officer and will make a recommendation to Council as to whether or not to accept the item.

6.5. Acceptance of Items

A duplicate donation form will be completed for each item acquired through donations and bequests, detailing contact details of the donor, provenance and significance. The form will be signed by the donor and Curator:

1. the original and copy of the letter of appreciation goes on physical and electronic file; and
2. one copy is given to the donor, along with a letter of appreciation.

6.6. Accession Register

An Accession Register will be kept recording the date, description of the item, accession number, method of acquisition and contact details of donor.

6.7. Catalogue of Items

A cataloguing worksheet will be completed for each item (some fields may not be relevant).

This information is then entered into the electronic collections management database (MOSAiC).

6.8. Object Files

An Object File will be kept documenting all research and transactions for each item.

6.9. Decline of Offer

Where an offer is declined, a letter is to be sent formally notifying the prospective donor that the item does not meet the aims and collecting criteria and setting out the reasons.

If in possession of the Shire of Leonora, the item will be returned to the donor by a secure method.

7. LOANS

Short term loans can be entered into in order to further the aims of this policy. Items will not be accepted on permanent or long-term loans.

The Curator will prepare a Loan Request form for all inward and outward loans to be considered by the Chief Executive Officer whether to accept the loan or not.

It is the responsibility of the Curator to ensure that all inward and outward loans are managed according to industry standards. One copy of each document (agreement, report etc) is given to the lender and borrower. The Shire's copy is placed in the relevant Loans File (Inward or Outward) and a duplicate copy of each document is placed in the Object File.

7.1. Inward Loans

Inward loans will be accepted for exhibition purposes and for a period not exceeding three months with the possibility of a loan extension should it be required.

It is the responsibility of the Curator to manage the items on loan, overseeing the care of the item and to ensure that necessary documentation is completed.

7.2. Outward Loans

Outward loans will only be made to collecting organisations (museums, galleries, archives, historical societies and other keeping places). Other organisations may be considered on a case by case basis.

Loans will not be made to individuals.

Outward loans will be made for exhibition purposes and for a period not exceeding three months with the possibility of a loan extension should it be requested.

7.3. Loan Agreements

The lender and borrower will enter a Loan Agreement. The Agreement is to be completed prior to the transfer of items and is to be signed by both parties.

Loan agreements will be limited to three months and will stipulate transport, storage, maintenance, insurance and exhibition conditions. The date of commencement of the loan and the date of return will be clearly stated on the form.

The loan agreement will stipulate that the borrower will notify the Curator of any damage and will not have the item repaired without consent.

7.4. Condition Reports

For each item loaned or borrowed, a Condition Report will be completed in duplicate at various stages of the loan process:

1. by the lender prior to despatch of item;
2. by the borrower on receipt of item;
3. by borrower prior to return of item; and
4. by lender on return of item.

8. ACCESS TO THE COLLECTION

8.1. Telephone, Email, Fax and Web Enquiries

All enquiries will be:

1. acknowledged and referred to the Curator;
2. responded to in reasonable timeframe; and
3. entered into an Enquiries Register.

8.2. Physical Access

Access to the collection is to be made by prior arrangement. It is preferable for visits to be arranged when the Curator is on site.

Searching aids will be made available to the researcher who can then request specific items for viewing. Staff will retrieve the items which the researcher may use under supervision.

Researchers are required to complete a User Registration Form prior to being granted access to items.

8.3. Requests for Copies of Material

Researchers may request copies of material by completing a Materials Request Form.

Requests will be determined by the Curator, taking into account such issues as copyright, ethics and condition.

A fee will be charged for the provision of copies of material.

9. CONSERVATION

Conservation applies to all items in the collection. Preventative conservation for buildings can be described as maintenance.

9.1. Preventative Conservation

Preventative conservation will be carried out according to industry standards with regards to:

1. management of exhibition and storage environments;
2. cleaning and handling of items; and
3. maintenance work to buildings, structures and large machinery.

The Curator is to ensure that staff and volunteers are adequately trained in preventative conservation methods and have the necessary resources to carry out the work.

9.2. Interventive Conservation

Interventive conservation work will only be done by trained professionals in line with conservation principles and standards.

Statutory approvals will be sought prior to the commencement of work.

10. DISPOSAL AND DE-ACCESSIONING

Effective collection management requires the ability to dispose of items which are unable to be used now or in the future. This process is potentially controversial and must be carefully managed if it is not to create unwelcome publicity and deter donors and supporters.

Decisions to dispose of items will be made by the Shire of Leonora, taking into account the advice and recommendations of the Curator and Chief Executive Officer.

Items can only be disposed of in the following ways:

1. return to the owner or their successors (preferred method);
2. transfer to another collecting organisation or charity;
3. use for educational activities; or
4. destruction of the object will only be considered as a last resort.

10.1. Disposal Criteria

An item can be disposed of and de-accessioned if it meets the following criteria:

- 10.1.1. it does not meet the mission and aims of this policy;
- 10.1.2. it is damaged or deteriorated beyond repair;
- 10.1.3. the cost of conservation would be far in excess of the value of the item for display or research;
- 10.1.4. it has been stolen with no possibility of return;
- 10.1.5. the item is so lacking in provenance and documentation that it is of no value for display or use;
- 10.1.6. it can be replaced by a duplicate or better quality item;
- 10.1.7. it cannot be stored or cared for properly; and
- 10.1.8. the collection includes a large number of identical or very similar items, far in excess of possible future requirements.

10.2. De-Accessioning Procedures

- 10.2.1. the Curator will prepare a De-Accessioning Proposal for consideration by the Shire of Leonora. The Chief Executive Officer will then make a recommendation to Council for decision.
- 10.2.2. a De-Accessioning File will be kept, containing the De-Accessioning Proposal and a photograph of the item. A copy of the relevant minutes of both the Chief Executive Officer and Council decision will also be placed on the file.
- 10.2.3. electronic records of the item are not to be deleted but instead marked 'De-accessioned'.
- 10.2.4. a copy of the relevant documentation will be placed in the Object File and the Cataloguing Sheet marked 'De-Accessioned'.
- 10.2.5. a note is also to be made in the Accession Register that the item has been de-accessioned (usually a line through the entry with date and reason).
- 10.2.6. if the Council determines not to dispose of the item, a copy of the De-Accessioning Proposal and relevant minutes will be kept in the Object File for information.

11. WINDING UP OF OPERATIONS

In the event of the Shire of Leonora determining that it can no longer be responsible for management of the collection and after due consideration by Council, the collection shall be distributed:

1. to an incorporated association or statutory body having compatible aims to this policy; or
2. for charitable or benevolent purposes.

Under no circumstances shall any part of the collection be sold to individuals or profit-making ventures.

12. DISASTER PREPAREDNESS

A Disaster Plan will be prepared and adopted by the Shire of Leonora.

The Disaster Plan will direct the recovery and salvage of the collection in the event of a disaster.

The Disaster Plan will be updated every two years.

13. COLLECTION AND POLICY REVIEW

- 13.1. This Collection Policy will be circulated to staff and volunteers and made available to members of the public and potential donors.
- 13.2. This Collection Policy will be revised and updated annually.

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

SUBMISSION TO: Meeting of Council
Meeting Date: 28th September, 2021

AGENDA REFERENCE: 11.1 (B) SEP 21

SUBJECT: Road Closure

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Road Closure and Dedication 7.7

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 6th September, 2021

BACKGROUND

Council at its meeting on the 20th July, 2021 resolved the following:

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

Plans attached for reference.

In order to comply with Section 58(3) of the Land Administration Act, the proposed road closure was advertised in the Kalgoorlie Miner on the 24th July, 2021 suggesting that those interested in making a submission do so within 35 days of the road closure publication date.

The following acknowledge proposed road closure but did not object to the proposal:

- Water Corporation
- Department of Mines, Industry Regulation and Safety
- Department of Planning, Lands and Heritage
- Main Roads Western Australia
- Agnew Gold Mining Company Pty Ltd

STATUTORY ENVIRONMENT

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council resolve:

- (i) to endorse the actions of the Chief Executive Officer in progressing the proposed road closure to date; and
- (ii) that the Chief Executive Officer be instructed to submit the Crown Land Enquiry Form to the Department of Planning, Lands and Heritage for their further investigation and action.

VOTING REQUIREMENT

Simple Majority

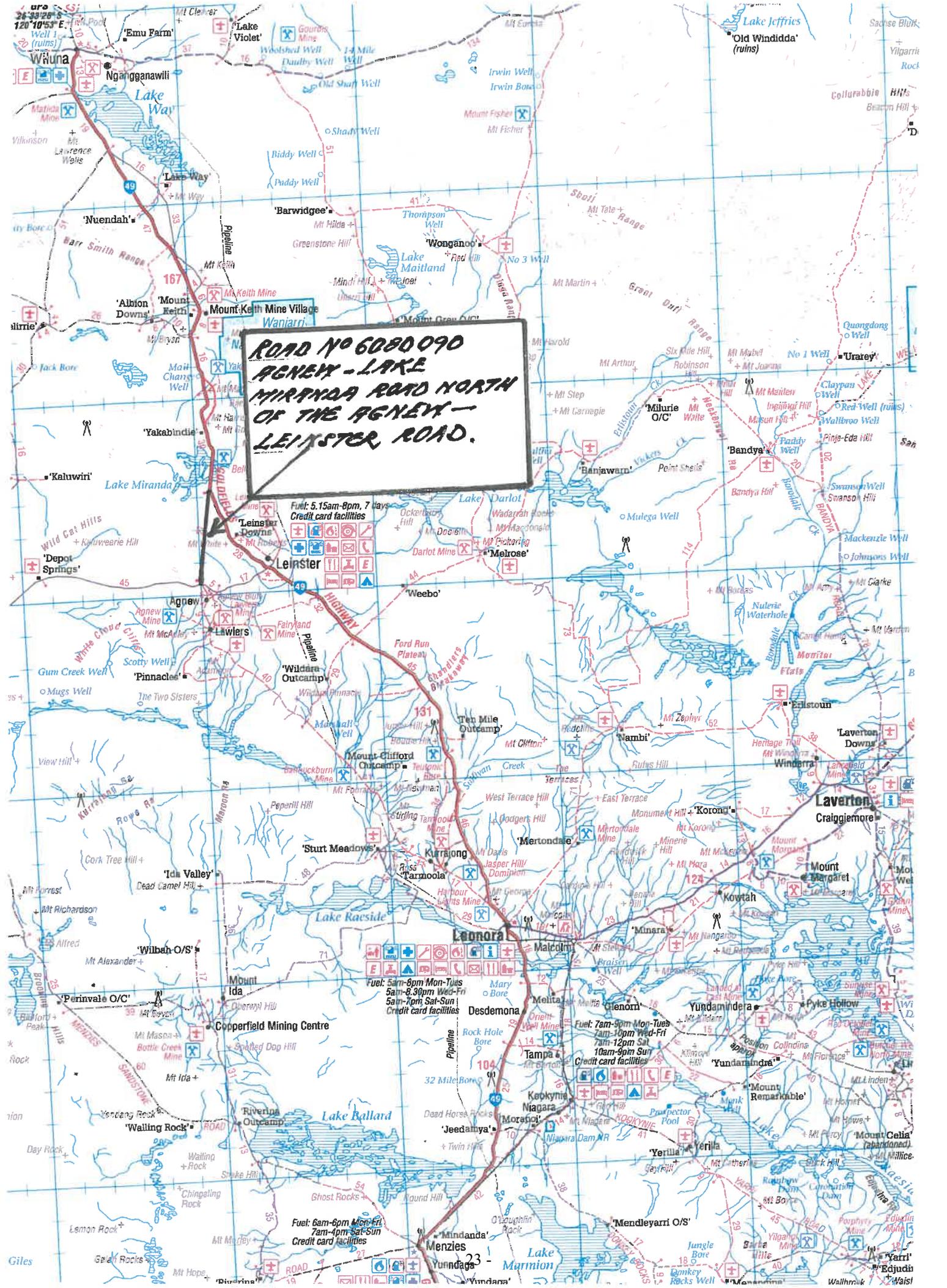
COUNCIL DECISION

Moved Cr LR Petersen, seconded Cr F Harris, that Council resolve:

- (i) to endorse the actions of the Chief Executive Officer in progressing the proposed road closure to date; and
- (ii) that the Chief Executive Officer be instructed to submit the Crown Land Enquiry Form to the Department of Planning, Lands and Heritage for their further investigation and action.

CARRIED (7 VOTES TO 0)

**ROAD NO 6080 090
AGNEW - LAKE
MIRANDA ROAD NORTH
OF THE AGNEW -
LEINSTER ROAD.**



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

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

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

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

Ms Lee-Anne Trevenen declared a financial interest in Item 11.1(C), and left the meeting at 10:38 am

11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(C) EMPLOYMENT CONTRACT – DEPUTY CHIEF EXECUTIVE OFFICER

SUBMISSION TO: Meeting of Council
Meeting Date: 28th September, 2021

AGENDA REFERENCE: 11.1 (C) SEP 21

SUBJECT: Employment Contract – Deputy Chief Executive Officer

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Not Applicable

FILE REFERENCE: Employee File

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 7th September, 2021

BACKGROUND

Following the resignation of Deputy CEO, Ms Linda Gray in July, 2021, Fitz Gerald Strategies was engaged by the Shire of Leonora to assist with recruitment of a replacement Deputy CEO, as well as to assist the CEO with assessment of the applications received. The Deputy Chief Executive Officer's vacancy was originally advertised in the West Australian on the 24th July, 2021. Applications for the vacancy closed on 20th August, 2021. In total, ten applications were received.

Fitz Gerald Strategies liaised with the CEO in the assessment and shortlist of applications, and interviews for the position. It was the opinion of the CEO and the recruitment consultant that the application submitted by Ms Lee-Anne Trevenen was the most satisfactory against the selection criteria. As a consequence, the position of Deputy Chief Executive Officer was offered to Ms Lee-Anne Trevenen.

STATUTORY ENVIRONMENT

Section 5.37(1) of the *Local Government Act 1995* states that a local government may designate employees or persons belonging to a class of employee to be senior employees.

The Shire of Leonora has three positions designated as senior employees, namely:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Works and Services Manager

Section 5.37(2) of the *Local Government Act 1995* states that the Chief Executive Officer is to inform the Council of each proposal to employ or dismiss a senior employee, and the Council may accept or reject the CEO's recommendation, but if the Council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

Section 5.39(1) of the *Local Government Act 1995* states that the employment of a person who is a CEO or a senior employee is to be governed by a written contract.

The model contract for senior employees available through Corporate Council Membership of LG Professionals WA will be utilised for the contract of employment between the Shire of Leonora and Ms Trevenen.

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. Provision for salary and other items within the remuneration package are included within the 2021/22 budget, as well as provision for consultants (i.e. recruitment agent).

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council resolve to endorse the CEO's decision to offer the Deputy Chief Executive Officer's position to Ms Lee-Anne Trevenen and that the appointment take effect 28th September, 2021.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr LR Petersen, seconded Cr RA Norrie, that Council resolve to endorse the CEO's decision to offer the Deputy Chief Executive Officer's position to Ms Lee-Anne Trevenen and that the appointment take effect 28th September, 2021.

CARRIED (7 VOTES TO 0)

Ms L Trevenen returned to the meeting at 10:44am

Cr PJ Craig adjourned the meeting at 10:46am for morning tea

The meeting resumed at 11:10am with all those previously listed in the register of attendance present.

11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(D) AMENDMENT TO PURCHASING POLICY

SUBMISSION TO: Meeting of Council
Meeting Date: 28th September, 2021

AGENDA REFERENCE: 11.1(D) SEP 21

SUBJECT: Amendment to Purchasing Policy

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 1.40 – Delegations and Policies

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 14th September, 2021

BACKGROUND

Currently, the Shire of Leonora policy manual contains a policy 'A.2.3 Purchasing Policy' which aims to deliver the best practice in the purchase of goods, services and works that align with the principles of transparency, probity and good governance.

The legislative/regulatory requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Local Government (Functions and General) Regulations 1996 and this Purchasing Policy.

In the February 2021 adopted Purchasing Policy the purchasing thresholds minimum requirements where the value of the procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) was, or was expected to be:

Purchasing Thresholds (excluding GST)	Minimum Requirements
Up to \$20,000	Direct purchase from suppliers can be arranged by delegated officers. OR Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.
\$20,001 to \$ \$50,000	Obtain at least two (2) written quotations (eg email, fax or original copy). (Deputy CEO delegated to approve). OR Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.

\$50,001 to \$249,999	<p>Obtain at least two (2) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy. (CEO delegated to approve).</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
\$250,000 and above	<p>Conduct a public tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this policy. (Full Council to approve).</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
Emergency Purchases	<p>Section 6.8 of the Local Government Act 1995 provides guidance for emergency purchases and reporting requirements.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply is to be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers are available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in the context of the emergency requirements, with due regard to best and sustainable value considerations.</p>

When trying to engage local suppliers' goods and services under the current purchasing thresholds it is difficult to source three quotes for work under \$249,999, therefore an amendment to the above purchasing thresholds is recommended. This change will help to ensure efficient and consistent purchasing processes are implemented and maintained across the organisation together with fairness and equity to all potential suppliers.

Whilst considering the regional limitations, management propose that two quotes is totally sufficient for works under the \$249,999 purchasing threshold.

Recommendations to Council for these changes within the purchasing thresholds are;

1. Direct purchase from suppliers can be arranged by delegated officers –
Increase the threshold amount of \$10,000 up to the threshold amount of \$20,000
2. Obtain at least two (2) written quotes -
Increase the threshold amount of \$20,001 and substitute with threshold amount of \$50,000
3. Obtain at least two (2) written quotes -
Increase the threshold amount of \$50,001 and substitute with threshold amount of \$249,999

As such, the attached policy has been changed to reflect the preferred purchasing thresholds for council consideration and approval.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 3.57, Local Government (Functions and General) Regulations 1996 and State Records Act 2000 have been considered in amending this policy.

POLICY IMPLICATIONS

Purchasing Policy Review.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

This policy has been assessed in relation to its implications to the strategic plan and there does not appear to be any conflicts.

RECOMMENDATIONS

That Council adopt the amended policy 'A.2.3 Purchasing Policy' as attached.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr RM Cotterill, seconded Cr RA Norrie, that Council adopt the amended policy 'A.2.3 Purchasing Policy' as attached.

CARRIED (7 VOTES TO 0)

A.2.3

PURCHASING POLICY

Policy Adopted 20th February 2007 and amended 16th December 2011, 15th April 2014, 17th February 2015, 16th February 2016, 19th February, 2019, 18th February, 2020, 18th August 2020, 16th February, 2021 and 28th September 2021

OBJECTIVE

This Policy is to deliver the best practice in the purchase of goods, services and works that align with the principles of transparency, probity and good governance. Procurement processes and practices to be complied with are defined within this Policy and the WALGA Procurement Handbook (as updated).

POLICY STATEMENT

The Shire is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy is to:

- Ensure best practice policies and procedures are followed in relation to internal purchasing for the Local Government.
- Ensure compliance with the Local Government Act 1995 (“the Act”) and the *Local Government Act (Functions and General) Regulations 1996* (“the Regulations”).
- Ensure compliance with the *State Records Act 2000* and associated records management practices and procedures of the Local Government.
- Undertake purchasing processes that ensures value for money for the Local Government by delivering the most advantageous outcome possible.
- Ensure probity and integrity, including the avoidance of bias and of perceived or actual conflicts of interest.
- Ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.
- Ensure efficient and consistent purchasing processes are implemented and maintained across the organisation

ETHICS AND INTEGRITY

- a) **Code of Conduct:** All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must always act in an honest and professional manner which supports the standing of the Shire.
- b) **Purchasing Principles:** The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:
 - full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
 - all purchasing practices shall comply with relevant legislation, regulations and requirements consistent with Council’s Policies and Code of Conduct;
 - purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
 - all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;

- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

- a) **Policy:** Value for money is an overarching principle governing purchasing which allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and disposal; and
- b) **Application:** An assessment of the best value for money outcome that contributes to the Shire achieving its strategic and operational objectives, any purchasing process should consider:
 - all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
 - the technical merits of the goods and services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.;
 - financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
 - a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
 - the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
 - purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
 - providing opportunities for businesses within the Shire boundaries to be given the opportunity to quote for providing goods and services wherever possible.

PURCHASING THRESHOLDS

- a) **Legislative/Regulatory Requirements:** The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.
- b) **Policy:** Purchasing that is **below \$250,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (such as a WALGA Preferred Supply Contract).

Purchasing that **exceeds \$250,000** in total value (excluding GST) must be put to public tender **unless** a Regulatory Tender Exemption is utilised by the Shire. Tender exemptions apply in the following instances:

- an emergency situation as defined by the *Local Government Act 1995*;

- the purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Local Government sector;
- the purchase is from a Department of Finance Common Use Arrangements (where Local government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* that apply.

c) **Purchasing Value Definition**

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

- i) The actual or expected value of a contract over the full contract period (including all options to extend);
- ii) The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased;
- iii) Exclusive of Goods and Services Tax (GST); and
- iv) Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

d) **Purchasing from Existing Contracts**

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

PURCHASING THRESHOLDS - REQUIREMENTS

Where the value of the procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

**Purchasing Thresholds Minimum Requirements
(excluding GST)**

Up to \$20,000

Direct purchase from suppliers can be arranged by delegated officers.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.

**Purchasing Thresholds
(excluding GST)**

Minimum Requirements

\$20,001 to \$ 50,000

Obtain at least two (2) written quotations (eg email, fax or original copy). (Deputy CEO and Works and Services Manager delegated to approve).

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.

\$50,001 to \$249,999

Obtain at least two (2) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy. (CEO delegated to approve).

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

\$250,000 and above

Conduct a public tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this policy. (Full Council to approve).

OR

Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

Emergency Purchases

Section 6.8 of the *Local Government Act 1995* provides guidance for emergency purchases and reporting requirements.

Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply is to be obtained from the Panel suppliers.

If however, no member of the Panel of Pre-qualified Suppliers are available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in the context of the emergency requirements, with due regard to best and sustainable value considerations.

Where considered necessary, a Local Government may consider calling public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$250,000 threshold (excluding GST). This

decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a public Tender for contracts of less than \$250,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

PURCHASING PROCEDURES

- a) **Tender or Request for Quotation through Tender Exempt Panels (\$250,000 or over in value):** For the procurement of goods, services or works where the value exceeds \$250,000, the Shire must either undertake:
- i) a public Tender process; or
 - ii) a Request for Quotation process from a tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government Requirements) or State Government Common Use Arrangements (where Local government access is permitted).

Using a Tender Exempt Panel of Prequalified Suppliers: When accessing a Tender exempt panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, the Shire must utilise a Request for Quotation process through eQuotes or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Shire does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier means that this information has already been obtained and validated.

Additionally, the Shire does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Shire are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilised by the Shire to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and Selection Criteria provided by the Shire.

eQuotes: eQuotes is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.

All WALGA Preferred Supply Contracts are available on eQuotes and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc. Local Governments can also upgrade eQuotes to include their local suppliers.

Request for Quotation Process: In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- The Request for Quotation documentation must include:
 - written specification that communicates the requirements(s) in a clear, concise and logical fashion;
 - selection criteria to be applied;
 - price schedule;
 - conditions of responding; and
 - validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection **must** be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Shire.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The Shire can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire may negotiate with the highest rated Preferred Supplier from the evaluation process. This does not rule out the other Preferred Suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Public Tender: In the event that the Shire elects to call a Public Tender:

- Before Tenders are publicly invited, the Shire must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.
- The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchases. For Tenders with a total estimated value (ex GST) of between \$25,001 and \$249,999, the Evaluation Panel must contain a minimum of two (2) members. For Tenders with a total estimated value (ex GST) of \$250,000 and above, the Evaluation Panel must contain
- in a minimum of three (3) members.

- A Tender Notice must be advertised in a State-wide publication e.g. “The West Australian” newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.
- The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.
- The Tender Notice must include:
 - a brief description of the goods or services required;
 - information as to where and how Tenders may be submitted;
 - the date and time after which Tenders cannot be submitted; and
 - a contact person to supply more detailed information if required. Detailed information must include:
 - such information as the Shire decides should be disclosed to those interested in submitting a Tender response;
 - detailed specifications of the goods or services required;
 - the criteria for deciding which Tender response should be accepted;
 - whether or not the Local Government has decided to submit a Tender response; and
 - whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.
- Tenders must not be made available (counter, mail, internet, referral or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire not to compromise its duty to be fair.
- If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.
- A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.
- No Tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the tender Deadline.
- Tenders are to be opened in the presence of the Chief Executive Officer’s delegated nominee and preferably at least one other Shire Officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present.
- The Tenderer’s offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two (2) Shire officers present at the opening of Tender responses.
- Where the Local Government has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:
 - a sufficient number of quotations are obtained;
 - the process follows the guidelines for seeking quotations (see Request for Quotation process);
 - the specification for goods and/or services remains unchanged; and
 - purchasing is arranged within six (6) months of the closing date of the lapsed Tender.
- Tender responses that have not been rejected must be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.

- If after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Shire and Tenderer have entered into a contract, a minor variation may be made by the Local Government. A minor variation may **not** alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.
- Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:
 - The name of the successful Tenderer.
 - The total value of consideration of the winning offer Excluding GST.
- The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of a Tenderer **must** be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Shire.

To comply with the requirements of Regulation 18(4) of the *Local Government (Functions and General) Regulations 1996*, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

- b) **Request for Quotation (\$25,001 to \$249,999 in value):** For the procurement of goods or services where the value exceeds \$25,001 but is less than \$249,999, it is recommended that at least three (3) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that a Local Government elects to call a Request for Quotation, the following process should be followed:

- Provide a Request for Quotation that includes as a minimum:
 - written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
 - selection criteria to be applied;
 - price schedule;
 - conditions of responding; and
 - validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.

- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and Selection Criteria provided by the Shire.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Shire.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote.

The Shire can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply contract the Shire may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

c) **Request for Quotation (under \$25,000 in value):**

Written Requests for Quotations: For the procurement of goods or services where the value is under \$25,000, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply contracts.

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.

- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

CONTRACT VARIATIONS

Pre-contract variations – above \$250,000

Pre-contract variations are permitted pursuant to regulation 20 of the *Local Government (Functions and General) Regulations 1996*. After a Tender has been publicly advertised and a preferred tenderer has been chosen, but before the Shire and tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation will not alter the nature of the goods or services, nor will it materially alter the specification provided for by the initial Tender.

In the event the chosen tenderer is unable or unwilling to enter into a contract that contains a minor variation, or if the tenderer and the Shire are unable to agree on any other variation to be included in the contract as a result of the minor variation, then that tenderer ceases to be the preferred tenderer. The Shire may then choose the tenderer who submitted the next most advantageous submission.

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

Post-contract variations – above \$250,000

Post contract variations may only occur when in accordance with legislation and authorised by the Chief Executive Officer. A report detailing any authorised post contract variations is to be prepared and reported to the next available Council meeting.

Contract or purchase variations – purchases other than tenders

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

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

RECORDS MANAGEMENT

- a) **Policy:** Records for Tender and Request for Quotation process must be retained in compliance with the *State Records Act 2000 (WA)*, associated procurement procedures and the Shire's internal Records Management Policy.
- b) **Application:** All records associated with the Tender or Request for Quotation process must be recorded and retained.

For a Tender process, this includes:

- Procurement Planning
- Advertisement inviting tenders
- Request for Tender documentation.
- Enquiry and response documentation
- Copies of tenders received
- Evaluation documentation.
- Approval documentation.
- Notification and award documentation.
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

For a Request for Quotation Process, this includes:

- Quotation documentation.
- Internal documentation.
- Approval documentation.
- Order forms and requisitions.

EXPRESSION OF INTEREST

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

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

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

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, only qualitative.

ANTI-AVOIDANCE

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of splitting the purchase value or the contract value, avoiding a particular purchasing threshold or the need

to call a public tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place the Shire in breach of Regulation 12 of the *Local Government (Functions and General) Regulations 1996*.

Where budgeted purchases of any service goods or works exceeds a purchasing threshold, justification for not including the total budgeted purchases in one purchase is required to be documented.

SOLE SOURCE OF SUPPLY

Whilst it important that the Shire of Leonora should follow a process of continuous improvement, it is also important that it be “agile and smart”. It recognises that the achievement of value for money which allows the best possible outcome for the Shire can be also reliant on the supplier having a degree of expertise that specifically relates to the work involved, and/or historical knowledge, or a degree of technology that has the functionality to provide the required service to the Shire. Therefore, the Shire wishes to be more transparent and efficient by recognising these purchase types as a **Sole Source of Supply** and their exemption from procurement policy requirements. The status of these purchase types has been approved by Council due to their expertise and knowledge of the Shire of Leonora or because of regional limitations, and are listed below:

- Telecommunications
- Legal Services
- Heritage Architecture and/or Interpretation relating to Gwalia Historic Precinct specifically
- IT Services

A sole source of supply arrangement may only be approved under delegation where the Purchasing Value is estimated to be over \$2,000.

- Purchasing requirement has been documented in a detailed specification;
- Specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- Market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced from more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a sole source of supply still genuinely exists.

Where the anticipated value exceeds \$250,000, an EOI must be completed, ensuring compliance with sections 21-24 of the *Local Government (Functions and General) regulations 1996*. The processes in line with inviting public tenders are to be adhered to.

SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

Sustainable Procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

Corporate Social Responsibility (CSR) in procurement is defined as purchasing which provides reference to organisations that can demonstrate compliance with ethical and regulatory standards and can demonstrate making a positive impact on the communities and markets in which they operate. ISO 26000 provides guidance on how Local Governments can procure goods and services in a socially responsible way.

- a) **Policy:** Local Government is committed to providing a preference to organisations that demonstrate both sustainable business practices and high levels of corporate social responsibility. Where appropriate, the Shire shall endeavour to design Requests for Quotation and Tenders to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire’s sustainability objectives.
- b) **Application:** In practical terms sustainability and corporate social responsibility in procurement means the Shire shall always endeavour to identify and purchase products and services that:
- have been determined as necessary;
 - demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling;
 - demonstrate environmental best practice in water efficiency;
 - are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;
 - can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste will be given priority;
 - demonstrate a regard for the local economy and a supply chain that supports local business development;
 - are ethically sourced from sustainable and fair-trade supply chains;
 - (with regards to motor vehicles) feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
 - (with regards to new buildings and refurbishments) use renewable energy and technologies where available.

BUY LOCAL AND REGIONAL PRICE PREFERENCE

a) **Buy Local:**

Policy: Under the State Government’s Buy Local Policy, Government Agencies and Local Governments are encouraged to maximise participation of local and small businesses in the supply of goods, services and works purchased or contracted by government agencies.

A key goal in this policy is open and fair competition to ensure that Western Australian businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works that is purchased by the Shire will lend itself to supply by local businesses.

Application: As much as practicable, Local Government purchasing must:

- ensure that buying practices, procedures and specifications do not unfairly disadvantage local businesses;
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;

- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

b) **Regional Price Preference**

Policy: Non-metropolitan Local Governments are permitted to adopt a policy which provides a regional price preference to be given to suppliers located outside the metropolitan area.

Application: Where a non-metropolitan Local Government has formally adopted a Regional Price Preference Policy, it may give a price preference to a regional Tenderer by reducing the bid price by:

- 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000;
- 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000; or
- 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if seeking Tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Shire.

The requirements for adopting a Regional Price Preference Policy are set out in Regulation 24E of the *Local Government (Functions and General) Regulations 1996*.

PURCHASING FROM WA DISABILITY ENTERPRISES

- Policy:* Pursuant to State Government policy, Local Governments are encouraged to consider the option of purchasing goods and services from registered WA Disability Enterprises. This is contingent on the provision of fair value and quality.
- Application:* Local Governments are encouraged to invite relevant WA Disability Enterprises to respond to a Request for Quotation or Tender for goods or services. Determining the purchasing process to be followed is based on the actual or expected value of each purchase by the Shire as outlined above in the Purchasing Thresholds and Processes section of this Policy. There are seven (7) Disability Enterprises registered in Western Australia.

A complete list of approved organisations is available from the following website: www.wade.org.au.

PURCHASING OFFICERS – FINANCIAL LIMITS OF AUTHORITY

The following staff members are authorised to sign purchase orders on behalf of the Shire, with limitations as indicated:

Officer:	Limit of Authority:
Works and Services Manager	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.
Deputy Chief Executive Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.

Chief Executive Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the organisation.
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PAYMENT METHODS

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

Where the Shire holds an account with a supplier, a purchase order should be issued in the first instance and the supplier's invoice must state the purchase order number. If the supplier does not accept purchase orders the following payment methods may be used in limited circumstances once a purchase order has been authorised:

- corporate credit card (the requirements of relevant Business Operating Procedure apply); or
- petty cash up to the value of \$50 (excluding GST); or
- request for payment (must provide detailed justification for why a purchase order was not completed prior to completion of works);
- reimbursements (N.B. these should be avoided as far as possible).

The use of blank purchase orders is prohibited.

PURCHASING POLICY NON-COMPLIANCE

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

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

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

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

RECORD KEEPING

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



**SHIRE OF LEONORA
RECORD OF QUOTATIONS OBTAINED FOR PURCHASE**

In accordance with the procedures contained in Council Policy A.2.3 – *Purchasing Policy*, the following quotations for goods/services have been obtained:

Goods/Services required:

Account No: _____

Quotation No	Date Received	Goods & Services Provider	Amount

PLEASE PROVIDE EXPLANATION FOR CHOOSING GOODS AND SERVICES PROVIDER eg; *Local Provider or WALGA Preferred Supplier*

SIGNATURE OF OFFICER SOURCING QUOTATIONS:

AUTHORISATION FOR PURCHASE	
PURCHASE ORDER NUMBER:	
DATE OF AUTHORISATION:	
AUTHORISING OFFICER:	
POSITION:	
SIGNATURE:	
PLEASE NOTE: <i>Upon completion, this form is to be forwarded to the Accounts Officer along with all supporting quotations and Purchase Order.</i>	

11.0 REPORTS OF OFFICERS

11.1 CHIEF EXECUTIVE OFFICER

11.1(E) WRITE OFF RATES – PASTORAL PROPERTIES

SUBMISSION TO: Meeting of Council
Meeting Date: 28th September, 2021

AGENDA REFERENCE: 11.1 (E) SEP 21

SUBJECT: Write Off Rates – Pastoral Properties

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Rates Written Off 16.11

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 15th September, 2021

BACKGROUND

The Local Government Act provides for the Council to be able to write off any amount of money which is owed to the local government. There are on occasion recommendations made to Council to write off bad debts where there is no chance at recovering the money owed, or where the cost of recovering the debt far outweighs the debt itself.

Generally these debts relate to outstanding rates and charges, and a provision of \$7,000.00 is included in the current budget in the event that bad debts are recommended for write off after all recovery options have been exhausted.

Other situations exist where ratepayers experiencing financial hardship may seek relief from Council, in the form of write off of part or all of their outstanding rates and charges owed to the local government. These requests are considered on a case by case basis, with a recommendation made to Council for consideration. Any write off of any amount of money owing to a local government must be made by an absolute majority decision of Council.

For the 2021/2022 rating period a differential rate was not imposed for properties with Unimproved Valuations (UV). The 2013/2014 rating period was the first time in a number of years that no differential rate was imposed on UV properties. Furthermore, a concession has not been applied against pastoral property rates as was the case in 2013/2014.

The reasoning behind no concession being applied is the result of advice from the Department of Local Government, Sports and Cultural Industries that the concession offered by the Shire of Leonora was unlawful, and warned against following similar action during future years. Although the Shire of Leonora sought advice from the department in advance prior to applying concessions to pastoral rates, and advised that the proposed course of action had a 'sound statutory basis', the department is now of a different opinion.

I must stress that the Shire of Leonora vehemently disagreed with the departments and engaged solicitors on behalf of Council to provide legal advice on the action taken. To date, the advice from our solicitors has been that the action taken was within the provisions of the Local Government Act.

The Shire of Leonora is aware of the financial hardships that some pastoralists may experience as a result of the lack of concession applied to pastoral rates during 2020/2021. All pastoralists were advised by way of letter dated 23rd July, 2014 that should they find themselves in this situation, the following options are available.

- Owners may object to the valuation used to calculate rates to Landgate
- Owners may apply in writing to the Chief Executive Officer, describing hardship circumstances and seeking write off of rates and service charges. These applications will be considered on a case by case

basis, and then a recommendation made to Council. It should be noted that an absolute majority of Council is required for the write off of any monies owing to it.
 The owner of Grazing Lease 3128/824 – Rene and Rosemary Reddingius have provided correspondence requesting that council consider their current financial hardships and that rate relief by means of write off be considered as a form of assistance.

Details in regard hardship include:

- The paddock is divided by a bypass road which the Shire installed which effectively divides their grazing lease and renders one paddock waterless which is an inconvenience as they need to cart water to that site;
- The paddock is fenced by the Leonora Rifle Club under a special arrangement looking to the future relocation of the present range but meanwhile they haven't been able to use it for many years as the fence is in disrepair and they have been paying rates without getting grazing value;
- Another factor which reduces the grazing value of the lease is the dust from the constant heavy haulage traffic that uses the bypass road. This dust spreads across the vegetation and renders much of the fodder plants inedible for stock;
- They are also reduced to one income as Mr Reddingius has retired from teaching.
- In addition, Mr Reddingius has provided the following information and I quote:

*“I am conducting horse riding sessions with about 12 people at present. This goes **some** way towards helping with fodder costs, also I have done some tutoring, however without funded programs such as we've had in pre-covid times, it is a struggle to keep up the feed costs in drought conditions.*

*I also conduct **farm skills programs and work for riding programs** which give many young people the opportunity to consolidate and learn many life skills. Among these are commitment, work ethic, resilience, corporation, communication skills, peer teaching skills, health consciousness and how to look after animals. Much specific learning takes place.*

*One group of **10 children** have now been engaged in these programs for **four years** and show energy and enthusiasm, responsibility and reliability. Potentially several of the teenagers may potentially, seek work careers in the **equine and animal rescue, veterinary assistance areas**. I work closely with the families concerned and there is a positive hope for the future for these young people. “*

Details of Proposed Write Off.

Assessment 7431 - Reddingius

Rates Levied	\$3,100.00
Less Proposed Write Off	\$1,550.00
	<hr/>
	\$1,550.00
Plus Emergency Service Levy	\$ 84.00
Plus Installment Option	NIL
Amount Paid	NIL
Amount Owing	<hr/>
	\$1,634.00

STATUTORY ENVIRONMENT

In accordance with Section 6.12(1)(c) of the Local Government Act 1995 which relates to the write off of any amount of money which is owed to the local government.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

A provision of \$7,000.00 is included in the current budget to write back rates that are unrecoverable due to ratepayers entering into administration or where all other avenues of debt recovery have been exhausted. Claims of hardship to be considered on an individual basis.

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council, by Absolute Majority resolve to write off municipal rates applicable to Assessment 7431 and amounting to \$1,550.00 and that the ratepayers be advised accordingly.

VOTING REQUIREMENT

Absolute Majority

COUNCIL DECISION

Moved Cr LR Petersen, seconded Cr RA Norrie, that Council, by Absolute Majority resolve to write off municipal rates applicable to Assessment 7431 and amounting to \$1,550.00 and that the ratepayers be advised accordingly.

CARRIED BY ABSOLUTE MAJORITY (7 VOTES TO 0)

11.0 REPORTS OF OFFICERS

11.2 ACTING DEPUTY CHIEF EXECUTIVE OFFICER

11.2(A) MONTHLY FINANCIAL STATEMENTS

SUBMISSION TO: Meeting of Council
Meeting Date: 28th September, 2021

AGENDA REFERENCE: 11.2 (A) SEP 21

SUBJECT: Monthly Financial Statements

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Lee-Anne Trevenen

OFFICER: Acting Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 21st September, 2021

BACKGROUND

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

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

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

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

STATUTORY ENVIRONMENT

Part 4 — Financial reports— s. 6.4

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

(1A) *In this regulation —*

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

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

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

be accepted.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr RM Cotterill, seconded Cr RA Norrie, that the Monthly Financial Statements for the month ended 31st August, 2021 consisting of:

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

be accepted

CARRIED (7 VOTES TO 0)

16 September 2021

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

COMPILATION REPORT TO THE SHIRE OF LEONORA

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

THE RESPONSIBILITY OF THE SHIRE OF LEONORA

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

OUR RESPONSIBILITY

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

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

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



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 August 2021

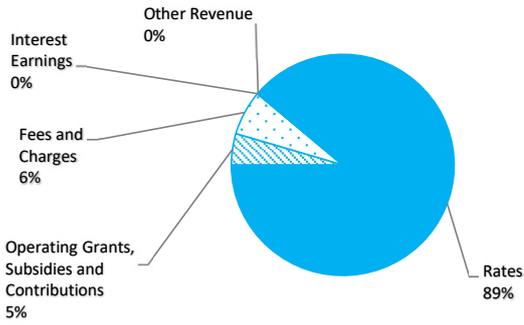
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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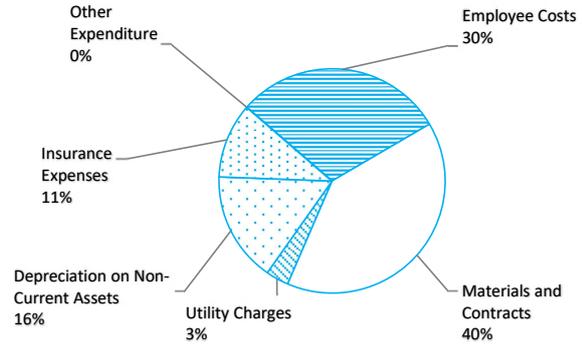
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OPERATING ACTIVITIES

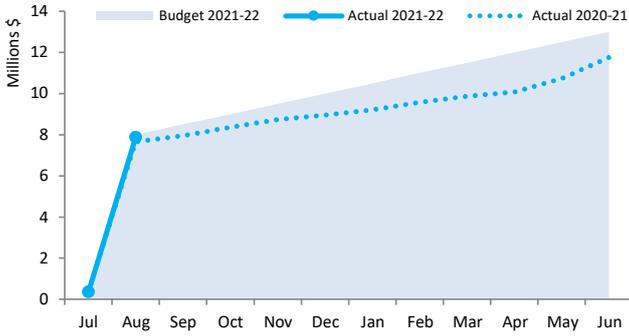
OPERATING REVENUE



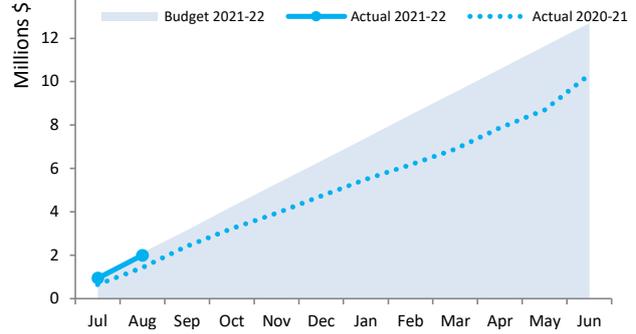
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

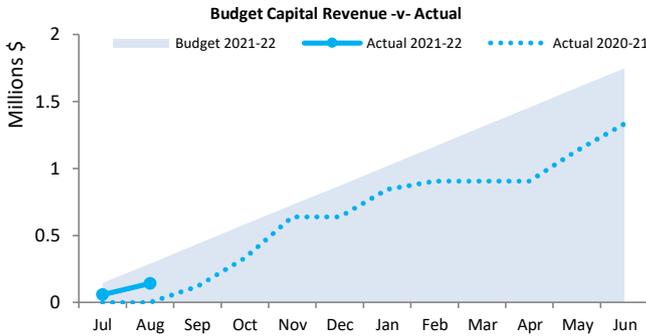


Budget Operating Expenses -v- YTD Actual

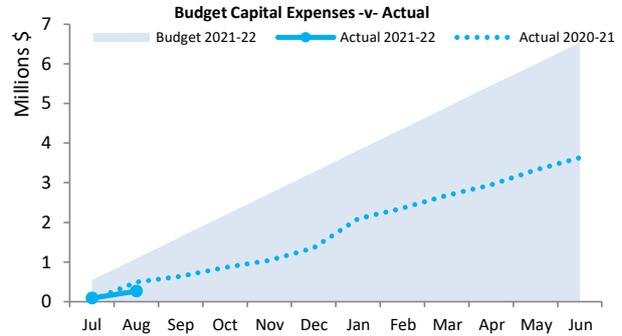


INVESTING ACTIVITIES

CAPITAL REVENUE

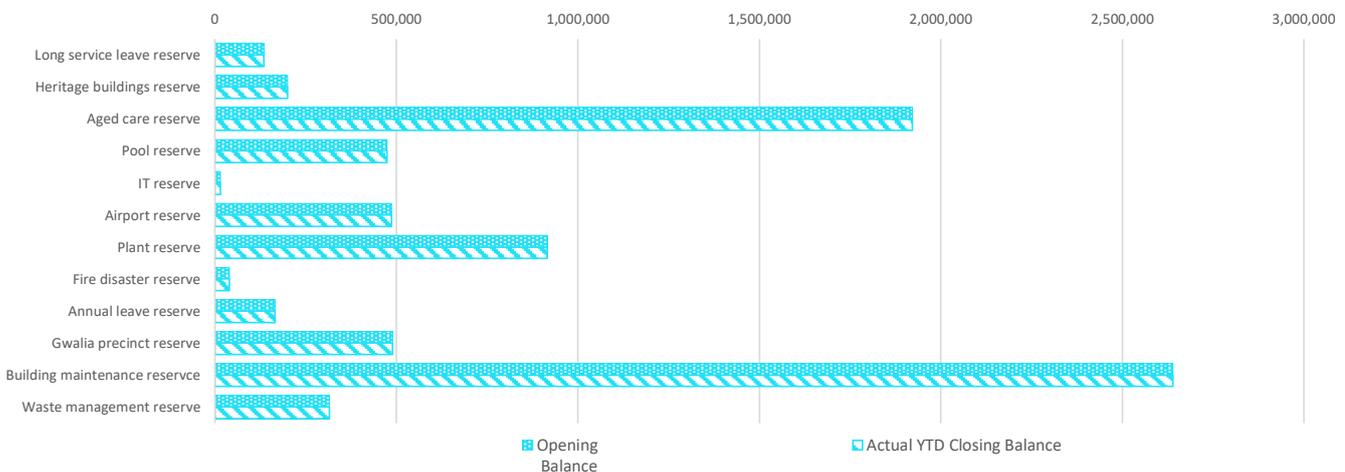


CAPITAL EXPENSES



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)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.06 M	\$1.06 M	\$1.06 M	\$0.00 M
Closing	\$0.00 M	\$6.67 M	\$7.15 M	\$0.47 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$4.80 M	38.1%
Restricted Cash	\$7.80 M	61.9%
Total	\$12.59 M	

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.04 M	
0 to 30 Days		98.6%
30 to 90 Days		1.4%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$3.31 M	53.3%
Trade Receivable	\$0.18 M	
30 to 90 Days		66.1%
Over 90 Days		18.2%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.08 M	\$6.18 M	\$6.21 M	\$0.03 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$6.99 M	
YTD Budget	\$7.00 M	(0.2%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.36 M	
YTD Budget	\$0.57 M	(36.3%)

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.52 M	
YTD Budget	\$0.34 M	50.8%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.79 M)	(\$0.57 M)	(\$0.12 M)	\$0.45 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.70 M	0.0%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.27 M	
Adopted Budget	\$6.54 M	4.1%

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.14 M	
Adopted Budget	\$1.04 M	13.6%

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted 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

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 8 - Borrowings

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

ACTIVITIES

GOVERNANCE

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

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

1. Rates.

(a) GRV (gross rental value) refers to property rates for Leonora, Leinster and Agnew town sites and operational mines and associated infrastructure.

(b) UV (Unimproved value) refers to mining properties and tenements (other than mines and other associated infrastructure) and prospecting licenses, exploration licenses and mining leases. It also refers to pastoral properties.

(c) Additional rates and rates written back refer mainly to mining rates where tenements are granted or surrendered following the adoption of the budget.

(d) Administration charge refers to the charge levied on ratepayers electing to make payment of rates on the offered instalment plan and is based on the actual cost involved in administering this process.

(e) Administration costs allocated are the costs of maintaining records, levying and collecting all rates.

2. Grants

(a) Grants Commission - a general purpose grant allocated annually by the Federal Government to all local governments. The amount is determined by various formulae devised by the Grants Commission, with a significant component being based on population.

(b) Roads Grant - An united road grant allocated by the Federal Government and again distributed by the Grants Commission utilising a pre-determined formula.

(c) Administration costs allocated to grants refers to the costs associated in the collection of Federal Government grants including provision and updating of data used in grants commission formula.

3. Interest from Investments

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

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

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

EDUCATION AND WELFARE

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

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

HOUSING

To provide and maintain staff housing.

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

COMMUNITY AMENITIES

To provide services required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

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

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,063,131	1,063,131	1,063,131	0	0.00%	
Revenue from operating activities							
Governance		1,530	252	669	417	165.48%	
General purpose funding - general rates	6	7,003,983	7,003,983	6,991,539	(12,444)	(0.18%)	
General purpose funding - other		1,314,565	217,346	143,312	(74,034)	(34.06%)	▼
Law, order and public safety		9,472	1,572	98	(1,474)	(93.77%)	
Health		36,095	6,014	6,991	977	16.25%	
Education and welfare		325,800	54,298	47,723	(6,575)	(12.11%)	
Housing		47,895	7,966	6,442	(1,524)	(19.13%)	
Community amenities		439,406	73,230	242,871	169,641	231.66%	▲
Recreation and culture		373,353	62,214	45,670	(16,544)	(26.59%)	▼
Transport		1,373,588	228,923	284,763	55,840	24.39%	▲
Economic services		1,932,513	322,068	115,757	(206,311)	(64.06%)	▼
Other property and services		144,000	23,997	4,539	(19,458)	(81.09%)	▼
		13,002,200	8,001,863	7,890,374	(111,489)		
Expenditure from operating activities							
Governance		(762,937)	(127,148)	(104,686)	22,462	17.67%	▲
General purpose funding		(449,243)	(74,874)	(96,595)	(21,721)	(29.01%)	▼
Law, order and public safety		(248,544)	(41,421)	(30,987)	10,434	25.19%	
Health		(758,136)	(126,354)	(134,108)	(7,754)	(6.14%)	
Education and welfare		(909,570)	(151,599)	(169,698)	(18,099)	(11.94%)	▼
Community amenities		(344,654)	(57,438)	(137,832)	(80,394)	(139.97%)	▼
Recreation and culture		(1,923,764)	(320,641)	(299,570)	21,071	6.57%	
Transport		(3,387,306)	(564,557)	(631,677)	(67,120)	(11.89%)	▼
Economic services		(3,908,543)	(651,433)	(408,573)	242,860	37.28%	▲
Other property and services		(5,000)	(824)	16,011	16,835	2043.08%	▲
		(12,697,697)	(2,116,289)	(1,997,715)	118,574		
Non-cash amounts excluded from operating activities	1(a)	1,775,918	295,982	316,432	20,450	6.91%	
Amount attributable to operating activities		2,080,421	6,181,556	6,209,091	27,535		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12	1,043,923	173,986	142,190	(31,796)	(18.28%)	▼
Proceeds from disposal of assets	7	703,167	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(6,540,642)	(745,272)	(266,897)	478,375	64.19%	▲
Amount attributable to investing activities		(4,793,552)	(571,286)	(124,707)	446,579		
Financing Activities							
Transfer from reserves	9	1,650,000	0	0	0	0.00%	
Transfer to reserves	9	0	0	(124)	(124)	0.00%	
Amount attributable to financing activities		1,650,000	0	(124)	(124)		
Closing funding surplus / (deficit)	1(c)	0	6,673,401	7,147,391			

KEY INFORMATION

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

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

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 AUGUST 2021

NATURE OR TYPE DESCRIPTIONS

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.

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 AUGUST 2021**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,063,131	1,063,131	1,063,131	0	0.00%	
Revenue from operating activities							
Rates	6	7,003,983	7,003,983	6,991,539	(12,444)	(0.18%)	
Operating grants, subsidies and contributions	11	3,398,242	566,364	360,995	(205,369)	(36.26%)	▼
Fees and charges		2,068,519	342,952	517,046	174,094	50.76%	▲
Interest earnings		44,000	7,336	151	(7,185)	(97.94%)	
Other revenue		487,456	81,228	20,643	(60,585)	(74.59%)	▼
		13,002,200	8,001,863	7,890,374	(111,489)		
Expenditure from operating activities							
Employee costs		(2,445,251)	(407,540)	(602,633)	(195,093)	(47.87%)	▼
Materials and contracts		(7,828,494)	(1,304,762)	(797,379)	507,383	38.89%	▲
Utility charges		(258,402)	(43,068)	(65,290)	(22,222)	(51.60%)	▼
Depreciation on non-current assets		(1,775,918)	(295,982)	(316,432)	(20,450)	(6.91%)	
Insurance expenses		(243,704)	(40,615)	(215,981)	(175,366)	(431.78%)	▼
Other expenditure		(145,928)	(24,322)	0	24,322	100.00%	▲
		(12,697,697)	(2,116,289)	(1,997,715)	118,574		
Non-cash amounts excluded from operating activities	1(a)	1,775,918	295,982	316,432	20,450	6.91%	
Amount attributable to operating activities		2,080,421	6,181,556	6,209,091	27,535		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	1,043,923	173,986	142,190	(31,796)	(18.28%)	▼
Proceeds from disposal of assets	7	703,167	0	0	0	0.00%	
Payments for property, plant and equipment	8	(6,540,642)	(745,272)	(266,897)	478,375	64.19%	▲
Amount attributable to investing activities		(4,793,552)	(571,286)	(124,707)	446,579		
Financing Activities							
Transfer from reserves	9	1,650,000	0	0	0	0.00%	
Transfer to reserves	9	0	0	(124)	(124)	0.00%	
Amount attributable to financing activities		1,650,000	0	(124)	(124)		
Closing funding surplus / (deficit)	1(c)	0	6,673,401	7,147,391			

KEY INFORMATION

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

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

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

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 15 September 2021

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Add: Depreciation on assets		1,775,918	295,982	316,432
Total non-cash items excluded from operating activities		1,775,918	295,982	316,432

(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 August 2020	Year to Date 31 August 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(7,795,731)	(5,315,933)	(7,795,855)
Add: Provisions - employee	10	298,098	228,633	298,098
Total adjustments to net current assets		(7,497,633)	(5,087,300)	(7,497,757)

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

Current assets				
Cash and cash equivalents	2	9,365,145	9,363,361	12,591,910
Rates receivables	3	100,035	4,749,843	3,311,240
Receivables	3	425,237	112,188	181,987
Other current assets	4	89,621	63,336	90,989
Less: Current liabilities				
Payables	5	(167,569)	(181,893)	(336,626)
Contract liabilities	10	(100,000)	(105,967)	(126,454)
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	10	(853,607)	0	(769,800)
Provisions	10	(298,098)	(228,633)	(298,098)
Less: Total adjustments to net current assets	1(b)	(7,497,633)	(5,087,300)	(7,497,757)
Closing funding surplus / (deficit)		1,063,131	8,684,935	7,147,391

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
		\$	\$	\$				
Cash on hand								
Municipal bank	Cash and cash equivalents	4,794,775	0	4,794,775	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	7,795,855	7,795,855	0	NAB	Variable	Nil
Total		4,796,055	7,795,855	12,591,910	0			
Comprising								
Cash and cash equivalents		4,796,055	7,795,855	12,591,910	0			
		4,796,055	7,795,855	12,591,910	0			

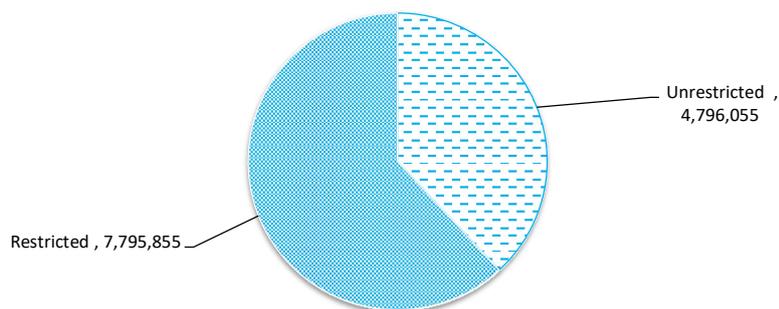
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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.

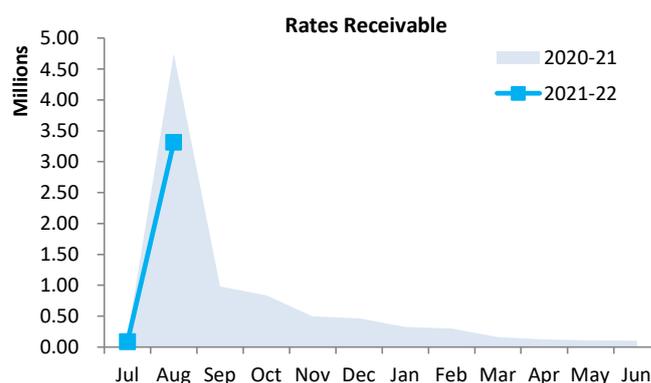
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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 Jun 2021	31 Aug 2021
	\$	\$
Opening arrears previous years	195,415	100,035
Levied this year	6,924,847	6,991,539
Less - collections to date	(7,020,227)	(3,780,334)
Equals current outstanding	100,035	3,311,240
Net rates collectable	100,035	3,311,240
% Collected	98.6%	53.3%

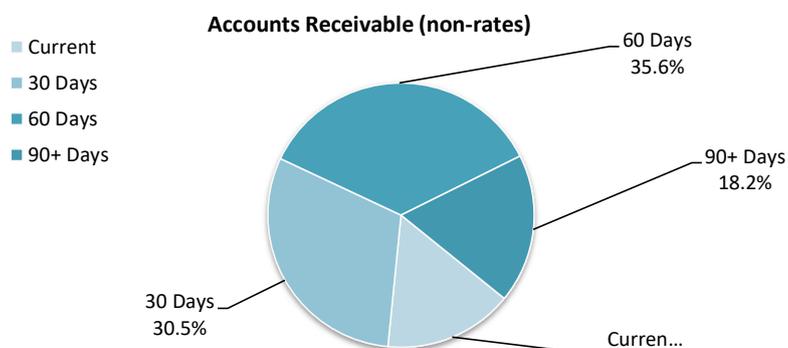


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	28,653	55,419	64,741	33,174	181,987
Percentage		15.7%	30.5%	35.6%	18.2%	
Balance per trial balance						
Sundry receivable						181,987
Total receivables general outstanding						181,987

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.



Other current assets	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 August 2021
	\$	\$	\$	\$
Inventory				
Stores on hand	89,621	36,152	(34,784)	90,989
Total other current assets	89,621	36,152	(34,784)	90,989
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.

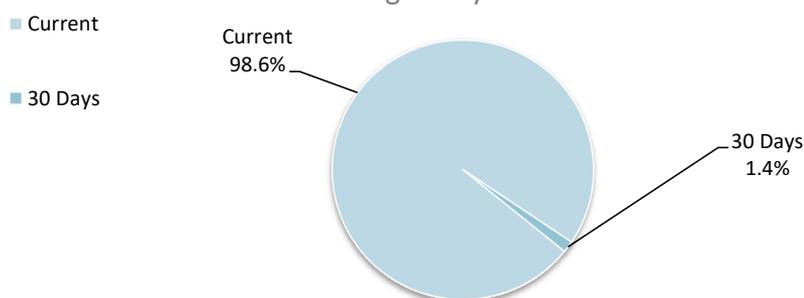
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(3,446)	45,553	665	0	0	42,772
Percentage		98.6%	1.4%	0%	0%	
Balance per trial balance						
Sundry creditors						42,772
Accrued salaries and wages						23,730
ATO liabilities						149,238
Other payables						114,037
Credit cards						6,849
Total payables general outstanding						336,626

Amounts shown above include GST (where applicable)

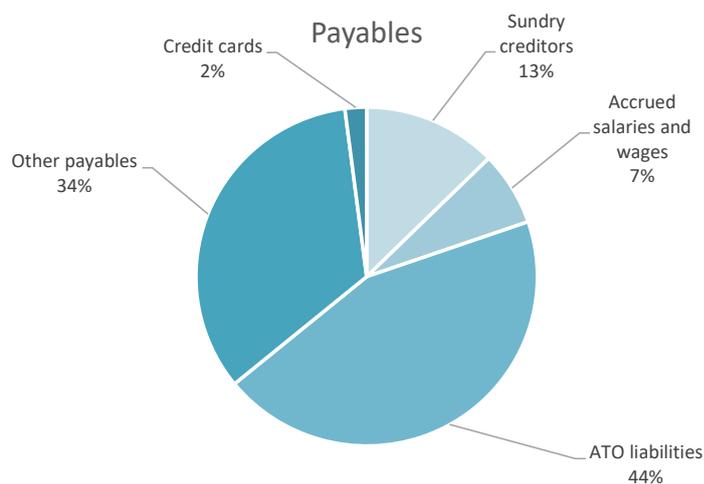
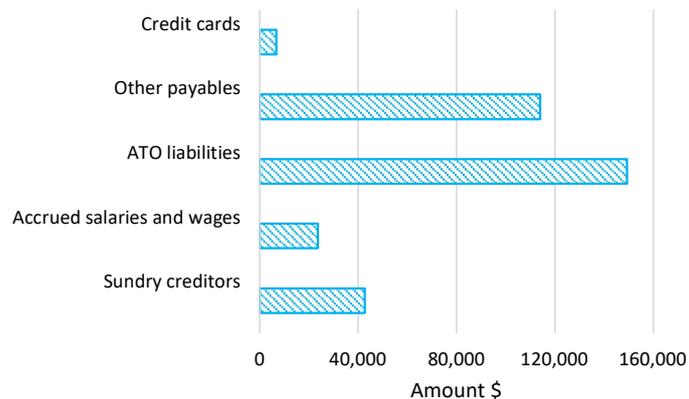
KEY INFORMATION

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



Payables



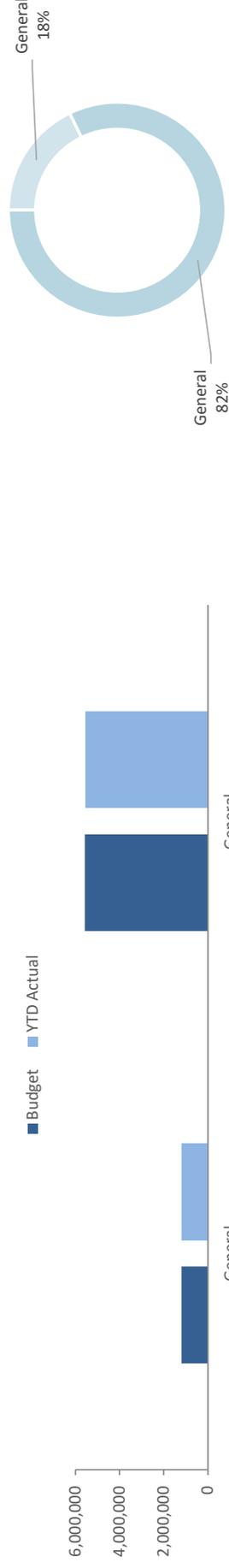
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

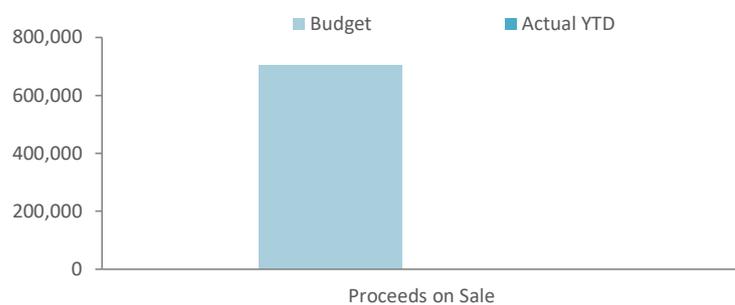
RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			YTD Actual			Total Revenue \$	
				Rate Revenue \$	Interim Rate \$	Back Rate \$	Rate Revenue \$	Interim Rates \$	Back Rates \$		
General rate revenue											
Gross rental value											
General	0.0706	587	17,030,114	1,202,326	0	(7,000)	1,195,326	1,202,326	0	0	1,202,326
Unimproved value											
General	0.1550	1,445	35,729,256	5,538,035	90,000	(50,000)	5,578,035	5,538,035	20,556	0	5,558,591
Sub-Total		2,032	52,759,370	6,740,361	90,000	(57,000)	6,773,361	6,740,361	20,556	0	6,760,917
Minimum payment											
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				6,991,539

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 Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
Transport									
	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
	Front End Loader	190,000	190,000	0	0	0	0	0	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
Other property and services									
	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
		703,167	703,167	0	0	0	0	0	0



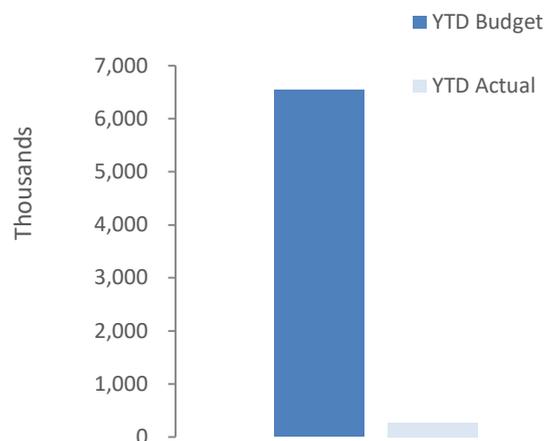
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	2,824,132	470,689	242,307	(228,382)
Plant and equipment	1,844,000	0	0	0
Infrastructure - roads	450,000	37,498	0	(37,498)
Infrastructure - other	1,422,510	237,085	24,590	(187,662)
Payments for Capital Acquisitions	6,540,642	745,272	266,897	(453,541)
Total Capital Acquisitions	6,540,642	745,272	266,897	(453,541)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,043,923	173,986	142,190	(31,796)
Other (disposals & C/Fwd)	703,167	0	0	0
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	3,143,552	571,286	124,707	(446,579)
Capital funding total	6,540,642	745,272	266,897	(478,375)

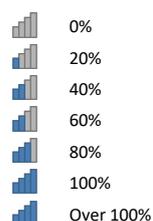
SIGNIFICANT ACCOUNTING POLICIES

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.

Account Description	Adopted		Year to Date Actual	Variance (Under)/Over
	Current Budget	Year to Date Budget		
Buildings				
CEO's House	700,000	116,667	-	(116,667)
LB20016 51 Gwalia Street - Patio	10,000	1,667	31,500	29,833
51 Gwalia Street - Carport	15,000	2,500	-	(2,500)
Container Scheme Modifications	8,000	1,333	-	(1,333)
Leonora Museum	50,000	8,333	-	(8,333)
Recreation Centre Lighting upgrade	70,000	11,667	-	(11,667)
LB30013 Public Toilet - Town	50,000	8,333	75,000	66,667
Barnes Federal Theatre	100,000	16,667	-	(16,667)
LB10002 Information Bay Toilet	115,000	19,167	35,000	15,833
Records Storage Shed - Kalgoorlie (1/4)	70,000	11,667	-	(11,667)
LB30020 Aged Care Village	1,563,132	260,522	83,807	(176,715)
LB30001 Storage Shed Gwalia	53,000	8,833	17,000	8,167
Archival Room Gwalia	20,000	3,333	-	(3,333)
Total Buildings	2,824,132	470,689	242,307	(228,382)
Plant & Equipment				
Toyota Hilux Dual Cab (Health Officer)	52,000	-	-	-
Skid Steer	65,000	-	-	-
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	-	-	-
Front End Loader	420,000	-	-	-
Reporting Officers Vehicle	62,000	-	-	-
Hoover House Coffee Machine	12,000	-	-	-
MWS Vehicle	73,000	-	-	-
Total Plant & Equipment	1,844,000	-	-	-
Roads				
Old Agnew SLK 21.00 to SLK 41.00	450,000	37,498	-	(37,498)
Total Roads	450,000	37,498	-	(37,498)
Other				
Upgrade CCTV System	45,871	7,645	-	(7,645)
Playground - Tower Street	466,585	77,764	24,590	(53,174)
Skate Park precinct	100,000	16,667	-	(16,667)
Christmas Tree	20,000	3,333	-	(3,333)
Standpipe	80,000	13,333	-	(13,333)
Fencing - Shire Common	25,000	4,167	-	(4,167)
Apron Lighting - RAUP	149,000	24,833	-	-
Airport Fencing - RADS	496,054	82,676	-	(82,676)
Malcolm Dam upgrade	40,000	6,667	-	(6,667)
Total Other	1,422,510	237,085	24,590	(187,662)
Grand Total	6,540,642	745,272	266,897	(453,541)

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	2	0	0	0	0	134,595	134,597
Heritage buildings reserve	200,000	0	3	0	0	(200,000)	0	0	200,003
Aged care reserve	1,921,085	0	33	0	0	(500,000)	0	1,421,085	1,921,118
Pool reserve	473,940	0	8	0	0	0	0	473,940	473,948
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	16	0	0	0	0	915,428	915,444
Fire disaster reserve	39,932	0	1	0	0	0	0	39,932	39,933
Annual leave reserve	165,386	0	3	0	0	0	0	165,386	165,389
Gwalia precinct reserve	488,776	0	8	0	0	0	0	488,776	488,784
Building maintenance reserve	2,639,064	0	45	0	0	(700,000)	0	1,939,064	2,639,109
Waste management reserve	316,072	0	5	0	0	0	0	316,072	316,077
	7,795,731	0	124	0	0	(1,650,000)	0	6,145,731	7,795,855

KEY INFORMATION

	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	1 July 2021				31 August 2021
	\$		\$	\$	\$
Other liabilities					
- Contract liabilities	100,000	0	79,361	(52,907)	126,454
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	853,607	0	0	(83,807)	769,800
Total other liabilities	953,607	0	79,361	(136,714)	896,254
Provisions					
Provision for annual leave	181,992	0	0	0	181,992
Provision for long service leave	116,106	0	0	0	116,106
Total Provisions	298,098	0	0	0	298,098
Total other current liabilities	1,251,705	0	79,361	(136,714)	1,194,352
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 Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue
	1 July 2021		(As revenue)	31 Aug 2021	31 Aug 2021	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Equalisation	0	0	0	0	0	610,398	101,733	57,540
Roads (Untied)	0	0	0	0	0	649,667	108,278	84,533
Law, order, public safety								
Bushfire	0	0	0	0	0	2,682	447	(152)
Education and welfare								
Sustainability Child Care	0	0	0	0	0	78,865	13,144	0
Youth Support DCP	0	18,285	(12,190)	6,095	6,095	71,935	11,989	12,190
Recreation and culture								
National Australia Day	0	0	0	0	0	20,000	3,333	0
Community Resource Centre other	0	28,422	(18,948)	9,474	9,474	132,887	22,148	18,948
Community Resource Centre Indue	0	32,654	(21,769)	10,885	10,885	0	0	21,770
BHP Vital Resources Fund	100,000	0	0	100,000	100,000	0	0	0
Transport								
Street Lights	0	0	0	0	0	4,422	737	0
MRWA Direct	0	0	0	0	0	168,432	28,072	168,431
Security Fencing - RADS	0	0	0	0	0	248,027	41,338	0
Airport Framework - RADS	0	0	0	0	0	50,000	8,333	0
Airport Apron Lighting - RAUP	0	0	0	0	0	145,957	24,326	0
Economic services								
Weed Control	0	0	0	0	0	154,140	25,690	0
Barnes Federal Theatre	100,000	0	0	100,000	100,000	880,830	146,805	0
Golden Gift Sponsorship	0	0	0	0	0	125,000	20,833	0
Golden Gift income	0	0	0	0	0	55,000	9,157	0
Other property and services								
Suspense unclassified	0	0	0	0	0	0	0	(2,265)
	200,000	79,361	(52,907)	226,454	226,454	3,398,242	566,364	360,995

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2021		(As revenue)	31 Aug 2021	31 Aug 2021			
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
COVID Phase 2	233,607	0	0	233,607	233,607	100,117	16,685	0
Recreation and culture								
Ageing in Place Project	500,000	0	(83,807)	416,193	416,193	0	0	83,807
Transport								
Roads to Recovery	0	0	0	0	0	403,598	67,266	0
COVID Infrastructure	20,000	0	0	20,000	20,000	240,208	40,035	0
Regional Road Group	0	0	0	0	0	300,000	50,000	0
Airport Lights - RAUP	0	0	0	0	0	0	0	58,383
	753,607	0	(83,807)	669,800	669,800	1,043,923	173,986	142,190

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

**NOTE 13
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 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
	\$	%				
Revenue from operating activities						
General purpose funding - other	(74,034)	(34.06%) ▼			FAGS budget funding is spread over 12 months creating a variance of \$67,938. Interest earned on term deposits is lower than expected.	
Community amenities	169,641	231.66% ▲	Refuse charges raised on rates is spread over 12 months in the budget.			
Recreation and culture	(16,544)	(26.59%) ▼			Grant income yet to be received is National Aust Day \$20,000.	
Transport	55,840	24.39% ▲	MRWA Direct Grant 2021/2022 of \$168,431 received			
Economic services	(206,311)	(64.06%) ▼			Work yet to start on Barnes Federal Theatre Grant of \$100,000 Revenue not yet recognised or received.	
Other property and services	(19,458)	(81.09%) ▼			Budget timing spread over 12 months	
Expenditure from operating activities						
Governance	22,462	17.67% ▲	Annual subscriptions fees are paid in full but the budget is spread over 12 months.			
General purpose funding	(21,721)	(29.01%) ▼			Admin Allocations spread over 12 months	
Education and welfare	(18,099)	(11.94%) ▼			Budget set bi-monthly over 12 months	
Community amenities	(80,394)	(139.97%) ▼			Corrected account code error \$45,000 and timing set bi-monthly spread over 12 months	
Transport	(67,120)	(11.89%) ▼			Line marking and annual insurance	
Economic services	242,860	37.28% ▲	Grant success not yet advised re cactus \$164,140			
Other property and services	16,835	2043.08% ▲	Budget timing and Engineering works			
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(31,796)	(18.28%) ▼			Timing - Revenue recognition-works not complete and funds not yet received	
Payments for property, plant and equipment and infrastructure	478,375	64.19% ▲	Equipment orders not yet undertaken			

11.0 REPORTS OF OFFICERS

11.2 ACTING DEPUTY CHIEF EXECUTIVE OFFICER

11.2(B) ACCOUNTS FOR PAYMENT

SUBMISSION TO: Meeting of Council
Meeting Date: 28th September, 2021

AGENDA REFERENCE: 11.2 (B) SEP 21

SUBJECT: Accounts for Payment

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Lee-Anne Trevenen

OFFICER: Acting Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 21st August, 2021

BACKGROUND

Attached statements consist of accounts paid by Delegated Authority totalling **\$1,270,181.30** since the previous council meeting consisting of:

1. Direct Bank Transactions numbered from **2020** to **2068** and totalling **\$57,898.87**;
2. Batch Payments **89, 90, 91, 92, 93 & 94** totalling **\$995,288.65**; and
3. Cheques **25810** to **25813** and Payroll Payments from **Pay Period Ending 23/08/2021**, to **07/09/2021** totalling **\$216,993.78**.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the accounts for payment, as detailed:

1. Direct Bank Transactions numbered from **2020** to **2068** and totalling **\$57,898.87**;
2. Batch Payments **89, 90, 91, 92, 93 & 94** totalling **\$995,288.65**; and
3. Cheques **25810** to **25813** and Payroll Payments from **Pay Period Ending 23/08/2021**, to **07/09/2021** totalling **\$216,993.78**.

be accepted.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr LR Petersen, seconded Cr AM Moore, that the accounts for payment, as detailed:

1. Direct Bank Transactions numbered from **2020** to **2068** and totalling **\$57,898.87**;
2. Batch Payments **89, 90, 91, 92, 93 & 94** totalling **\$995,288.65**; and
3. Cheques **25810** to **25813** and Payroll Payments from **Pay Period Ending 23/08/2021**, to **07/09/2021** totalling **\$216,993.78**.

be accepted.

CARRIED (7 VOTES TO 0)

Shire of Leonora**Monthly Report – List of Direct Bank Transactions Paid by Delegated Authority****Submitted to Council on the 28th September, 2021**

The following list of accounts relate to Direct Bank Transactions paid under delegation by the Chief Executive Officer, since the previous list of accounts. Transactions are numbered from **2020** to **2068** and totalling **\$57,898.87**


CHIEF EXECUTIVE OFFICER

Transaction	Date	Name	Item	Payment by Delegated Authority
2020	13/08/2021	Australian Super	Superannuation PPE: 09/08/2021	1,647.65
2021	13/08/2021	Aware Super	Superannuation PPE: 09/08/2021	10,430.76
2022	13/08/2021	Christian Super	Superannuation PPE: 09/08/2021	117.86
2023	13/08/2021	CBUS	Superannuation PPE: 09/08/2021	531.27
2024	13/08/2021	HESTA	Superannuation PPE: 09/08/2021	236.97
2025	13/08/2021	Host Plus	Superannuation PPE: 09/08/2021	274.44
2026	13/08/2021	ING Superannuation	Superannuation PPE: 09/08/2021	504.61
2027	13/08/2021	MLC Super Fund	Superannuation PPE: 09/08/2021	355.56
2028	13/08/2021	MTAA Superannuation Fund	Superannuation PPE: 09/08/2021	339.60
2029	13/08/2021	NGS Super	Superannuation PPE: 09/08/2021	348.16
2030	13/08/2021	Rest Super	Superannuation PPE: 09/08/2021	196.16
2031	13/08/2021	Sunsuper	Superannuation PPE: 09/08/2021	81.25
2032	16/08/2021	3E Advantage	Printing Costs for Childcare, Shire, CRC, Works & Museum, + payment of difference of Contracted Amount vs Actual Amount July, 2021 Office National Photocopier Agreements	5,057.33
2033	27/08/2021	Australian Super	Superannuation PPE: 23/08/2021	1,416.87
2034	27/08/2021	Aware Super	Superannuation PPE: 23/08/2021	9,393.98
2035	27/08/2021	Christian Super	Superannuation PPE: 23/08/2021	110.51
2036	27/08/2021	CBUS	Superannuation PPE: 23/08/2021	531.27
2037	27/08/2021	HESTA	Superannuation PPE: 23/08/2021	236.97
2038	27/08/2021	Host Plus	Superannuation PPE: 23/08/2021	468.74
2039	27/08/2021	ING Superannuation	Superannuation PPE: 23/08/2021	504.61
2040	27/08/2021	MLC Super Fund	Superannuation PPE: 23/08/2021	554.27
2041	27/08/2021	MTAA Superannuation Fund	Superannuation PPE: 23/08/2021	362.32
2042	27/08/2021	NGS Super	Superannuation PPE: 23/08/2021	384.64
2043	27/08/2021	Rest Super	Superannuation PPE: 23/08/2021	174.79
2044	27/08/2021	TWU Superannuation Fund	Superannuation PPE: 23/08/2021	428.26
2045	27/08/2021	Wealth Personal Super	Superannuation PPE: 23/08/2021	90.93
2046	30/08/2021	National Australia Bank	NAB connect fee access and usage - August, 2021	54.23
2047	31/08/2021	National Australia Bank	Account Fees - August, 2021	75.60
2048	01/09/2021	National Australia Bank	EFTPOS Merchant Fee - August, 2021 - Shire & Museum - 7381393	1,036.38
			Sub Total	\$35,945.99

Transaction	Date	Name	Item	Payment by Delegated Authority
			<i>Balance Brought Forward</i>	\$35,945.99
2049	01/09/2021	National Australia Bank	EFTPOS Merchant Fee - August, 2021 - Events - 7374513	51.23
2050	01/09/2021	National Australia Bank	EFTPOS Merchant Fee - August, 2021 - Info Centre - 7374463	28.32
2051	01/09/2021	National Australia Bank	EFTPOS Merchant Fee - August, 2021 - Airport - 7374471	24.15
2052	01/09/2021	National Australia Bank	EFTPOS Merchant Fee - August, 2021 - CRC - 7380395	21.88
2053	01/09/2021	National Australia Bank	EFTPOS Merchant Fee - August, 2021 - Rec Centre - 7379314	20.00
2054	01/09/2021	National Australia Bank	EFTPOS Merchant Fee - August, 2021 - Childcare - 7381278	20.00
2055	01/09/2021	Westnet	Email hosting - Leonora CRC - September, 2021	11.00
2056	13/09/2021	Australian Super	Superannuation PPE: 06/09/2021	1,809.54
2057	13/09/2021	Aware Super	Superannuation PPE: 06/09/2021	9,494.29
2058	13/09/2021	Christian Super	Superannuation PPE: 06/09/2021	106.83
2059	13/09/2021	CBUS	Superannuation PPE: 06/09/2021	531.27
2060	13/09/2021	HESTA	Superannuation PPE: 06/09/2021	236.97
2061	13/09/2021	Host Plus	Superannuation PPE: 06/09/2021	681.37
2062	13/09/2021	ING Superannuation	Superannuation PPE: 06/09/2021	504.61
2063	13/09/2021	MLC Super Fund	Superannuation PPE: 06/09/2021	505.25
2064	13/09/2021	MTAA Superannuation Fund	Superannuation PPE: 06/09/2021	313.00
2065	13/09/2021	NGS Super	Superannuation PPE: 06/09/2021	890.19
2066	13/09/2021	Rest Super	Superannuation PPE: 06/09/2021	133.84
2067	13/09/2021	TWU Superannuation Fund	Superannuation PPE: 06/09/2021	648.08
2068	16/09/2021	3E Advantage	Printing Costs for Childcare, Shire, CRC, Works & Museum, + payment of difference of Contracted Amount vs Actual Amount August, 2021 Office National Photocopier Agreements	5,921.06
			GRAND TOTAL	\$57,898.87

Shire of Leonora				
Monthly Report - List of Accounts Paid by Delegated Authority				
Submitted to Council on the 28th September, 2021				
<p>Batch Payments 89, 90, 91, 92, 93 & 94, totalling \$995,288.65 have been paid by delegated authority by the Chief Executive Officer and has been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing. Bank Details are reconciled against those invoices by two officers.</p>				
 CHIEF EXECUTIVE OFFICER				
Batch Reference	Date	Name	Item	Payment by delegated Authority
BP 89.01	13/08/2021	Air Liquide W.A. Ltd	Rental Fees for July, 2021	26.06
BP 89.02	13/08/2021	BGG	Partner Contribution - More than Mining FBT Reform Project	13,750.00
BP 89.03	13/08/2021	Bitz Batteries	Deep Cycle Battery for Airport	385.08
BP 89.04	13/08/2021	BOC Limited	2 Bottles of Oxy, 1 45kg LPG Gas and 1 9 kg LPG Gas	81.44
BP 89.05	13/08/2021	Dave Hadden	Consulting Administration 26/7/21 - 30/7/21	6,028.00
BP 89.06	13/08/2021	Eagle Petroleum (WA) Pty Ltd	Fuels Card for Depot	102.43
BP 89.07	13/08/2021	Heatley's Sales Pty Ltd	6 Packs of Toilet Paper for Public Toilets and Ratchet Chain Binder for Depot	467.81
BP 89.08	13/08/2021	Horizon Power	Fees and Charges for 1/7/21 - 31/7/21 for Street Lights and Decorative Street Light	5,522.03
BP 89.09	13/08/2021	Juwest Pty Ltd	Plumbing Works to Depot Office for Re-Sheeting and Asbestos Removal, Investigate Water Leak at Skatepark, Run New Poly Line and Reconnect Water Fountain and Taps	2,863.70
BP 89.10	13/08/2021	Kalgoorlie Retravisio	Microwave for Lot 144 Gwalia Street & Supply 2 X Split System Air Cons for Depot	2,194.80
BP 89.11	13/08/2021	Landgate	Mining Schedule No. M2021/7	693.05
BP 89.12	13/08/2021	Leonora Drive Connectors	Hyd Fittings for Backhoe Rockbreaker	935.00
BP 89.13	13/08/2021	Leonora Motor Inn	Accommodation for J De Melis	270.00
BP 89.14	13/08/2021	LGISWA	Insurance for the Shire of Leonora	206,824.72
BP 89.15	13/08/2021	Merwan Kassem	Reimbursement for Travel	454.20
BP 89.16	13/08/2021	Moore Australia	Accounting Services for July, 2021	4,125.00
BP 89.17	13/08/2021	Netlogic Information Technology	Replacement Cable for Outdoor Antenna Cable at Depot and Resolve Minor Computer Issues for Staff for the Month of August	717.50
BP 89.18	13/08/2021	Outback Parks&Lodges	Meals and Accommodation for T Watson Relief Childcare Staff	1,295.00
BP 89.19	13/08/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	456.25
BP 89.20	13/08/2021	Pier Street Medical	Instant Drug and Alcohol and Per Employment Medical for New Employees	196.00
			Batch Payment 89 Sub Total	\$247,388.07

Batch Reference	Date	Name	Item	Payment by Delegated Authority
			Batch Payment 89 Balance Brought Forward	\$247,388.07
BP 89.21	13/08/2021	Stephen Webster	Reimbursement for Fuel for 3 Trips to Perth 18/7/21, 25/7/21 and 9/8/21 and Reimbursement for Gwalia Supplies	1,195.39
BP 89.22	13/08/2021	Squire Patton Boggs	Reviewing and Amending Option to Lease and Drafting of Amendments to Option - Horizon Power	2,640.00
BP 89.23	13/08/2021	Stratco (WA) Pty Ltd	Fence Sheet, Screws and Rails for 51 Gwalia Street	2,674.69
BP 89.24	13/08/2021	Telstra	Fees and Charges 21/7/21 - 22/8/21	3,087.66
BP 89.25	13/08/2021	The Food Van	Light Lunch for Training and Seniors Morning Tea 27/4/21 - 3/8/21	688.00
BP 89.26	13/08/2021	Wajon Publishing Company	Supply of 20 x 'How to Enjoy Wildflowers' Books for Gwalia Museum	284.00
BP 89.27	13/08/2021	Wurth Australia Pty Ltd	Nuts, Bolts, Washers, Linch Pins and U Bolts, Consumables for Graffiti Removal and Joint Sealer for Grid Installation for Depot	653.55
BP 89.28	13/08/2021	Xstra Group Pty Ltd	PABX Hosting, Provision and Support per Extension. Service Rental per Month August, 2021	509.11
			BATCH PAYMENT 89 TOTAL	\$259,120.47
BP 90.01	20/08/2021	ATOM Supply	Supply 2 X 12V Diesel Pod Pumps, 1 Welding Helmet and 2 Packs Riggers Gloves for Depot	1,335.70
BP 90.02	20/08/2021	AYA Group Pty Ltd	Consumables for Main Office, Childcare Centre, Hoover House, Morning Tea for Robyn and Consumables for School Holiday Activities	2,191.99
BP 90.03	20/08/2021	Bunnings Building Supplies Pty Ltd	Building Materials for Lot 240 Hoover Street and Consumables for Depot	1,199.55
BP 90.04	20/08/2021	Canine Control	Ranger Service for 9th, 10th and 11th August, 2021	4,215.24
BP 90.05	20/08/2021	Community Information Support Services	Annual Membership and Support Fees	3,383.73
BP 90.06	20/08/2021	Dave Hadden	consulting/ Administration 2/8/21 - 13/8/21	10,076.00
BP 90.07	20/08/2021	Donovan Payne Architects	Part Payment Engineering and Building Consultants, Architecture and Project Manager for Aging in...	92,187.70
BP 90.08	20/08/2021	Eagle Petroleum (WA) Pty Ltd	Fuels Card for Shire Vehicles	40,905.86
BP 90.09	20/08/2021	EFFICIENT BOILERMAKING PTY LTD	Repair Broken Ear on Quickhitch for P322	3,034.28
BP 90.10	20/08/2021	Elite Gym Hire	Hire of Gym Equipment for the Month of August, 2021	1,499.74
BP 90.11	20/08/2021	European Foods	Coffee for Hoover House	315.00
BP 90.12	20/08/2021	Exteria	Shelter, Table and Chairs for Museum	20,236.70
			Batch Payment 90 Sub Total	\$180,581.49

Batch Reference	Date	Name	Item	Payment by Delegated Authority
			<i>Batch Payment 90 Balance Brought Forward</i>	\$180,581.49
BP 90.13	20/08/2021	JBLA Justine Burns Landscape Architecture	Site Visit at Skatepark for Design	3,300.00
BP 90.14	20/08/2021	John Oxley	Reimbursement for Phone Case for Work Phone	99.95
BP 90.15	20/08/2021	Kalgoorlie Case & Drill Pty Ltd	1 Battery Powered Caulking Gun and Consumables for Depot	692.64
BP 90.16	20/08/2021	Lacey Wilson.	Reimbursement for Working With Child Check	87.00
BP 90.17	20/08/2021	LG Professionals WA	Upgrade Affiliate Membership for L Trevenen to Full Membership	346.00
BP 90.18	20/08/2021	Lillyco Accessories Australia PTY LTD	Jewellery and Display for Resale at Gwalia	751.93
BP 90.19	20/08/2021	Luck Thai Cleaning	Cleaning of Shire Facilities 2/8/21 - 15/8/21	9,306.00
BP 90.20	20/08/2021	McMahon Burnett Transport	Freight for Main Office	151.00
BP 90.21	20/08/2021	Moore Australia	Continuation of EOFY Process RE OAG/Moore/Butler Due to Lack of Consensus in Regard to New Accounting Standard	3,573.89
BP 90.22	20/08/2021	Netlogic Information Technology	Resolve Minor Computer Issues for Staff for the Month of August	412.50
BP 90.23	20/08/2021	Northern Goldfields Electrical Pty Ltd	Install Power and Lighting to Shed at Oval Caretaker Residence, Repair Dryer at LOT 1260 Fitzgerald Street and Install 2 Aircons and supply and Install New LED Lighting in Depot	7,802.30
BP 90.24	20/08/2021	Office National Kalgoorlie	Hand Towels for Childcare Centre	56.65
BP 90.25	20/08/2021	Outback Family History	Annual Fee 2021 to Upkeep and Maintain Leonora Cemetery Records Online	2,200.00
BP 90.26	20/08/2021	Outback Parks&Lodges	Meals and Accommodation for T Watson, D Bennett Childcare Relief and Accommodation and Meals for Ranger 9th - 10th August 2021	2,735.01
BP 90.27	20/08/2021	Perfmet	Supply Frames and Screens for Gwalia	17,545.00
BP 90.28	20/08/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	852.95
BP 90.29	20/08/2021	Pier Street Medical	Instant Drug and Alcohol and Per Employment Medical for New Employees	392.00
BP 90.30	20/08/2021	Randstad	Relief Staff for Childcare Centre for 1 Week	4,322.88
BP 90.31	20/08/2021	Rebus Restrooms	Progress Payment for Town Centre, Public Toilet Supply and Install	82,500.00
BP 90.32	20/08/2021	Shire Of Leonora - Rates	Shire Rates 2021/22	50,484.91
BP 90.33	20/08/2021	Showfront Pty Ltd	Mannequin Display Case Plus Delivery for Gwalia Interpretation Plan	7,867.20
BP 90.34	20/08/2021	Sonal Ishak.	Relocation Allowance for Childcare Centre	2,647.00
BP 90.35	20/08/2021	Telstra	Fees and Charges for Camping Requisites 10/8/21 - 09/9/21	240.00
BP 90.36	20/08/2021	Toll Transport Pty Ltd	Freight for Depot and Pool	55.91
			Batch Payment 90 Sub Total	\$379,004.21

Batch Reference	Date	Name	Item	Payment by Delegated Authority
			Batch Payment 90 Balance Brought Forward	\$379,004.21
BP 90.37	20/08/2021	Tourism Council Western Australia	Marketing Training for A Bawden	255.00
BP 90.38	20/08/2021	Vanguard Press	Fright and Handling of Northern Goldfields Maps and Brochures for the Month of July, 2021	213.75
BP 90.39	20/08/2021	Wajon Publishing Company	10 X Wildflowers of Western Australia and Colour Guild to Spring Part 1 plus Shipping	284.00
BP 90.40	20/08/2021	Woodbine Park Pty Ltd	Malcolm Dam Road Survey	3,487.00
BP 90.41	20/08/2021	Wurth Australia Pty Ltd	Consumables for Graffiti Removal	4.46
			BATCH PAYMENT 90 TOTAL	\$383,248.42
BP 91.01	26/08/2021	Alex Baxter	Reimbursement for Meals, Parking and Car Wash - LIWA Conference	635.00
BP 91.02	26/08/2021	BOC Limited	Consumables for Depot	480.46
BP 91.03	26/08/2021	Bunnings Building Supplies Pty Ltd	Ryobi Blower and Consumables for Gwalia	424.21
BP 91.04	26/08/2021	Choices Flooring	Vinyl Planks Flooring for Lot 240 Hoover Street	250.00
BP 91.05	26/08/2021	Coolgardie Tyre Service	2 Front Backhoe Tyres	1,694.00
BP 91.06	26/08/2021	Department of Fire and Emergency Services	ESLB 1st Quarter Contribution	45,378.60
BP 91.07	26/08/2021	Eagle Petroleum (WA) Pty Ltd	1 Box of HDCE Grease, 3 X XTB Grease and 1 X Grease Gun	563.86
BP 91.08	26/08/2021	Goolarri Media Enterprises Pty Ltd	Goldfields Girls 2021 Sponsorship - Silver	3,300.00
BP 91.09	26/08/2021	GTN Services	Service for P6 and P4	595.24
BP 91.10	26/08/2021	Hersey's Safety Pty Ltd	Uniform for Childcare Centre	658.68
BP 91.11	26/08/2021	Horizon Power	Power Supplied 18/06/21 - 17/08/21 to Shire Properties	23,318.15
BP 91.12	26/08/2021	Infocouncil Pty Ltd	Infocouncil Implementation Deposit	12,447.60
BP 91.13	26/08/2021	Jennifer A Noble	Photos for Resale at Information Centre	195.00
BP 91.14	26/08/2021	Juwest Pty Ltd	Assist with Grid Installs on Glenorn - Yundamindra Road, Fix Leaking Taps - Lot 250 Queen Victoria, Additional Hoover House Taps and Unblock Toilets at Gwalia	8,414.89
BP 91.15	26/08/2021	Kalgoorlie Case & Drill Pty Ltd	Batteries, Filter Strap and Caulking Gun Attachments for Depot	1,265.95
BP 91.16	26/08/2021	Kerion Pty. Ltd.	Flights for M Brabazon and C Medina Perth to Leonora	500.00
BP 91.17	26/08/2021	Komatsu Australia Pty Ltd	Transmission Filter and Screen O Ring for Depot	113.95
BP 91.18	26/08/2021	LGISWA	Shire of Leonora – 2021 Wages Adjustment for Workers' Compensation	4,875.38
BP 91.19	26/08/2021	NAPA Auto Parts	Twin Core Battery Cable for Depot	314.60
BP 91.20	26/08/2021	Office National Kalgoorlie	Stationery for Main Office, Gwalia, Childcare, CRC and Dr	848.47
BP 91.21	26/08/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	911.95
			Batch Payment 91 Sub Total	\$107,185.99

Batch Reference	Date	Name	Item	Payment by Delegated Authority
			Batch Payment 91 Balance Brought Forward	\$107,185.99
BP 91.22	26/08/2021	Reward Hospitality	Consumables for Hoover House	300.33
BP 91.23	26/08/2021	Richel Berry.	Reimbursement for Consumables for Hoover House	277.40
BP 91.24	26/08/2021	Sigma Chemicals	Chlorine and Pool Brush for Shire Pool	431.42
BP 91.25	26/08/2021	Toll Transport Pty Ltd	Freight for Oval, Main Office and Childcare	70.07
BP 91.26	26/08/2021	WesTrac Pty Ltd	1 Turbo, Studs, Nuts and Gaskets	107.47
			BATCH PAYMENT 91 TOTAL	\$108,372.68
BP 92.01	02/09/2021	ALL ABOUT SHADE	Ziptrak Blinds for Patio for Lot 144 Gwalia Street 50% Deposit	2,550.00
BP 92.02	02/09/2021	BOC Limited	Container Service Supplied to Depot and Dr	129.71
BP 92.03	02/09/2021	Bunnings Building Supplies Pty Ltd	Building Materials for 40A Hoover Street and 3 Sprinklers for Oval Caretaker Residence	1,601.51
BP 92.04	02/09/2021	Canine Control	Ranger Services 23/8/21 25/8/21	4,215.24
BP 92.05	02/09/2021	Cloud Collections Pty Ltd	Legal Costs Recoverable	55.00
BP 92.06	02/09/2021	Coastline Mowers	Service Kit and Blades for P15	82.60
BP 92.07	02/09/2021	Creative Spaces	Progress for Design Work Undertaken for Gwalia Museum August, 2021	825.00
BP 92.08	02/09/2021	Dave Hadden	Consulting/ Administration for 23/8/21 27/8/21	6,028.00
BP 92.09	02/09/2021	David W Hill	Repair to Fence at Malcom/Raeside Cemetery	1,200.00
BP 92.10	02/09/2021	Earth Australia Contracting Pty Ltd	9kg Gas Bottles for Lot 229 Hoover Street and 1 BBQ Gas Bottle for Hoover House	135.00
BP 92.11	02/09/2021	Fitz Gerald Strategies	Aid in Recruitment for New DCEO	6,330.00
BP 92.12	02/09/2021	Goldfields Controlled Waste.	Clean and Empty Toilets at Granite Creek on Mt Ida Road	935.10
BP 92.13	02/09/2021	Goldfields Locksmiths	Supply Locks, Door Furniture Including electric Strike, Keypad and Combination Padlock for Bowls club	1,596.58
BP 92.14	02/09/2021	Home Migration Services	Sponsorship for S Ishak at Childcare Centre	3,553.50
BP 92.15	02/09/2021	Horizon Power	Power Supplied to LOT 96 Tower St 21/7/21 19/8/21 and to Main Office for 27/07/21 25/08/21 20 994 9	4,111.32
BP 92.16	02/09/2021	Institute of Public Works and Engineering	NAMS Plus Subscription 2020/2022	1,870.00
BP 92.17	02/09/2021	Kleenheat Gas	4 X 45kg Gas Bottles for Lot 229 Hoover Street	535.44
BP 92.18	02/09/2021	Leonora Motor Inn	Accommodation for P Craig and Partner	135.00
BP 92.19	02/09/2021	LG Professionals WA	Goldfields Forum for A Baxter	240.00
BP 92.20	02/09/2021	Linda Gray	Recreation Allowance	1,570.10
BP 92.21	02/09/2021	Luck Thai Cleaning	Cleaning of Shire Facilities 16/08/21 29/08/21	8,266.50
BP 92.22	02/09/2021	Minesite Recycling Pty Ltd	Use of Weighbridge for Depot	462.00
			Batch Payment 92 Sub Total	\$46,427.60

Batch Reference	Date	Name	Item	Payment by Delegated Authority
			Batch Payment 92 Balance Brought Forward	\$247,388.07
BP 92.23	02/09/2021	Modern Teaching Aids Pty Ltd	Sleeping Mats and Stationary for Childcare Centre	2,617.73
BP 92.24	02/09/2021	Moore Australia	Share of Travel Expenses for 2020/21 in relation to Group Compliance Services	2,858.10
BP 92.25	02/09/2021	Netlogic Information Technology	Resolve Minor Computer Issues for Staff for the Month of August, 2021	179.00
BP 92.26	02/09/2021	Office National Kalgoorlie	Photocopier Maintenance and Stationery for Medical Centre, Main Office, Childcare, Information Centre and Gwalia	334.96
BP 92.27	02/09/2021	Outback Parks&Lodges	Accommodation for D Bennett for 4 Nights Childcare Centre and Accommodation and Meals for Ranger 23rd 24th August 2021	2,625.01
BP 92.28	02/09/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	865.70
BP 92.29	02/09/2021	Randstad	Relief Staff for Childcare Centre 15/8/21 22/8/21	2,401.60
BP 92.30	02/09/2021	Ray Stent	Building Approvals for Lot 289 Queen Victoria and Building Approvals for Lot 240 Hoover Street	900.00
BP 92.31	02/09/2021	Reward Hospitality	Consumables for Hoover House	434.02
BP 92.32	02/09/2021	Sonal Ishak.	Reimbursement for Furnishings for 40A Hoover St	389.58
BP 92.33	02/09/2021	Stratco (WA) Pty Ltd	Fencing Materials for 51 Gwalia Street	3,261.01
BP 92.34	02/09/2021	Susan Cutting.	Reimbursement for Consumables for Childcare Centre	67.31
BP 92.35	02/09/2021	Telstra	Fees and Charges for CRC 10/8/21 2/9/21	4,000.00
BP 92.36	02/09/2021	The Perth Mint	Merchandise for Resale for Gwalia	2,010.00
BP 92.37	02/09/2021	Toll Transport Pty Ltd	Freight for Main Office	80.29
			BATCH PAYMENT 92 TOTAL	\$69,451.91
BP 93.01	10/09/2021	Alexis Moore.	Reimbursement for Community Event 'Man with a Pram'	1,870.95
BP 93.02	10/09/2021	ALU Glass	Reglaze Panel Recreation Centre Door	517.00
BP 93.03	10/09/2021	Central Hotel	Lunches Provide for Meeting 20/7/21	87.00
BP 93.04	10/09/2021	Conway Highbury Pty Ltd	Changes to Existing Local Laws	660.00
BP 93.05	10/09/2021	CR Hose Glassware Pty Ltd	Glasses for Resale at Gwalia	2,111.65
BP 93.06	10/09/2021	CyberSecure Pty Limited	Monthly Data Protection Services for Shire of Leonora August, 2021	250.80
BP 93.07	10/09/2021	Dunning's	Refill Approximate 38 Drums of Avgas @ \$2.4314 per Litre	20,326.17
BP 93.08	10/09/2021	Dynamic Gift International Pty Ltd	Merchandise for Resale for Gwalia	5,294.52
BP 93.09	10/09/2021	GTN Services	Service for P271, P2451, P306 and Replace Aircon Hose on P2333	1,628.74
BP 93.10	10/09/2021	Horizon Power	Power Supplied for Street Lights and Decorative St Light 1/8/21 - 31/8/2	5,516.99
			Batch Payment 93 Sub Total	\$38,263.82

Batch Reference	Date	Name	Item	Payment by Delegated Authority
			Batch Payment 93 Balance Brought Forward	\$38,263.82
BP 93.11	10/09/2021	Juwest Pty Ltd	Repair Water Service at Lot 240 Hoover Street	246.24
BP 93.12	10/09/2021	Kayla Scott.	Reimbursement for Uniform	252.29
BP 93.13	10/09/2021	Landgate	Online Transactions for August, 2021	81.60
BP 93.14	10/09/2021	Leonora Post Office	Postage For Information Centre and Main Office	910.60
BP 93.15	10/09/2021	LG Professionals WA	Dinner for L Trevenen and K Lord for Goldfields Forum 2021	60.00
BP 93.16	10/09/2021	Marketforce	Advertisement of Bush Fire Local Law in Kalgoorlie Miner 21/08/2021	112.29
BP 93.17	10/09/2021	Mcleods Barristers and Solicitors	Pirate Gold Prospecting Tours - Application of Planning and Development Act	809.58
BP 93.18	10/09/2021	McMahon Burnett Transport	Fright for Gwalia and Depot	126.53
BP 93.19	10/09/2021	Moore Australia	Cost Reallocations re EOFY, Budget Input into Reckon 2021/22, Provision of Online Software and S...	19,272.00
BP 93.20	10/09/2021	Netlogic Information Technology	Resolve Minor Computer Issues for Staff for the Month of August, 2021	1,354.00
BP 93.21	10/09/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	492.30
BP 93.22	10/09/2021	Prime Media Group Ltd	Promoting Leonora TV 12 Months Airtime	1,238.60
BP 93.23	10/09/2021	Prosegur Australia Pty Ltd	Monthly Fees for ATM for July, 2021	2,990.15
BP 93.24	10/09/2021	Quality Inn Railway	Accommodation for A Baxter	180.00
BP 93.25	10/09/2021	Randstad	Relief Staff for Childcare Centre 37.5Hrs	2,401.60
BP 93.26	10/09/2021	Royal Flying Doctor Service	20 X Flying Doctor Cookbooks for Resale at Information Centre Plus Postage	319.05
BP 93.27	10/09/2021	Sigma Chemicals	Chemicals and Filter Cart for Pool Maintenance	5,993.34
BP 93.28	10/09/2021	Sign Here Signs Pty Ltd	Additional Exterior Signage for Building Within the Gwalia Precinct	1,556.50
BP 93.29	10/09/2021	Squire Patton Boggs	Global Navigation Satellite System Lease to Geosciences Australia	5,832.20
BP 93.30	10/09/2021	Talitha Sprigg.	3 X Hoover Gold Cakes for Hoover House	195.00
BP 93.31	10/09/2021	Telstra	Fees and Charges for 21/08/21 - 16/09/21	4,758.17
BP 93.32	10/09/2021	Vanguard Press	Fright and Handling of Northern Goldfields Maps and Brochures for the Month of August, 2021	141.20
BP 93.33	10/09/2021	Wurth Australia Pty Ltd	Parts and Consumables for Depot	1,059.12
BP 93.34	10/09/2021	Xstra Group Pty Ltd	PABX Hosting, Provision and Support per Extension. Service Rental per Month: August, 2021	508.55
			BATCH PAYMENT 93 TOTAL	\$89,154.73
PB 94.01	15/09/2021	Air Liquide W.A. Ltd	Medical Centre equipment	26.06
			Batch Payment 94 Sub Total	\$26.06

Batch Reference	Date	Name	Item	Payment by Delegated Authority
			<i>Batch Payment 94 Balance Brought Forward</i>	\$26.06
PB 94.02	15/09/2021	Alex Taylor -	Refund of Candidate Nomination Deposit 2021	80.00
PB 94.03	15/09/2021	Alexis Moore.	Refund of Candidate Nomination Deposit 2021	80.00
PB 94.04	15/09/2021	Bidfood Kalgoorlie	Consumables for Hoover House	242.46
PB 94.05	15/09/2021	Boldline Services	Replace Turbo in P232	357.50
PB 94.06	15/09/2021	Bunnings Building Supplies Pty Ltd	Insect Control for Hoover House and Parks and Gardens	1,417.42
PB 94.07	15/09/2021	Butler Settineri	Audit Report in Support Annual Report Leonora Ageing in Place Project. Annual Reports to the Per...	880.00
PB 94.08	15/09/2021	Canine Control	Ranger Services 6/9/21 - 8/9/21	4,215.24
PB 94.09	15/09/2021	Central Hotel	Platters and Drinks for Women's Group	265.00
PB 94.10	15/09/2021	Choices Flooring	New Carpet for LOT 1260 Fitzgerald Street	9,855.00
PB 94.11	15/09/2021	Coates Hire	Lighting Tower for Nyunnga-Ku Women's Group	1,414.78
PB 94.12	15/09/2021	Coolgardie Tyre Service	Tyres for 2L	1,595.00
PB 94.13	15/09/2021	Dave Hadden	Consulting / Administration 1/9/21 - 10/9/21	9,064.00
PB 94.14	15/09/2021	E. Fire and Safety	Service All Fire Equipment in Shire Buildings	2,414.50
PB 94.15	15/09/2021	Eagle Petroleum (WA) Pty Ltd	Fuel Cards for August, 2021	658.92
PB 94.16	15/09/2021	Elite Gym Hire	Hire of Gym Equipment for the Month of September, 2021	1,499.74
PB 94.17	15/09/2021	GTN Services	10,000km Service for 1L	651.22
PB 94.18	15/09/2021	Juwest Pty Ltd	Install Taps at Playground - Tower Street and Repair Urgent Water Leak at Gwalia	987.69
PB 94.19	15/09/2021	Kiara Lord.	Reimbursement for Zoom Licence	127.78
PB 94.20	15/09/2021	Luck Thai Cleaning	Cleaning of Shire Facilities 30/8/21	7,425.00
PB 94.21	15/09/2021	McGinty and Co Pty Ltd	Main Workshop Office External Refurbishment (Shire Depot) Asbestos Removal	33,581.00
PB 94.22	15/09/2021	Northern Goldfields Electrical Pty Ltd	Supply and Install New Outdoor Light to Lot 792 Cohen Street and Repair Faulty Lighting at Oval	588.50
PB 94.23	15/09/2021	Office National Kalgoorlie	Stationary for Childcare, Gwalia, Main Office and DR	759.17
PB 94.24	15/09/2021	Penns Cartage Contractors	Fright for Depot and Pool	1,229.80
PB 94.25	15/09/2021	PFD Food Services Pty Ltd	Consumables for Hoover House	780.70
PB 94.26	15/09/2021	Reward Hospitality	Utensils for Hoover House	183.33
PB 94.27	15/09/2021	Richard Cotterill -	Refund of Candidate Nomination Deposit 2021	80.00
PB 94.28	15/09/2021	Serious Toy Library Software	Toy Library Software Fees and Charges	9.00
PB 94.29	15/09/2021	Squire Patton Boggs	Reviewing, Amending and Drafting of Lease to Horizon Power	2,750.00
			Batch Payment 94 Sub Total	\$83,218.81

Batch Reference	Date	Name	Item	Payment by Delegated Authority
			<i>Batch Payment 94 Balance Brought Forward</i>	\$83,218.81
PB 94.30	15/09/2021	Stanley Bell.	Reimbursement for Hoover House Supplies	87.00
PB 94.31	15/09/2021	Steven Tweedie	Training - AEDM and Code of Conduct Reconciliation	2,365.00
PB 94.32	15/09/2021	Stratco (WA) Pty Ltd	Gate Hinges and Spray Paint for Depot	130.78
PB 94.33	15/09/2021	Toll Transport Pty Ltd	Freight for Main Office	138.85
			BATCH PAYMENT 94 TOTAL	\$85,940.44
			BATCH PAYMENTS GRANT TOTAL	\$995,288.65

Shire of Leonora**Monthly Report – List of Accounts Paid by Delegated Authority****Submitted to Council on the 28th September, 2021**

The following list of accounts has been paid under delegation by the Chief Executive Officer, since the previous list of accounts. **Cheques 25810 to 25813**, and Payroll Liability payments since the previous list of accounts paid by Delegated Authority totalling **\$216,993.78**


CHIEF EXECUTIVE OFFICER

Cheque	Date	Name	Item	Payment by Delegated Authority
25810	12/08/2021	Water Corporation	Annual Trade Waste Charge for 96L Tower St	235.45
PPE23082021	24/08/2021	Shire Of Leonora	Salaries & Wages PPE: 23/08/2021	93,219.45
PL24082021	26/08/2021	Shire of Leonora	Payroll Liabilities PPE: 23/08/2021	1,946.09
25811	07/09/2021	Australian Taxation Office	BAS July, 2021	26,160.00
PPE06092021	07/09/2021	Shire of Leonora	Salaries & Wages PPE: 06/09/2021	93,328.39
PL07092021	10/09/2021	Shire of Leonora	Payroll Liabilities PPE:06/09/2021	1,655.28
25812	14/09/2021	Department Of Transport	Registration for P2435	72.80
25813	14/09/2021	Water Corporation	Fees and Charges for LOT 1261, 1262, 1263 1264 Stuart St Leonora	376.32
			GRAND TOTAL	\$57,898.87

11.0 REPORTS OF OFFICERS

11.3 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR
Nil

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

A. ELECTED MEMBERS

Nil

B. OFFICERS

Nil

13.0 STATE COUNCIL AGENDA

Nil

14.0 NEXT MEETING

Tuesday 19th October, 2021

15.0 CLOSURE OF MEETING

There being no further business, the Shire President Cr PJ Craig declared the meeting closed at **11:44 am**