

SHIRE OF LEONORA

NOTICE OF AN ORDINARY COUNCIL MEETING



**MINUTES OF ORDINARY MEETING HELD
IN SHIRE CHAMBERS, LEONORA
ON TUESDAY 15TH DECEMBER, 2015
COMMENCING AT 9:31AM**

1.0 DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS / FINANCIAL INTEREST DISCLOSURE

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

1.3 Visitors or members of the public in attendance

At 10:30am Mr Bob Majstrovich, Mr Kim Donovan and Mr Scott Oswald providing progress report Northern Goldfields Office Accommodation Project.

At 11:30am Mr Matt Stringemore and Mr James Rigg from Minara Resources Pty Ltd regarding the Murrin Murrin mine closure planning process (this does not mean the mine is closing)

After the lunch break and conclusion of Council Meeting, Audit and Risk Committee Meeting.

At 4:00pm Annual General Meeting of Electors

1.4 Financial Interests Disclosure

Nil

2.0 DISCLAIMER NOTICE

3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

3.1 Present

President

Deputy President

Councillors

PJ Craig

MWV Taylor

RM Cotterill

LR Petersen

RA Norrie

GW Baker

AE Taylor

Chief Executive Officer

JG Epis

Deputy Chief Executive Officer

TM Browning

Manager of Community Services

SG Butson

Public:

Visitors:

C Cocksey (DMP)

Mr Bob Majstrovich (10:48am-11:30am)

Mr Kim Donovan (10:48-11:30am)

Mr Scott Oswald (10:48am-11:30am)

Mr James Rigg (11:23am-11:52am)

Mr Matt Stringemore (11:23am-11:52am)

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 MWV Taylor, Seconded Cr RA Norrie that the Minutes of the Ordinary Meeting held on 17th November, 2015 be confirmed as a true and accurate record.

CARRIED (7 VOTES TO 0)

9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

*Attended GVROC meeting in Kalgoorlie on 27th November, 2015 with the CEO. Cr Malcolm Cullen from the Shire of Coolgardie was elected as new chair of the GVROC, and Mayor John Bowler was elected as Deputy Chair.

Cr Malcolm Cullen was also elected to represent the Goldfields region on the WALGA State Council.

10.0 REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1(A) NATIONAL RADIOACTIVE WASTE MANAGEMENT FACILITY

SUBMISSION TO: Meeting of Council
Meeting Date: 15th December, 2015

AGENDA REFERENCE: 10.1 (A) DEC 15

SUBJECT: Radioactive Waste Management Facility

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Developments Uranium 14.33

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 20th November, 2015

BACKGROUND

I refer to Agenda Item 10.1 (A) June 2015 regarding the proposed Low Level Radioactive Waste Management Facility and the Council resolution of that day:

“that Council resolve to endorse the actions of the Chief Executive Officer having provided assistance to the Nominator in the preparation of his Nomination Form – Radioactive Waste Management Site Facility”

This report dated the 26th May, 2015 is available to the public should a copy be sought.

Media reports early November, 2015 have stated that a low level radioactive site near Leonora had been short-listed because of its isolation, stable geology, environment and access to rail and road, as well as it being freehold land and not being subject to native title claim. You will recall that on the 5th November, 2015 I provided advice that media reports should be ignored because of inaccuracies.

To make the matter more confusing, the Nominator, Mr Glen Baker advised me on the 12th November, 2015 that he had received a telephone call from the Department of Industry, Innovation and Science advising that his nomination for the Low Level Waste Facility had been eliminated as a potential contender and that the reason for their decision would be provided sometime in the future. At this stage no correspondence has been received from the Minister’s office confirming any of the above.

Nevertheless I refer you to the following resolution, in particular, dot point two:

At a Meeting of Council on the 21st April, 2009, the following resolution was carried unanimously:

- That Council members acknowledge that Uranium mining is now inevitable and could well be a reality within the region in the not too distant future.
- That Council members adopt a positive attitude in regards the mining and transportation of uranium material and that the storage of waste product within the Shire of Leonora be considered and further investigated.
- That Members of Council and staff attend the Australian Uranium Summit 2009 in Perth on the 7th and 8th May, 2009 to gain further knowledge on the development of uranium mining in Western Australia.

The resolution above is not referring to Low Level Waste but the management, storage and disposal of nuclear and radioactive waste. In early November, 2015 discussion commenced with Al Maynard & Associates Pty Ltd, Consulting Geologists, regarding their possible investigation of two suitable areas within the Shire that have been identified as areas where all level of nuclear and radioactive waste could be stored safely for an indefinite period of time.

Al Maynard & Associates have undertaken some research and compiled international guidelines for selection of suitable nuclear waste storage sites. This compilation is attached as its own document following this report.

STATUTORY ENVIRONMENT

In accordance with the National Radioactive Waste Management Act 2012 and other stringent requirements.

The regulatory approach to Naturally-Occurring Radioactive Material (NORM) issues within Australia is guided by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). The Commonwealth and each state and territory government has a regulatory system for radiation protection, including the use of radioactive materials. In each jurisdiction the regulations include exemption limits on, for example, the total activity and activity concentration of radioactive material to be regulated.

Waste rock, process tailings, and products containing elevated concentrations of naturally occurring radionuclides are covered by the ARPANSA Code Practice and Safety Guide Radiation Protection and Radioactive Waste Management in Mining and Mineral Processing (2005).

The Code of Practice for the near-surface disposal of radioactive waste in Australia (NHRMC, 1992) (currently under revision) is applicable to bulk NORM residue disposal. Those seeking information on NORM can also consult the ARPANSA Safety Guide for Management of Naturally Occurring Radioactive Material (NORM) (2008).

POLICY IMPLICATIONS

At this point in time, there are no policy implications resulting from the recommendation of this report.

FINANCIAL IMPLICATIONS

An amount of \$26,420.00 is included in the 2015/2016 Budget to enable consultants to undertake various works on behalf of Council.

STRATEGIC IMPLICATIONS

Uranium mining – like any mining activity has a limited lifespan. Any facility in Australia, constructed for the management of radioactive waste would be permanent and an economic win-win for the recipient.

RECOMMENDATIONS

That Council resolve to engage the services of Al Maynard & Associates Pty Ltd, Consulting Geologists to Search and Find suitable Nuclear Waste Site(s) within the areas identified and that the field work be supported by report writing, maps conclusions and recommendations for Council's further consideration.

VOTING REQUIREMENT

Simple majority required.

COUNCIL DECISION

Moved Cr GW Baker, Seconded Cr MWV Taylor that Council resolve to engage the services of Al Maynard & Associates Pty Ltd, Consulting Geologists to Search and Find suitable Nuclear Waste Site(s) within the areas identified and that the field work be supported by report writing, maps conclusions and recommendations for Council's further consideration.

CARRIED (7 VOTES TO 0)

10.0 REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1(B) AGED CARE ACCOMMODATION

SUBMISSION TO: Meeting of Council
Meeting Date: 15th December, 2015

AGENDA REFERENCE: 10.1 (B) DEC 15

SUBJECT: Aged Care Accommodation

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Aged Care Accommodation 4.9

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 30th November, 2015

BACKGROUND

In early 2000, the Shire of Leonora compiled a prioritised list of objectives from a community questionnaire distributed earlier. The community identified forty-eight areas where it was felt that future improvement could occur. Amongst these was the proposal of "aged persons' accommodation".

In March, 2001, B & B Willow Consultants provided a report regarding Aged Accommodation in Leonora, which addressed issues relating to the objective and offered information and recommendations regarding the future action(s) that could be taken by the Shire of Leonora and the Leonora Community working in association with State and Federal government agencies, to bring new aged persons' facilities to the town.

In about 2003 Goldfields Masonic Homes expressed an interest in being involved in the project but the continued interest was not forthcoming.

Since that time, the Shire of Leonora has been heavily involved in other major projects and as a consequence the Aged Accommodation proposal was relegated to the back burner, even though still very high on Leonora's list of priorities. Appropriate funding opportunities for a project of this nature were not freely available at this time either.

In Western Australia, many local governments own and operate retirement villages and aged care facilities. This reflects the important role that Local Governments play in the provision of aged care services to older Australians.

Over the next 40 years, it is projected that the size of Australia's aged population will grow substantially and the cost of providing aged care services will increase dramatically. This represents a significant challenge for many local governments throughout the State. This challenge is amplified for local governments in rural Western Australia, where in many cases the population is ageing more rapidly compared to major urban and regional centres.

It is broadly recognised that the current supply of aged care services in Australia is inadequate to cater for the increasing and changing demands that will be placed on the sector in future years. It is reasonable to assume that in many instances ratepayers will look to their local government to provide aged care services or to facilitate the provision of such services, to an extent greater than is currently the case.

In July, 2014 the Goldfields-Esperance Revitalisation Advisory Group invited the Shire of Leonora to submit a full business case in support of the Leonora Residential Aged Care Facility. In response, the Shire of Leonora advised that the project was not far enough advanced to commit to a Business Case and that the project would be better served if the process could be delayed.

In May, 2015, Ms Kate Mills, Puzzle Consulting presented a proposal to work with the Shire of Leonora and the Leonora Community on the development of aged persons accommodation in Leonora. The Proposal as submitted by Puzzle Consulting was accepted.

The scope of works provided by Puzzle Consulting included:

Project Management

- Develop a scope for the project, including:
 - Determining the objectives of the project
 - Defining the components
 - Identifying key deliverables
- Establish the demand, in Leonora and surrounding area, including:
 - The type of housing required
 - The design requirements to support 'ageing in place'
 - The supply of accommodation required, in order to address the existing and future demand
- Provide an assessment of options for site development, including:
 - Summaries of sites which are available
 - The advantages and disadvantages of each site
 - A recommendation for the Shire of Leonora to make a decision regarding site selection
- Provide an assessment of the ongoing management and sustainability of the accommodation, including:
 - Examples of management structures from other local government areas
 - Identification of organisations currently managing housing in the Goldfields-Esperance region and their suitability for management
 - A recommendation for the Shire of Leonora regarding ongoing management options
 - Puzzle Consulting cannot advise on site development or building construction costs, but can develop scopes and liaise with the other consultants the Shire of Leonora may also need to engage in order to determine full and quantifiable development costs for this project
- Liaise with funding bodies regarding their requirements

In June, 2015, Ms Kate Mills provided a summary document, based on her initial discussions with stakeholders, a summary of the contemporary and relevant research and what she considered to be the outcomes. Furthermore a consultation survey was delivered via letterbox drop to the Leonora Community requesting information so that the Shire of Leonora could further understand the need for independent living and supported aged care services to ensure that the needs of senior residents could be met.

On the 13th August, 2015 a summary of work compiled to date was provided to all Councillors.

Based on the community consultation, consultation with Federal and State health agencies, and relevant data and research reports, Puzzle Consulting recommended the following:

- The Shire of Leonora progress development of an independent-living village. This project should next proceed to site assessment stage and further investigation of possible management models. At this stage, given the level of demand, a site would need to accommodate in the vicinity of 20 units (give or take 5) and have room for growth into the future.
- The Shire of Leonora work with the local hospital to ensure the low care facility is more aesthetically pleasing and user friendly for the residents, staff and visitors. This could include a request for funding from the Goldfields-Esperance Revitalisation Fund.
- Puzzle Consulting to investigate available retrofitting funding programs which may be available. If none are suitable, consider including a 'small grant' component within the application to the Goldfields-Esperance Revitalisation Fund to be administered by the Shire of Leonora, for elderly residents who wish to remain in their own home and have it retrofitted.

- The Shire of Leonora consider these developments in a holistic sense and the business case proposal to include the adoption of an 'Age-Friendly' strategy for Leonora, which would deliver a better outcome for the community and provide leverage in the funding application.
- The Shire of Leonora continue to support the Leonora Multi-Purpose Service at the hospital to provide high-care needs where possible, and recognise that development of a high-care facility is not feasible.
- Consultation continue with community and WA Country Health Service to continue to progress this initiative.

On the 17th September, 2015, Mr Tony Chisholm, WML Consultants, Ms Kate Mills and myself undertook assessments of seven potential project sites within the Leonora townsite. The rationale in regard site selection included:

- Enough land for initial construction
- Possibility for expansion into the future/accommodation of growth
- Proximity to services and access ways
- Land tenure issues
- Development of the site itself and any particular issues (i.e. – access to services, drainage)
- Desirable location

The site selection report prepared by Puzzle Consulting was provided to all Councillors on the 29th September, 2015 with a request that comments and or suggestions by provided by the 17th November, 2015, Council meeting day.

For varying reasons, Councillors were not prepared to accept any of the several sites previously identified, however, suggested that three additional site options be considered. Having consulted with all Councillors over the past two weeks, the property grouping of land identified as Lots 115, 116, 117, 118 and 119 Otterburn Street is clearly the preferred site, provided the land can be acquired from the registered owners at a realistic price.

Preference because of:

- Proximity to the main street and community services
- All lots are held freehold
- Majority of land currently vacant
- Existing access to water, power and sewerage services
- Large block to enable communal open space and further growth
- Relatively flat land

STATUTORY ENVIRONMENT

Section 3.1 of the Local Government Act 1995 states that “the general function of a Local Government is to provide for the good government of persons in its district”.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

An amount of \$22,680.00 is contained within the current budget to cover costs associated with consultants.

The 2016/2017 Budget will need to take into account project construction costs and acquisition of land. It is expected that the majority of project funding will be subject to Federal and State government grants.

STRATEGIC IMPLICATIONS

Government financing and funding policy should aim to produce a viable, sustainable and efficient aged care sector which achieves:

- Equity in the distribution of services
- Reasonable choice for consumers
- Technical efficiency
- Quality care
- Investment in appropriate technology
- A balance between quality and cost and between government funding and consumer co-payment that is acceptable to the community
- An integrated and stable mix of acute, community and residential care.

A sustainable sector can only be achieved through a funding and financing model that:

- Allows service providers to generate sufficient surpluses and profits to maintain their viability and continuing operations
- Encourages continuous investment for long term sector sustainability

RECOMMENDATIONS

That council resolve to:

- Progress development of an Independent Living Village within the Leonora Community; and
- That the business case include the adoption of an 'Age-Friendly' strategy for Leonora, which would deliver a better outcome for the community and provide leverage in funding applications; and
- That the Chief Executive Officer be delegated the authority to negotiate land transactions over privately owned land being Lots 115 to 119 Otterburn Street Leonora; and
- That the Chief Executive Officer be delegated the authority to negotiate possible purchase and sale of Leonora Lot 981 (Reserve for parking over which the Shire of Leonora has management control) in conjunction with the other proposed land transactions, to be reported back to council.

VOTING REQUIREMENT

Simple majority required.

COUNCIL DECISION

Moved Cr MWV Taylor, Seconded Cr GW Baker that council resolve to:

- Progress development of an Independent Living Village within the Leonora Community; and
- That the business case include the adoption of an 'Age-Friendly' strategy for Leonora, which would deliver a better outcome for the community and provide leverage in funding applications; and
- That the Chief Executive Officer be delegated the authority to negotiate land transactions over privately owned land being Lots 115 to 119 Otterburn Street Leonora; and
- That the Chief Executive Officer be delegated the authority to negotiate possible purchase and sale of Leonora Lot 981 (Reserve for parking over which the Shire of Leonora has management control) in conjunction with the other proposed land transactions, to be reported back to council.

CARRIED (7 VOTES TO 0)

10.0 REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1(C) TENDER 03/2015 ROAD GRADER

SUBMISSION TO: Meeting of Council
Meeting Date: 15th December, 2015

AGENDA REFERENCE: 10.1 (C) DEC 15

SUBJECT: Tender 03/2015 Road Grader

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Not Applicable

FILE REFERENCE: Plant Tenders 10.5

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 2nd December 2015

BACKGROUND

In accordance with Council Plant/Vehicle replacement policy, tenders were called on the 14th November, 2015 for a road grader, including the trade in or outright sale of a 2010 Caterpillar Model 12M road grader. An advertisement appeared in the West Australian on that day. Tenders closed at 4.00pm Monday 30th November 2015. Tenders were opened by authorised officers after the closing time.

Copy of Specifications provided is attached.

Tenders received are listed in the table below.

Name/Company:	Grader Model:	Supply Price:	Trade/Purchase Price for 2010 12M Grader:	Inc/Ex GST:
Westrac Pty Ltd	12M Series 2 Grader	\$404,635.00	\$116,600.00	Inc
Hitachi	670G Grader	\$419,100.00	\$126,500.00	Inc
Komatsu	GD555 Grader	\$404,470.00	\$126,500.00	Inc

Tenders were assessed giving consideration to price, experience, and serviceability.

STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulations 11 states that tenders are to be publicly invited before a Local Government enters into a contract for another person to supply goods or services if the consideration under the contract is expected to be worth more than \$100,000.00.

POLICY IMPLICATIONS

In accordance with Council policy to replace:

- Graders/Loaders every 5years;
- Trucks every 4 years;
- Other light vehicles (except administration vehicles) every 2 years or 40,000 Kms; and
- Administration vehicles every year or 20,000km

FINANCIAL IMPLICATIONS

Expenditure for this item of plant, the subject of this report, is included in the current budget.

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council:

1. Accept the tender from Hitachi for the supply of one 670G John Deere Grader for the sum of \$419,100.00 inc GST.
2. Accept the trade in/purchase offer from Hitachi for 2010 12M Motor Grader of \$126,500.00

VOTING REQUIREMENT

Simple majority required.

COUNCIL DECISION

Moved Cr AE Taylor, Seconded Cr GW Baker that Council:

1. Accept the tender from Hitachi for the supply of one 670G John Deere Grader for the sum of \$419,100.00 inc GST.
2. Accept the trade in/purchase offer from Hitachi for 2010 12M Motor Grader of \$126,500.00

CARRIED (7 VOTES TO 0)

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(A) MONTHLY FINANCIAL STATEMENTS

SUBMISSION TO: Meeting of Council
Meeting Date: 15th December, 2015

AGENDA REFERENCE: 10.2 (A) DEC 15

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: Tanya Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 8th December, 2015

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 submitted for adoption include:

- (a) Statement of Financial Activity – 30th November, 2015
- (b) Compilation Report
- (c) Material Variances – 30th November, 2015

STATUTORY ENVIRONMENT

Part 4 — Financial reports— s. 6.4

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

(1A) *In this regulation —*

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the Monthly Financial Statements for the month ended 30th November, 2015 consisting of:

- (a) Statement of Financial Activity – 30th November, 2015
- (b) Compilation Report
- (c) Material Variances – 30th November, 2015

be accepted.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr LR Petersen, Seconded Cr RA Norrie that the Monthly Financial Statements for the month ended 30th November, 2015 consisting of:

- (a) Statement of Financial Activity – 30th November, 2015
- (b) Compilation Report
- (c) Material Variances – 30th November, 2015

be accepted.

CARRIED (7 VOTES TO 0)

Mr Jim Epis
The Chief Executive Officer
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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 30 November 2015. 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.


Moore Stephens (WA) Pty Ltd
Chartered Accountants


Paul Breman
Director

8 December 2015

**SHIRE OF LEONORA
MONTHLY FINANCIAL REPORT
For the Period Ended 30 November 2015**

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

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SHIRE OF LEONORA
STATEMENT OF FINANCIAL ACTIVITY
Statutory Reporting Program
For the Period Ended 30 November 2015

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		3,115	1,304	593	(711)	(55%)	
General Purpose Funding - Rates		5,166,718	5,166,718	5,233,420	66,702	1%	▲
General Purpose Funding - Other		346,999	246,393	351,353	104,960	43%	▲
Law, Order, Public Safety		11,762	9,328	7,680	(1,648)	(18%)	
Health		26,291	12,291	10,179	(2,112)	(17%)	
Education and Welfare		271,143	112,987	126,620	13,633	12%	
Housing		50,735	21,130	14,406	(6,724)	(32%)	
Community amenities		226,979	183,546	194,209	10,663	6%	
Recreation and Culture		217,762	90,561	81,099	(9,462)	(10%)	
Transport		1,118,711	860,810	875,228	14,418	2%	
Economic Services		414,838	111,189	326,391	215,202	194%	▲
Other Property and Services		81,724	34,061	95,481	61,420	180%	▲
Total Operating Revenue		7,936,777	6,850,318	7,316,659	466,341		▲
Operating Expense							
Governance		(553,229)	(236,328)	(230,272)	6,056	3%	
General Purpose Funding		(381,783)	(149,574)	(141,419)	8,155	5%	
Law, Order, Public Safety		(143,685)	(57,280)	(67,827)	(10,547)	(18%)	
Health		(646,485)	(251,326)	(223,257)	28,069	11%	▼
Education and Welfare		(626,621)	(268,396)	(219,280)	49,116	18%	▼
Housing		0	(5,973)	0	5,973	100%	
Community Amenities		(277,143)	(116,376)	(66,319)	50,057	43%	▼
Recreation and Culture		(1,196,606)	(581,743)	(374,076)	207,667	36%	▼
Transport		(3,750,572)	(1,610,214)	(1,409,646)	200,568	12%	▼
Economic Services		(1,603,170)	(581,489)	(433,193)	148,296	26%	▼
Other Property and Services		(14,892)	(76,685)	140,148	216,833	283%	▼
Total Operating Expenditure		(9,194,186)	(3,935,384)	(3,025,141)	910,243		▲
Funding Balance Adjustments							
Add back Depreciation		1,577,040	656,833	539,980	(116,853)	(18%)	▲
Adjust (Profit)/Loss on Disposal		220,713	45,855	5,854	(40,001)	(87%)	▲
Adjust Provisions and Accruals		0	0	(34,341)			
Adjust Deferred Rates		0	0	0	0		
Net Cash from Operations		540,344	3,617,622	4,803,011	1,219,730		
Capital Revenues							
Grants, Subsidies and Contributions		4,203,547	120,000	120,000	0	0%	
Proceeds from Disposal of Assets	3	223,636	73,636	53,636	(20,000)	(27%)	▼
Total Capital Revenues		4,427,183	193,636	173,636	(20,000)		
Capital Expenses							
Land	3	0	0	0	0		
Land and Buildings	3	(8,479,004)	(3,515,000)	(808,345)	2,706,655	77%	▼
Infrastructure - Roads	3	(1,111,251)	(290,000)	(415,851)	(125,851)	(43%)	▲
Infrastructure - Other	3	(751,917)	(317,000)	(17,783)	299,217	94%	▼
Plant and Equipment	3	(618,589)	(167,189)	(134,537)	32,652	20%	▼
Furniture and Equipment	3	0	0	0	0		
Total Capital Expenditure		(10,960,761)	(4,289,189)	(1,376,516)	2,912,673		
Net Cash from Capital Activities		(6,533,578)	(4,095,553)	(1,202,880)	2,892,673		
Financing							
Transfer from Reserves	7	0	0	0	0		
Transfer to Reserves	7	(998,174)	(6,250)	(6,250)	0	0%	
Net Cash from Financing Activities		(998,174)	(6,250)	(6,250)	0		
Net Operations, Capital Financing		(6,991,408)	(484,181)	3,593,881	4,112,402		▲
Opening Funding Surplus(Deficit)	2	6,991,408	6,991,408	6,991,572			
Closing Funding Surplus(Deficit)	2	0	6,507,227	10,585,453			

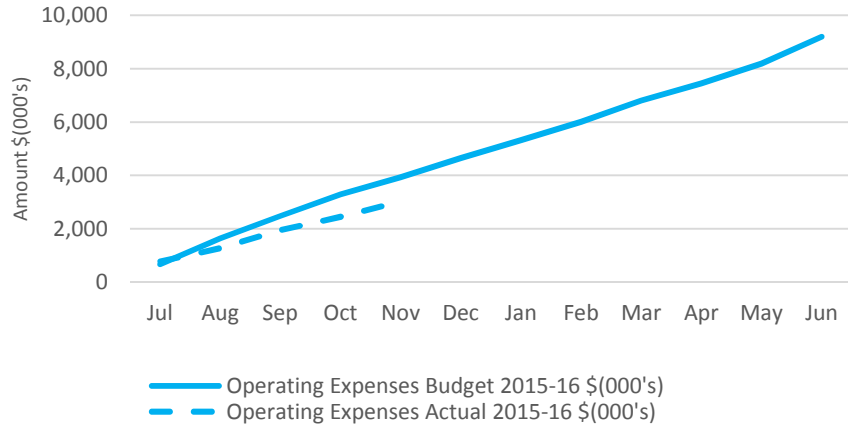
▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to the attached Explanation of Material Variances Statement for an explanation of the reasons for the variance.

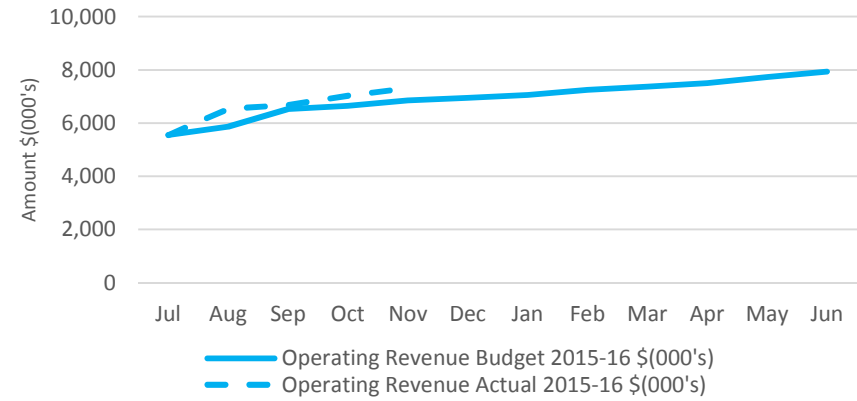
This statement is to be read in conjunction with the accompanying financial statements and notes.

**SHIRE OF LEONORA
SUMMARY GRAPHS - FINANCIAL ACTIVITY
For the Period Ended 30 November 2015**

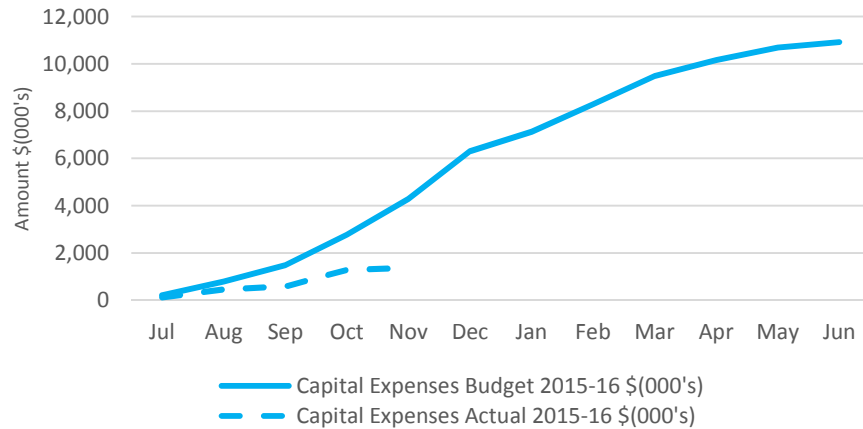
Operating Expenses



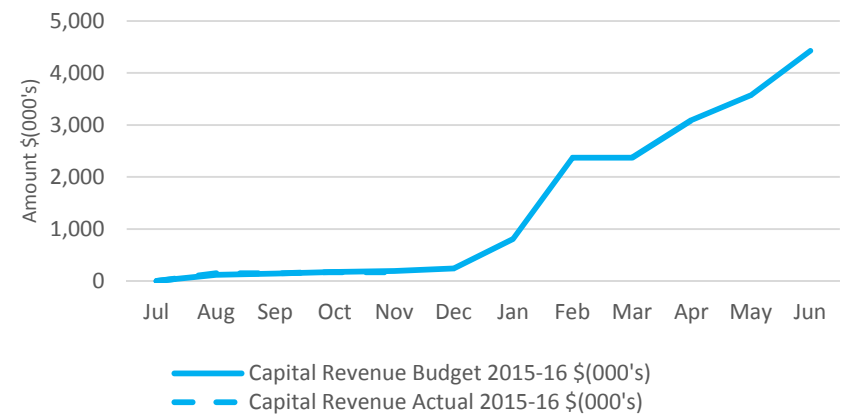
Operating Revenue



Capital Expenditure



Capital Revenue



This information is to be read in conjunction with the accompanying financial statements and notes.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. 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 statement, but a separate statement of those monies appears at Note 11.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) 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.

(f) Cash and Cash Equivalents

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

(g) Trade and Other Receivables

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 doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

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.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

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.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

Note 1 (j) (Continued)

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Depreciation Rate
Buildings	30 to 50 years
Furniture and Equipment	2 to 15 years
Plant and Equipment	5 to 15 years
Roads – Aggregate	25 years
Roads – Unsealed – Gravel	35 years
Drains and Sewers	75 years
Airfield – Runways	12 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) 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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications Rates

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

Operating Grants, Subsidies and Contributions

Refer 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 noncurrent assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments.

Losses are disclosed under the expenditure classifications.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

Note 1 (p) (Continued)

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 the These are 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.

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

Loss on the disposal of fixed assets.

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, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

Governance

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

General Purpose Funding

Rates, general purpose government grants and interest revenue.

Law, Order, Public Safety

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

Health

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

Education and Welfare

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

Housing

Provision and maintenance of elderly residents housing.

Community Amenities

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

Recreation and Culture

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

Transport

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

Economic Services

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

Other Property and Services

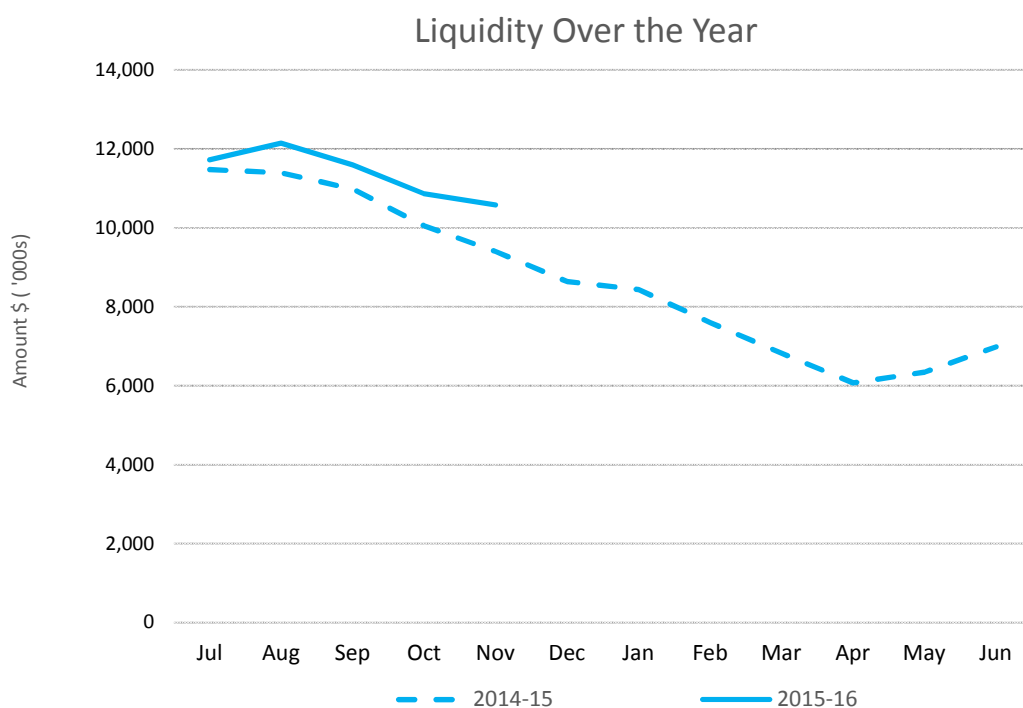
Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 2. NET CURRENT ASSETS

Net Current Assets	Note	30 June 2015	YTD 30 Nov 2014	YTD 30 Nov 2015
		\$	\$	\$
Current Assets				
Cash Municipal	4	1,073,276	4,244,525	5,153,135
Cash Reserves	4	1,029,296	735,654	1,035,546
Restricted Municipal Cash Investments	4	4,719,816	4,648,075	4,758,522
Receivables - Rates	5	83,147	897,512	678,081
Receivables -Other	5	1,371,967	595,104	220,520
Inventories		30,145	58,578	50,207
		<u>8,307,647</u>	<u>11,179,448</u>	<u>11,896,011</u>
Less: Current Liabilities				
Payables	6	(286,779)	(390,804)	(275,012)
Provisions		(218,163)	(217,785)	(183,822)
Less: Cash Reserves	7	(1,029,296)	(735,654)	(1,035,546)
Add: Cash Backed Leave Provisions		183,822	217,785	183,822
Add: Accrued Salaries already funded		34,341	0	0
Net Current Funding Position		<u>6,991,572</u>	<u>10,052,990</u>	<u>10,585,453</u>

Positive=Surplus (Negative=Deficit)

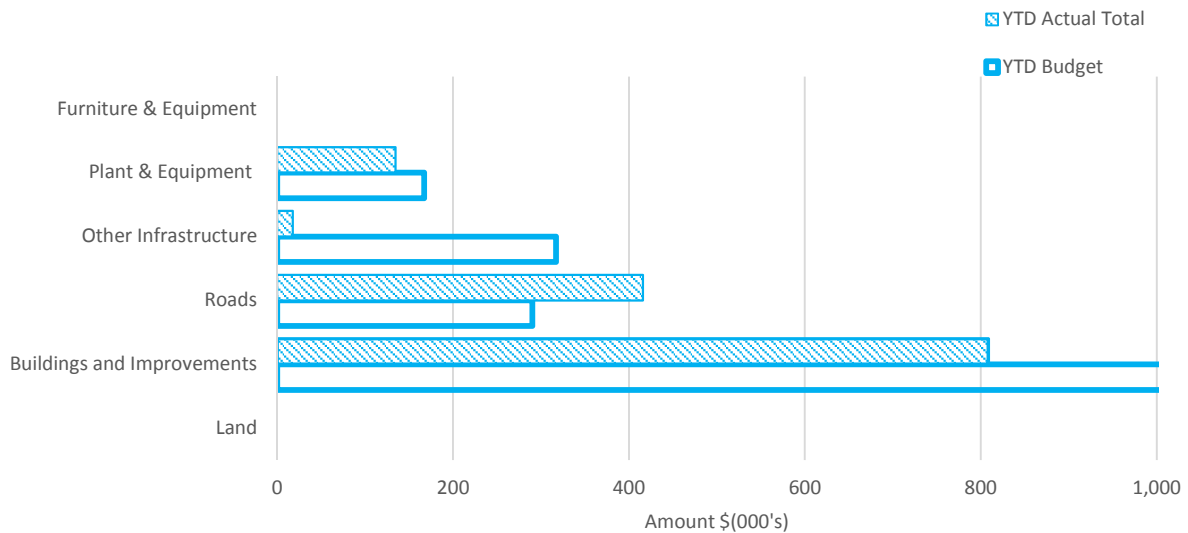


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 3. CAPITAL - ACQUISITIONS AND FUNDING

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Adopted Annual Budget	YTD Budget (d)	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land				0	0	0	0
Buildings and Improvements		699,245	109,100	8,479,004	3,515,000	808,345	(4,964,004)
Roads		415,851		1,111,251	290,000	415,851	(821,251)
Other Infrastructure		17,783		751,917	317,000	17,783	(434,917)
Plant & Equipment		87,913	46,624	618,589	167,189	134,537	(451,400)
Furniture & Equipment		0		0	0	0	0
Capital Expenditure Totals		1,220,792	155,724	10,960,761	4,289,189	1,376,516	(6,671,572)
Capital Acquisitions Funded By							
Capital Grants and Contributions				4,203,547	120,000	120,000	(4,083,547)
Other (Disposals & C/Fwd)				53,636	53,636	53,636	0
Council Contribution - Operations				6,703,578	4,115,553	1,202,880	(2,588,025)
Capital Funding Total				10,960,761	4,289,189	1,376,516	

Capital Expenditure Program YTD



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 3. CAPITAL ACQUISITIONS

		Adopted Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Capital Acquisitions					
Building and Improvements		\$	\$	\$	\$
CSRFF Rec Centre Flooring	Renewal	150,000	0	0	(150,000)
Relocate Gym within Rec Centre	Upgrade	10,000	10,000	0	(10,000)
Depot Workshop	Renewal	130,000	0	50,410	(79,590)
Conservation Work Gwalia Cottages	Renewal	718,745	200,000	224,160	(494,585)
Barnes Federal Theatre Conservation	Renewal	520,000	100,000	10,760	(509,240)
Hoover House Renewal	Renewal	150,000	50,000	0	(150,000)
Museum Mine Office	Renewal	100,000	25,000	0	(100,000)
Museum Assay Office	Renewal	50,000	10,000	0	(50,000)
NGROAC Facility	New	4,618,249	3,120,000	523,015	(4,095,234)
NGROAC Facility	New	1,564,700	0	0	(1,564,700)
NGROAC Facility	New	317,310	0	0	(317,310)
Alternate Energy - Rec Centre		150,000	0	0	(150,000)
TOTAL - Building and Improvements		8,479,004	3,515,000	808,345	
Land					
		0	0	0	0
TOTAL - Land		0	0	0	
Plant & Equipment					
Road Grader	Renewal	400,000	0	0	(400,000)
Town Canvas Tip Truck	Renewal	51,400	0	0	(51,400)
DCEO Vehicle	Renewal	46,624	46,624	46,624	0
MEHS Vehicle	Renewal	25,749	25,749	25,749	0
MCS Vehicle	Renewal	25,749	25,749	25,749	0
Doctor Vehicle	Renewal	32,652	32,652	0	(32,652)
Maintenance Grader Vehicle	Renewal	36,415	36,415	36,415	0
TOTAL - Plant & Equipment		618,589	167,189	134,537	
Furniture & Equipment					
			0	0	0
			0	0	0
TOTAL - Furniture & Equipment		0	0	0	
TOTAL PROPERTY PLANT AND EQUIPMENT		9,097,593	3,682,189	942,882	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 3. CAPITAL ACQUISITIONS

Capital Acquisitions		Adopted Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Roads					
Roads to Recovery 2015-16	Upgrade	566,251	0	0	(566,251)
RRG Weebo Wildara Road	Renewal	450,000	200,000	415,851	(34,149)
Footpath Renewals	Renewal	95,000	90,000	0	(95,000)
TOTAL - Roads		1,111,251	290,000	415,851	
Other Infrastructure					
Relocation Ruschtion Engine		10,000	10,000	0	(10,000)
Liquid Waste Site Upgrade		60,000	30,000	0	(60,000)
Install Fitness/Playground Equipment		24,000	24,000	0	(24,000)
Gwalia Headframe Renewl		595,417	200,000	17,263	(578,154)
Upgrade Gwalia Precinct Entrance		53,000	53,000	520	(52,480)
Rubbish Recycling Equipment		9,500	0	0	(9,500)
TOTAL - Other Infrastructure		751,917	317,000	17,783	(734,134)
TOTAL INFRASTRUCTURE		1,863,168	607,000	433,634	
Total Capital Expenditure		10,960,761	4,289,189	1,376,516	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 3. CAPITAL DISPOSALS

Assets Disposed

Description Disposed Asset	Cost	Accum Depr	Proceeds	Adopted Budget	Actual	Variance	Comments
				Profit/(Loss)	Profit/(Loss)		
	\$	\$	\$	\$	\$	\$	
Plant and Equipment							
L2012 Vehicle Toyota Landcruiser Petrol	11,700	(11,700)	1,818	(4,471)	1,818	6,289	
1DOT000 2010 12M Caterpillar Grader				(168,401)	0	168,401	
L2225 2009 Fuso Canvas Truck				(6,457)	0	6,457	
KBC926D 2012 Mitsubishi Outlander	22,100	(9,466)	11,818	(10,752)	(816)	9,936	
2L DCEO Ford Territory Titanium	46,537	(3,989)	27,273	(19,239)	(15,275)	3,964	
KBC490 MCS Nissan Dualis	24,478	(20,170)	12,727	(3,416)	8,419	11,835	
3L 2013 Territory TX Wagon				(7,977)		7,977	
	104,815	(45,325)	53,636	(220,713)	(5,854)	214,859	
Furniture and Equipment							
	0	0	0	0	0	0	
Land and Buildings							
	0	0	0	0	0	0	
Infrastructure							
	0	0	0	0	0	0	
	104,815	(45,325)	53,636	(220,713)	(5,854)	214,859	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 4. CASH AND INVESTMENTS

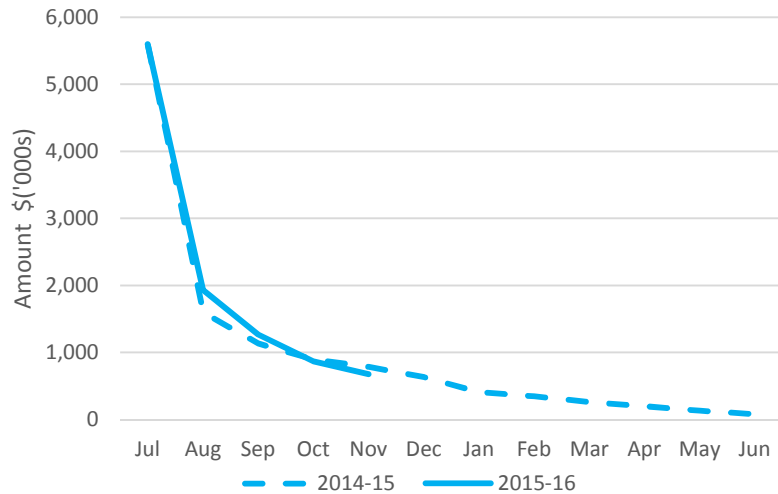
Bank Accounts	Municipal	Municipal Restricted	Reserves	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$		\$	\$	\$			
(a) Cash Deposits								
Municipal Account	5,151,865				5,151,865	NAB	Variable	Cheque Acc.
Trust Account				0	0	NAB	Variable	Cheque Acc.
LSL Maximiser			129,873		129,873	NAB	Variable	Cheque Acc.
Fire Maximiser			22,490		22,490	NAB	Variable	Cheque Acc.
Plant Maximiser			309,442		309,442	NAB	Variable	Cheque Acc.
Annual Leave Maximiser			158,923		158,923	NAB	Variable	Cheque Acc.
Gwalia Precinct Maximiser			168,673		168,673	NAB	Variable	Cheque Acc.
Building Maintenance Maximiser			246,145		246,145	NAB	Variable	Cheque Acc.
Cash on Hand	1,270				1,270	NAB	NIL	On Hand
(b) Term Deposits								
N/A					0			
(c) Other Investments								
OCDC R4R		4,758,522			4,758,522	WATC	1.97%	Ongoing
Total	5,153,135	4,758,522	1,035,546	0	10,947,203			

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

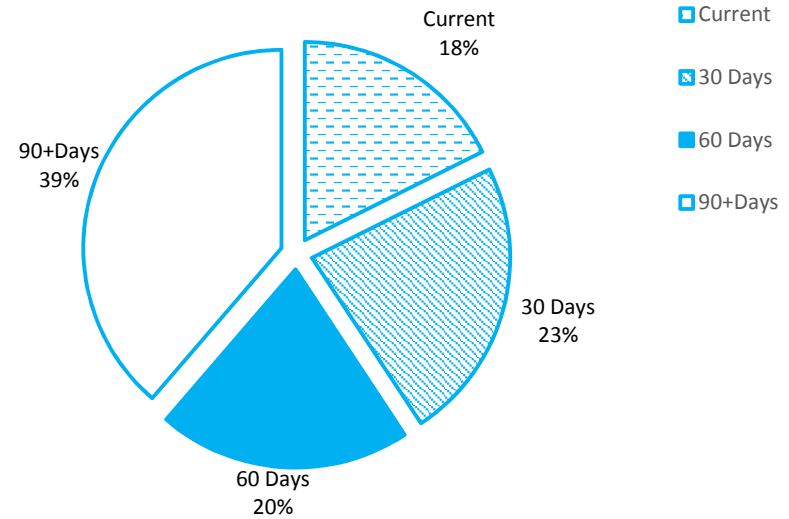
NOTE 5. RECEIVABLES

Receivables - Rates and Other Rates Receivable	YTD 30 Nov		Receivables - General	Credit	Current	30 Days	60 Days	90+Days	Total
	2015	30 June 2015							
	\$	\$		\$	\$	\$	\$	\$	\$
Opening Arrears Previous Years	83,147	162,802	Receivables - General	0	38,898	50,894	45,425	85,303	220,520
Levied this year	5,233,420	5,411,027							
Discounts	0	0							
Deferred	0	0							
Less Collections to date	(4,638,486)	(5,490,682)							
Equals Current Outstanding	678,081	83,147							
Net Rates Collectable	678,081	83,147	Total Receivables General Outstanding						220,520
% Collected	87.25%	98.51%	Amounts shown above include GST (where applicable)						

Rates Receivable



Accounts Receivable (non-rates)



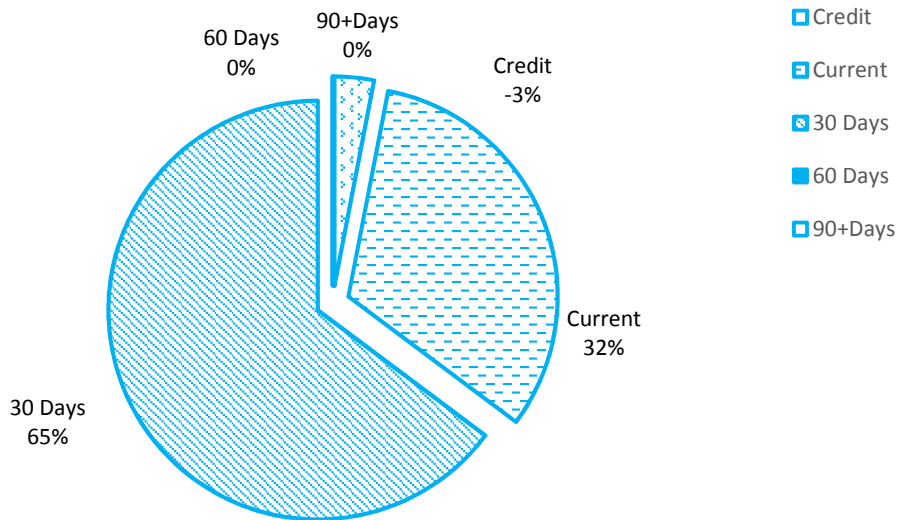
SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 6. PAYABLES

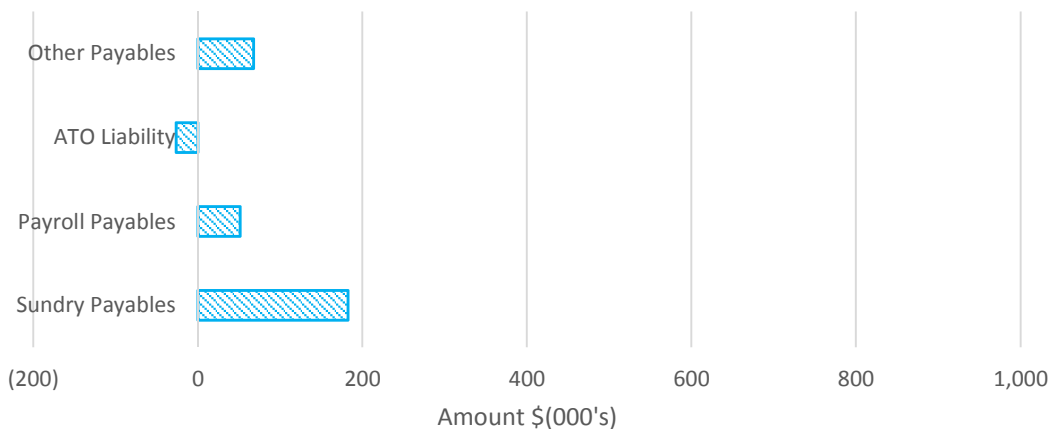
Payables	Credit	Current	30 Days	60 Days	90+Days	Total
Payables - General	\$ (5,910)	\$ 62,507	\$ 125,836	\$ 0	\$ 0	\$ 182,433
Sundry Payables						182,433
Payroll Payables						51,403
ATO Liability						(26,494)
Other Payables						67,670
Total Payables General Outstanding						275,012

Amounts shown above include GST (where applicable)

Aged Payables



Payables

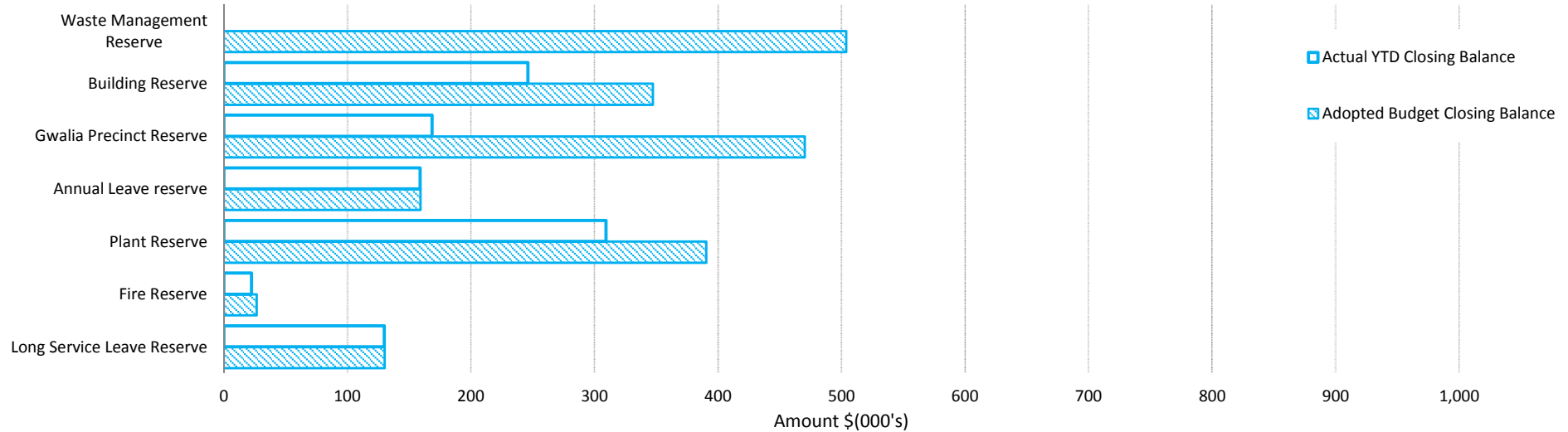


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 7. CASH BACKED RESERVE

Reserves	Opening Balance	Adopted Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Long Service Leave Reserve	129,089	968	784	0		0	0		130,057	129,873
Fire Reserve	22,354	198	136	4,000		0	0		26,552	22,490
Plant Reserve	307,574	2,907	1,868	80,000		0	0		390,481	309,442
Annual Leave reserve	157,964	1,185	959	0		0	0		159,149	158,923
Gwalia Precinct Reserve	167,655	2,581	1,018	300,000		0	0		470,236	168,673
Building Reserve	244,660	2,585	1,485	100,000		0	0		347,245	246,145
Waste Management Reserve	0	3,750	0	500,000		0	0		503,750	0
	1,029,296	14,174	6,250	984,000	0	0	0	0	2,027,470	1,035,546

Reserve Balances



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 8. RATING INFORMATION

RATE	Rate in	Number of Properties	Rateable Value	Rate Revenue	YTD Actual		Total Revenue	Rate Revenue	Adopted Budget		Total Revenue
					Interim Rates	Back Rates			Interim Rate	Back Rate	
General Rate	\$		\$				\$				\$
GRV	0.0648	594	17,514,198	1,134,920	(2,913)	0	1,132,007	1,134,920	1,586	0	1,136,506
UV	0.1420	1,073	27,531,468	3,853,271	(7,033)	0	3,846,238	3,909,468	(131,776)	0	3,777,692
Sub-Totals		1,667	45,045,666	4,988,191	0	0	4,978,245	5,044,388	0	0	4,914,198
Minimum Payment	Minimum \$										
GRV	295	83	4,010	24,485	0	0	24,485	24,485	0	0	24,485
UV	295	782	9,531	230,690	0	0	230,690	228,035	0	0	228,035
Sub-Totals		0	17,951	255,175	0	0	255,175	0	0	0	252,520
							5,233,420				5,166,718
							0				0
Amount from General Rates							5,233,420				5,166,718
Ex-Gratia Rates							0				0
							5,233,420				5,166,718

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 9. INFORMATION ON BORROWINGS

(a) Debenture Repayments

The Shire does not have any borrowings.

(b) New Debentures

There are no new debentures as at the reporting date.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 10. GRANTS AND CONTRIBUTIONS

Grants	Grant Provider	Approval (Y/N)	2015-16	2015-16 Budget		Variations		Recoup Status	
			Adopted Budget	Operating	Capital	Operating	Capital	Received	Not Received
			\$	\$	\$	\$	\$	\$	
General Purpose Funding									
I030019 Grant Equalisation	WALGCC	Y	150,336	150,336	0	0	0	0	150,336
I030021 Grant - Roads	WALGCC	Y	159,882	159,882	0	0	0	0	159,882
Law, Order, Public Safety									
I053402 Operating Grant	DFES	Y	2,543	2,543	0	0	0	0	2,543
Welfare Services									
I080014 Childcare Grant			9,419	9,419	0	0	0	0	9,419
I082002 Youth Program Grants			49,392	49,392	0	0	0	0	49,392
I080002 Sustainability Child Care			54,715	54,715	0	0	0	0	54,715
I082001 Youth Support DCP Grant	DCP		67,353	67,353	0	0	0	0	67,353
Recreation and Culture									
I114467 Grant Swimming Pool	DSR		30,000	30,000	0	0	0	0	30,000
I114488 Rec Centre Floor Renewal			50,000	0	50,000	0	0	0	50,000
I117010 Other Grant Funding			123,720	123,720	0	0	0	30,930	92,790
Transport									
MRWA Funding									
I122200 MRWA Direct	MRWA		128,000	128,000	0	0	0	128,000	0
I122213 Natural Disaster Reinstatement	MRWA		547,895	547,895	0	0	0	547,895	0
I122052 Contribution Street Lights	MRWA		3,700	3,700	0	0	0	0	3,700
I122218 RRG Funding	MRWA		300,000	0	300,000	0	0	120,000	180,000
Other Streets/Roads Funding									
I122042 Contribution Crossovers			1,500	1,500	0	0	0	0	1,500
I122206 Roads to Recovery			566,251	0	566,251	0	0	0	566,251
Economic Services									
I134468 Minara Leonora Heritage Walk Trail			8,756	8,756	0	0	0	0	8,756
I134469 Lotterywest Geo Trails	Lotterywest		15,000	15,000	0	0	0	0	15,000
I134458 Projects			21,700	21,700	0	0	0	0	21,700
I138005 Grants			48,000	48,000	0	0	0	6,000	42,000
I138002 Sponsorship			115,000	115,000	0	0	0	0	115,000
I134463 Lotterywest Headframe Stage 1	Lotterywest		471,941	0	471,941	0	0	0	471,941
I134464 Lotterywest Cottages Conservation	Lotterywest		630,655	0	630,655	0	0	0	630,655
I134465 Lotterywest Barnes Federal Theatre	Lotterywest		420,000	0	420,000	0	0	0	420,000
I134470 Gwalia Precinct Renewal			200,000	0	200,000	0	0	0	200,000
I137008 Lotterywest Fitout funding	Lotterywest		1,564,700	0	1,564,700	0	0	0	1,564,700
TOTALS			5,740,458	1,536,911	4,203,547	0	0	832,825	4,907,633

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 12. TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 15	Amount Received	Amount Paid	Closing Balance 30 Nov 15
	\$	\$	\$	\$
Proceeds from sale of impounded cattle	16,112	0	(16,112)	0
	16,112	0	(16,112)	0

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2015

NOTE 13. EXPLANATION OF MATERIAL VARIANCES

Details and explanations of the material variances reflected on the Statement of Financial Activity are provided below as required by Local Government (Financial Management) Regulation 34(1) (d). ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of \$15,000.

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding - Other	104,960	42.60%	▲	Timing	Higher portion of ratepayers electing to pay by instalments, some interim mining rates also issued. FAGS Payments received earlier than budgeted
Education and Welfare	13,633	12.07%		Timing	Some grants received earlier than expected, higher childcare income than budget forecast
Transport	14,418	1.67%		Permanent	Sales of Avgas Drums at Airport (balance item also reflected in expenditure)
Economic Services	215,202	193.55%	▲	Timing	Some grants received earlier than expected
Operating Expense					
Education and Welfare	49,116	18.30%	▼	Timing	Lower employee costs at childcare centre (new employees to commence soon)
Community Amenities	50,057	43.01%	▼	Timing	Some works programmes have been shifted to later in the year
Recreation and Culture	207,667	35.70%	▼	Timing	Alteration to timing of projects etc
Transport	200,568	12.46%	▼	Timing	Alteration to timing of projects etc
Economic Services	148,296	25.50%	▼	Timing	Alteration to timing of projects etc
Other Property and Services	216,833	282.76%	▼	Timing	Some overhead rates require review to correct overallocation, other variances result in alteration to timing of programmes etc
Capital Revenues					
Capital Expenses					
Land and Buildings	2,706,655	77.00%	▼		Alteration to timing of projects etc
Plant and Equipment	32,652	19.53%	▼		Alteration to timing of acquisition of assets
Additional Comments					
Note 2 - Net Current Assets					Approx \$500k more funds held than same period last year
Note 3 - Capital					Some alteration to timing of asset acquisitions
Note 4 - Cash					N/A
Note 5 - Receivables					Rates collection tracking well, some recovery action commencing on bad debtors
Note 6 - Payables					N/A
Note 7 - Reserves					N/A
Note 8 - Rates					Revenue slightly higher than budget forecast
Note 9 - Borrowings					N/A
Note 10 - Grants					N/A
Note 11 - Budget Amendments					N/A
Note 12 - Trust					Trust balance has been transferred and cleared

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(B) ACCOUNTS FOR PAYMENT

SUBMISSION TO: Meeting of Council
Meeting Date: 15th December, 2015

AGENDA REFERENCE: 10.2 (B) DEC 15

SUBJECT: Accounts for Payment

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 8th December, 2015

BACKGROUND

Attached statement consists of accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **20738** to **20782** and totalling **\$228,139.55** and accounts paid by Council Authorisation represented by cheques numbered from **20783** to **20854** totaling **\$276,515.92**.

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 accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **20738** to **20782** and totalling **\$228,139.55** and accounts paid by Council Authorisation represented by cheques numbered from **20783** to **20854** totaling **\$276,515.92** be authorised for payment.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr LR Petersen, Seconded Cr AE Taylor that accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **20738** to **20782** and totalling **\$228,139.55** and accounts paid by Council Authorisation represented by cheques numbered from **20783** to **20854** totaling **\$276,515.92** be authorised for payment.

CARRIED (7 VOTES TO 0)

Shire of Leonora				
Monthly Report – List of Accounts Paid by Delegated Authority				
Submitted to Council on the 15th December, 2015				
The following list of accounts has been paid under delegation, and Direct Bank Transactions by the Chief Executive Officer, since the previous list of accounts. Cheques are numbered from 20738 to 20782 and total \$228,139.55				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment by Delegated Authority
1	03/11/2015	National Australia Bank	Credit Card Payments - October, 2015	3,426.73
20738	10/11/2015	Horizon Power	Power Usage - 240 Hoover Street and Shire Office	1,354.59
20739	10/11/2015	Sparlon Electrical	Inspect and repair fluros on main street verandah and callout to fix issues with emergency lighting at airport	1,136.30
20740	10/11/2015	Water Corporation	Water Usage - Oval	39.60
20741	10/11/2015	Child Support Agency	Child Support PPE: 11/11/15	1,034.56
20742	10/11/2015	LGRCEU	Union Fee PPE: 11/11/15	20.50
1	11/11/2015	National Australia Bank	Fee for Super Pay - October, 2015	15.75
1	11/11/2015	Alliance Equipment Finance	CRC Photocopier Lease - November 2015	275.84
1	11/11/2015	Aon Master Trust	Superannuation PPE: 11/11/15	189.35
1	11/11/2015	AMP	Superannuation PPE: 11/11/15	388.19
1	11/11/2015	Australian Super	Superannuation PPE: 11/11/15	896.21
1	11/11/2015	BT Super for Life	Superannuation PPE: 11/11/15	449.52
1	11/11/2015	IIOF Employer Super	Superannuation PPE: 11/11/15	176.52
1	11/11/2015	WA Super	Superannuation PPE: 11/11/15	7,283.15
1	11/11/2015	MLC Masterkey Super	Superannuation PPE: 11/11/15	559.34
20743	17/11/2015	Former Leinster Residents Assoc	Publishers fee, ISBN Numbers, Ink Cartridges, Copies of "An Unlikely Oasis" and Research and Editing Costs from Dr Clive Whitehead - Covered with Leinster Community Grant 2015/16	2,161.81
20744	17/11/2015	Home and Community Care	Financial Assistance for Xmas Hamper to help raise funds for Annual Xmas party	250.00
20745	17/11/2015	Landgate	Gross Rental Valuations Chargeable - July Invoice	64.00
20746	17/11/2015	Leonora District High School	Financial Assistance for Xmas Hamper to help raise funds for Annual Xmas party	250.00
20747	20/11/2015	Black Square Arts	50% Deposit - Remote Arts Industry Support	4,537.50
20748	20/11/2015	Building Commission	Levy for Building Licence 15/15	56.65
20749	20/11/2015	Commissioner of Police	Firearm Collector's Licence - Museum	59.00
			Sub Total	\$24,625.11

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$24,625.11
20750	20/11/2015	Department for Child Protection and Family Support	Donation towards 2015 Foster Carers Christmas Party	500.00
20751	20/11/2015	G J Langford	Contractor Works	1,740.00
20752	20/11/2015	Gail Ross	Reimbursement - Food for St Barbs Function	110.35
20753	20/11/2015	Goldfields Tourism Network	2015/16 Contribution to Goldfields Tourism Network and Golden Quest Discovery Trail	40,150.00
20754	20/11/2015	Horizon Power	Power Usage - Streetlights	3,767.20
20755	20/11/2015	Leinster District Racing Club	Upgrade of Kitchen at Leinster Race Course	8,800.30
20756	20/11/2015	Leonora Motor Inn	Accommodation for Ranger - September, 2015	264.00
20757	20/11/2015	LGIS Broking WA	Vehicle and Plant Insurance 2015/16	2,152.21
20758	20/11/2015	Marnta Pty Ltd	Youth Service - October, 2015	10,956.00
20759	20/11/2015	Netlogic	Maintenance to Museum PC, Check for Viruses on DCEO and Accounts PC, Remote Consulting regarding Medical Practice Computers and Install Reckon to CEO and DCEO Computers	1,015.00
20760	20/11/2015	Pipeline Mining and Civil Contracting	Grave Digging - V Blizzard, R Dann, R Isaacs & L Redmond	1,716.00
20761	20/11/2015	Sparlon Electrical	Continuation of work on Apron, Taxiway and Runway Lights at Airport	2,558.60
20762	20/11/2015	Telstra	Phone/Internet Usage - October, 2015	4,056.63
20763	20/11/2015	Timber Insight	Assessment, Inspection and Report of Gwalia Timber Headframe	12,716.00
20764	20/11/2015	Water Corporation	Water Usage	1,678.52
20765	24/11/2015	Shire of Leonora - Petty Cash	Petty Cash Recoup	304.40
20766	24/11/2015	Dave Hadden	Building Contract - 10th - 20th November, 2015	6,485.60
20767	24/11/2015	G J Langford	Contractor Works - 16 - 20th November, 2015	1,180.00
20768	24/11/2015	Geraldine Hogarth	Bond Refund - Funeral on 20th November, 2015	150.00
20769	24/11/2015	Goldfields Pilbara Forklift Services	Parts and Labour to Service P590	8,636.70
20770	24/11/2015	Kiara Lord	Reimbursement - Meal allowance for 25th & 27th November	150.00
20771	24/11/2015	Tanya Nardone	Reimbursement - Meal allowance for 25th & 27th November, 2015 & Travel to Kalgoorlie Return	483.09
1	24/11/2015	Shire of Leonora - Wages & Salaries	Wages & Salaries PPE: 25/11/15	70,917.88
1	25/11/2015	AMP	Superannuation PPE: 25/11/15	388.19
1	25/11/2015	Australian Super	Superannuation PPE: 25/11/15	883.74
1	25/11/2015	Aon Master Trust	Superannuation PPE: 25/11/15	91.49
1	25/11/2015	BT Super for Life	Superannuation PPE: 25/11/15	460.93
1	25/11/2015	IIOF Employer Super	Superannuation PPE: 25/11/15	173.28
1	25/11/2015	MLC Masterkey Super	Superannuation PPE: 25/11/15	559.34
1	25/11/2015	MLC Nominees Pty Ltd	Superannuation PPE: 25/11/15	56.53
			Sub Total	\$207,727.09

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$207,727.09
1	25/11/2015	WA Super	Superannuation PPE: 25/11/15	8,172.62
1	25/11/2015	National Australia Bank	NAB Connect Fee - November, 2015	35.25
20772	25/11/2015	Child Support Agency	Child Support PPE: 25/11/15	1,034.56
20773	25/11/2015	LGRCEU	Union Fee PPE: 25/11/15	20.50
20774	25/11/2015	Australian Communications Authority	Annual Licence	43.00
20775	25/11/2015	Kesco Holdings	Items purchased for child care centre using Mina	714.46
20776	25/11/2015	Modern Teaching Aids Pty Ltd	Items purchased with Minara 2015 grant	1,684.49
20777	25/11/2015	State Library of WA	Better Beginnings gift books for library	154.00
20778	25/11/2015	Telstra	Phone usage - Camping requisites	35.00
20779	25/11/2015	Toll Ipec Pty Ltd	Freight	564.38
1	30/11/2015	National Australia Bank	Account Fees - November 2015	144.80
20780	07/12/2015	Dave Hadden	Health/Building Contract - November 23th - 27th November, 2015	5,130.40
20781	07/12/2015	G J Langford	Contracting Works 23rd - 25th November, 2015	940.00
20782	07/12/2015	Netlogic Information Technology	Install QB and activate Office on MCS computer and rectify licencing issues, New Desktop Computer for Library, Set up, Upgrade to windows 10, install Office and Configure User Profile and New Monitor for CEO	1,739.00
			GRAND TOTAL	\$228,139.55

Shire of Leonora**Monthly Report - List of Accounts Paid by Authorisation of Council****Submitted to Council on the 15th December, 2015**

Cheques numbered from **20783** to **20854** totaling **\$276,512.92** submitted to each member of the Council on 15th December, 2015 have been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing.

CHIEF EXECUTIVE OFFICER

Cheque	Date	Name	Item	Payment
20783	15/12/2015	Air BP	Fuel for Mosquito Fogging	626.12
20784	15/12/2015	Airport Lighting Specialists	Items for Airport	2,612.50
20785	15/12/2015	APD Pest Control	Spray Cactus and Declared Plants in Gwalia	20,663.50
20786	15/12/2015	Arlene Collings-	Gwalia Books for Museum and Information Centre	1,523.70
20787	15/12/2015	Asphalt in a Bag	20Kg Asphalt	3,437.50
20788	15/12/2015	Austral Mercantile Collections P/L	Legal Fees	236.45
20789	15/12/2015	Biggs Butchers	Meat for Grader Camp	1,255.00
20790	15/12/2015	Bin Bomb Pty Ltd	10 Kilo Bin Bomb Deodorant Pellets	1,429.45
20791	15/12/2015	Boldline Services	Parts and Repairs to P2334	605.00
20792	15/12/2015	Butson Group Pty Ltd	Provide Refreshments for Beyond Gardens Function, Lunch for the Vet Sterilisation Program over 3 days and 8 persons attending a meeting at Council Chambers	795.00
20793	15/12/2015	Can't Stop Baking	Assorted cakes for morning tea - 17/11/2015	45.00
20794	15/12/2015	Canine Control	Ranger Services	6,699.00
20795	15/12/2015	Canning Pool and Pump Centre	Telepole and Leisure Clean Brush Vac Head	94.90
20796	15/12/2015	Central Desert Native Title Services	Bond Refund - Rec Centre Hire	150.00
20797	15/12/2015	Chefmaster Australia	Bin Liners for Depot	593.80
20798	15/12/2015	City Of Kalgoorlie/Boulder	Member contribution to Regional Records Facility - May to October, 2015	8,000.00
20799	15/12/2015	Comfort Inn Midas	Accommodation - C Huckerby	135.00
20800	15/12/2015	Covs Parts Pty Ltd	Items purchased for Depot	1,062.90
20801	15/12/2015	Creative Spaces	Design and Fabrication of Leonora Heritage Trail Markers - Final Payment + Entry Sign for Shire	6,222.48
20802	15/12/2015	Department of Fire and Emergency Services	ESL Quarter 2 Payment	38,782.17
			Sub Total	\$94,969.47

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$94,969.47
20803	15/12/2015	Design Sense Graphics & Web	Golden Gift Promotional Material and letterheads and Booklets for NG Tourism Group	4,037.00
20804	15/12/2015	Eastern Goldfields Historical Society	Images sourced from Eastern Goldfields Historical Society for Loop Trails	363.00
20805	15/12/2015	Educational Experience	Kiddies gym and picture mat for child care centre	310.97
20806	15/12/2015	Elite Gym Hire	Gym Equipment Hire - December, 2015	1,072.50
20807	15/12/2015	EmbroidMe Malaga Pty Ltd	Shirts for Golden Gift Staff	235.75
20808	15/12/2015	Forman Bros	Install Frog Slide at Pool, Repair Leaking Cistern at Shire Office, Investigate and repair leaks at CRC, Repair leaks in Oval Change rooms, work at Skate and memorial parks, Repair Retic and program controller for 144 Gwalia Street and Replace trap o ring in sink at shire office	7,697.80
20809	15/12/2015	Galaxy Embroidery and Printing	Custom Stickers for Gwalia	154.99
20810	15/12/2015	Goldfields Equipment	Diesel Pump and standpipe hire for November plus demobilisation	5,375.71
20811	15/12/2015	Goldfields Locksmiths	Restricted Cut Keys for Shire	205.40
20812	15/12/2015	Goldfields Records Storage	Records Storage and training for C Huckerby November, 2015	704.70
20813	15/12/2015	Goldfields Truck Power	Lube Filter for P832, Moulding for Right Headlight and Light + Turn Signal for p2146 and Hire of Multi-Tyred Roller	4,891.29
20814	15/12/2015	Goldline Distributors	Products for Shire, Museum, Child Care Centre and Rec Centre	2,175.08
20815	15/12/2015	Grocorp	Change Station, Cot and mattresses for Child Care Centre	3,781.44
20816	15/12/2015	Helen Smith	Microchipping for Sterilisation Program	2,125.00
20817	15/12/2015	Hitachi Construction Machinery	Service to P2360 and Hoses O-Rings and Aircon Dryer filters and oils for P2334 and P2360	9,184.84
20818	15/12/2015	J.R. & A. Hersey Pty Ltd	Items as requested by Works Manager	2,271.98
20819	15/12/2015	Jason Signmakers	Royalties for Regions Signs	528.00
20820	15/12/2015	Juwest Pty Ltd	Repair Concrete Ramp at Post Office and Storm Damage to Hanger at Airport	1,128.60
20821	15/12/2015	Kleenheat Gas	Facility Fees for Shire Properties and Gas Bottles for 51 Gwalia Street, 240 Hoover Street and 137A Hoover Street	1,150.40
20822	15/12/2015	Komatsu Australia Pty Ltd	Cutting Edges as required	658.90
20823	15/12/2015	Landgate	Mining Tenements Chargeable	60.00
20824	15/12/2015	Leinster Contracting Services	Empty Skip Bins at Malcolm Dam	1,151.92
20825	15/12/2015	Leonora Drive Connectors	Spiral Guard and Gas Bottle Refills plus replacement hose for P000	794.74
20826	15/12/2015	Leonora Motor Inn	Accommodation - Ranger	132.00
			Sub Total	\$145,161.48

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$145,161.48
20827	15/12/2015	Leonora Post Office	Postage Costs - November, 2015	294.80
20828	15/12/2015	Linda Marris.	Reimbursement for out of pocket purchase of gift vouchers for pensioners Xmas gift	347.40
20829	15/12/2015	Marketforce	Tender Advertisement - 03/2015	748.89
20830	15/12/2015	Martins Trailer Parts	Parts for P857	1,086.90
20831	15/12/2015	Mobile Pest and Weed Control	Treatment to Bait Exterra Stations at Gwalia	1,232.00
20832	15/12/2015	Momar Australia Pty Ltd	Items for Depot, Aerodrome and Street Cleaning	5,910.03
20833	15/12/2015	Moore Stephens	Accounting Services - November, 2015 and webinar attendance for G Leslie	7,535.00
20834	15/12/2015	Nigel's Service Centre	Training for R Young, K Power, E Ryder, P Warner, M Molloy, B Hall, G Adams, A Lancaster and J Reos	8,654.00
20835	15/12/2015	Oaktown P/L T/A Specialised Tree Lopping	Tree Lopping at Shire Properties	0.00
20836	15/12/2015	Office National Kalgoorlie	Ink cartridge for Child Care Centre	41.50
20837	15/12/2015	Paramount Business Supplies Pty Ltd	Laminating roll for CRC	160.60
20838	15/12/2015	Penns Cartage Contractors	Freight including transport of Padfoot Roller	2,728.70
20839	15/12/2015	Pier Street Medical	Medical Services Provisional Fee	38,881.99
20840	15/12/2015	Powerchill Electrical & Refrigeration	Service Split air Con in baby room at Child Care Centre, New unit installed as old unit unserviceable	2,228.60
20841	15/12/2015	Prosegur Australia Pty Ltd	ATM fees for October-November, 2015	2,589.40
20842	15/12/2015	Quest Yelverton Kalgoorlie	Accommodation - S Butson and C Huckerby	330.00
20843	15/12/2015	Reynolds Graphics Pty Ltd	To Print 30,000 Northern Goldfields Holiday Planner booklets	12,870.00
20844	15/12/2015	Skippers Aviation Pty Ltd	Travel Perth to Leo Return for Kate Ferguson	694.00
20845	15/12/2015	Skyfuel Australia Pty Ltd	40 drums of Avgas for Depot	19,659.20
20846	15/12/2015	Staples Australia Pty Limited	Stationery Order for Shire	144.51
20847	15/12/2015	Sunny Industrial Brushware	Main Broom and Side Broom for Street Sweeper	1,848.00
20848	15/12/2015	Threat Protect	Security Monitoring - December, 2015	372.61
20849	15/12/2015	Tjuma Pulka (Media) Aboriginal Corporation	Reimbursement - Phone Line Connection	155.00
20850	15/12/2015	Toll Fast	Freight	183.94
20851	15/12/2015	Toll Ipec Pty Ltd	Freight	109.09
20852	15/12/2015	WA Country Health Service - Goldfields	Rental of Surgery and Consulting Rooms - November, 2015	417.38
20853	15/12/2015	Westland Autos No1 Pty Ltd	Service of P6 & 967 and New Vehicle (3L) plus registration	22,035.90
20854	15/12/2015	Whitehouse Hotel	Dinner for 3 18th November	95.00
			GRAND TOTAL	\$276,515.92

Cr PJ Craig adjourned the meeting for a morning tea break at 10:35am.

Cr PJ Craig reconvened the meeting at 10:48am. All those previously listed in the record of attendance were present, as well as Mr Bob Majstrovich of Majstrovich Building Co., Mr Kim Donovan and Mr Scott Oswald of Donovan Payne Architects.

Mr Majstrovich, Mr Donovan and Mr Oswald provided a verbal update on the progress of the Northern Goldfields Office and Administration Centre.

Cr PJ Craig thanked Mr Majstrovich, Mr Donovan and Mr Oswald for their presentation. Mr Majstrovich, Mr Donovan and Mr Oswald left the meeting at 11:03am.

Mr James Rigg and Mr Stringemore of Minara Resources entered the meeting at 11:23am.

Cr PJ Craig welcomed Mr Rigg and Mr Stringemore and invited them to address Council. Mr Rigg and Mr Stringemore provided a presentation to Council on Murrin Murrin mine closure planning process for the future.

Cr PJ Craig thanked Mr Rigg and Mr Stringemore for their presentation to Council.

Mr Rigg and Mr Stringemore left the meeting at 11:52am.

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(C) 2015/16 BUDGET AMENDMENT FOR PURCHASE OF NEW STREET BINS

SUBMISSION TO: Meeting of Council
Meeting Date: 15 December 2015

AGENDA REFERENCE: 10.2 (C) 15

SUBJECT: 2015/16 Budget Amendment for Purchase of New Street Bins

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 4.11

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 2 December 2015

BACKGROUND

As Councillors are already aware, there has been a spate of antisocial behaviour in town recently, as well an influx of visitors to the Leonora townsite. Recently, there was an incident at one of the local hotels where an individual allegedly removed a lid from one of the street bins outside of the hotel and then proceeded to use it as a projectile inside the hotel. Prior to this incident by only a few weeks, a rubbish bin was allegedly used to vandalise windows of local businesses in the main street (MEEDAC, Ross Norrie CPA office, the Food Van Shop etc).

In light of this incident, and the risk associated with similar incidents occurring again, staff were instructed to remove the metal bin lids and the metal canisters inside. Plastic garbage bags now line the interior of the bins as a temporary measure, however they are on eyesore and are not very effective.

Manager Works, Mr Dan Yates, has sought quotations for replacement bins (we will require twenty) that do not have easily accessible removable parts. The attachment shows the favoured design for the replacement bins. The bins pictured are steel framed with steel or alloy panels, heavy duty door local and will be powder coated to the colour of choice. They house a 120 litre wheelie bin inside (cost of \$53 per wheelie bin unit) and can be bolted down using the existing concrete footings where current street bins are located. These bins would also only require emptying on regular commercial refuse collection days, rather than daily as occurs at present. A product is also available which eliminates odours from the bins.

The unit cost of the bin receptacles is \$1,496, which does not include delivery, installation, or the 120L wheelie bin. It is estimated that the total cost to replace street bins would be approximately \$37,620 (ex GST).

To accommodate this purchase, the 2015/16 budget has been reviewed by the executive staff, and areas of potential savings identified for the Council's consideration.

A member dividend of \$18,620.32 (ex GST) has been receive from LGIS WA in the 2015/16 period, which was unbudgeted. It is also anticipated that savings can be made at operating expenditure accounts E122160 Street Cleaning, and E122180 Street Trees and Watering. Consultation with the Manager Works has seen some reworking of current operational plans, and some reduction in activity to allow for savings to offset the cost of the purchase of street bins.

STATUTORY ENVIRONMENT

Section 6.8(1) (b) of the Local Government Act 1995 provides that expenditure can be incurred when not included in the annual budget provided that it is authorised in advance by resolution (absolute majority).

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The financial implications resulting from this report have been considered in formulating the recommendation of a budget amendment.

STRATEGIC IMPLICATIONS

Will align with community objectives to reduce lawlessness and vandalism within the community.

RECOMMENDATIONS

That the Council resolve by absolute majority to amend the 2015/16 adopted budget, in order to purchase and install twenty new street bins in the commercial precinct on Tower Street, as follows:

Reduce operating expenditure by \$9,500 at E122160 Street Cleaning
Reduce operating expenditure by \$9,500 at E122180 Street Trees and Watering
Increase operating income to reflect dividend received from LGIS WA by \$18,620 at I144451, Insurance Recoveries
Add capital expenditure to and install twenty new street bins in the commercial precinct on Tower Street totalling \$37,620.

VOTING REQUIREMENT

Absolute Majority

COUNCIL DECISION

Moved Cr LR Petersen, Seconded Cr RA Norrie that the Council resolve by absolute majority to amend the 2015/16 adopted budget, in order to purchase and install twenty new street bins in the commercial precinct on Tower Street, as follows:

Reduce operating expenditure by \$9,500 at E122160 Street Cleaning
Reduce operating expenditure by \$9,500 at E122180 Street Trees and Watering
Increase operating income to reflect dividend received from LGIS WA by \$18,620 at I144451, Insurance Recoveries
Add capital expenditure to and install twenty new street bins in the commercial precinct on Tower Street totalling \$37,620.

CARRIED BY ABSOLUTE MAJORITY (7 VOTES TO 0)



Cr PJ Craig adjourned the meeting at 12:10pm for a ten minute comfort break.

Cr PJ Craig Reconvened the meeting at 12:21pm, with all those previously listed in the record of attendance present.

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(D) AUDIT REGULATION 17

SUBMISSION TO: Meeting of Council
Meeting Date: 15th December 2015

AGENDA REFERENCE: 10.2 (D) DEC 15

SUBJECT: Internal Audit Framework

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 7th December 2015

BACKGROUND

The first review of internal controls in line with Audit Regulation 17 was due to be submitted to the Audit Committee by the 31st December 2014, in the form of a report from the CEO. The Audit Committee is to review the report from the CEO, and report on this matter to the Council (including a copy of the CEO's report).

The Audit & Risk Committee has continued to meet on a quarterly basis. At these meetings, risk management frameworks, draft Strategic and Operational Risks have been reviewed and discussed and progress made on the presentation of these reports to future meetings. There was also some discussion on the process that would be undertaken in order to produce reports for the CEO to appropriately monitor the effectiveness of various controls.

The following sets out the step by step process that was proposed to follow in order to review (or develop) the Shire's internal controls:

1. Utilise the 2012 Better Practice Model – Financial Internal Control for South Australian Councils, developed by Deloitte as the base document for internal financial controls;
2. Identify problems and risks that have been raised by the external auditor, Audit Committee, Council staff etc. and which should be addressed by internal financial controls;
3. Consult with staff and Council Members regarding the objective of the review and provide an outline of the process - ensure that the senior management team is kept informed of progress;
4. Identify officers responsible for each business activity and arrange for them to participate in the review;

5. Undertake an internal financial controls review for each of the business activities to;
 - examine current procedures;
 - identify key risks threatening the achievement of Council's objectives;
 - identify existing internal financial controls;
 - assess current controls for effectiveness;
 - identify any new controls needed as well as existing controls requiring adjustment;
 - identify relevant officers for each internal control.

The review should not be seen as an audit of past transactions. Its objective is to identify, evaluate and document existing internal financial controls and recommend changes and/or new internal controls where necessary;

6. Consistent with the 2012 BPM, establish a database of internal controls in accordance with an agreed hierarchy;
7. Propose the following detail should be recorded for each internal financial control:

Number:	Identification number of internal control for each risk
Description of Control:	Description of the internal financial control
Current Situation:	Current situation in regard to each internal control
Target Date:	Target date allocated to the implementation of the control
Responsible Officer:	Responsible officer for each internal control
Checking Officer:	Checking officer and/or if the internal control is included in the 'Spot Check' process (refer below in the Review Process)

8. For each risk identified an assessment of its likelihood and consequence should be undertaken according to the classifications included in Attachment 3 (Note: These measures need to be tailored to meet the needs of an individual Council);
9. The final inherent risk is determined by using the two ratings above and applying these to the Risk Level Matrix in the Risk Management Framework to identify overall risk as L (low); M (moderate); H (high); or E (extreme).

The assessment process should not be considered to be an exact science however there is value in allocating time to considering the likelihood and consequence of each risk.

The strategy above was implemented by external consultants in close consultation with staff.

Attached to this report are minutes of the Audit Committee Meetings, and the reports presented at those meetings, for Council information.

STATUTORY ENVIRONMENT

February 2013 Amendments – Audit Regulation 17

These amendments relate to extending regulation 16, functions of an audit committee, and inserting a new regulation 17, review of certain systems and procedures by a CEO. The amendments are detailed as follows:

Regulation 16 – Functions of Audit Committee

Regulations 16(a) and 16(b) in relation to the Audit Committee providing assistance to the local government remain unchanged. A new section 16(c) has been inserted and states as follows:

16 *Audit committee, functions of An audit committee –*

(c) *is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –*

(i) *report to the council the results of that review; and*

(ii) *give a copy of the CEO's report to the council.*

Regulation 17 – CEO to review certain systems and procedures

A new regulation 17 has been inserted and states as follows:

17 *CEO to review certain systems and procedures*

(1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*

(a) *risk management; and*

(b) *internal controls; and*

(c) *legislative compliance.*

(2) *The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*

(3) *The CEO is to report to the audit committee the results of that review.*

The Department of Local Government and Communities has prepared a guideline. The Audit in Local Government, The appointment, function and responsibilities of Audit Committees Local Government Operational Guidelines – Number 09 Revised September 2013 provides more detail to assist local government authorities and audit committees as to what falls within the terms 'risk management', 'internal control' and 'legislative compliance'.

POLICY IMPLICATIONS

Risk Management Policy has been adopted and outlines the Shire's commitment and approach to managing risks that may impact on its day-to-day operations and threaten the achievement of its objectives

FINANCIAL IMPLICATIONS

The financial implications resulting from this exercise includes the internal or external resources that will be required for the internal audit function to be undertaken. It is estimated that somewhere between 1-2 days a month will be required to perform the internal audit function.

STRATEGIC IMPLICATIONS

A Council's internal control environment includes the following components:

- Structure of the organisation
- Culture of the organisation
- Knowledge, skills and experience of employees
- Processes employed by the organisation to conduct business.

The Chief Executive Officer should play a key role in the establishment and development of an effective internal control environment, as it ultimately sets the operational tone of the Council, and should reflect the ethics, integrity and values espoused by the Council.

An effective and transparent internal control environment would focus on the following key areas:

- Integrity and ethical values
- Management's philosophy and operating style
- Organisation structure
- Performance measures
- Policies and procedures
- Human resources policy
- Internal Audit function
- The Audit Committee.

The role of the audit committee is to govern the integrity of the entity's financial information, systems of internal control, and the legal and ethical conduct of management and employees. The responsibility of the audit committee will differ depending upon the Council's size, scale of operations, and any specific requirements. The key role of internal audit is to provide assistance to the Council's audit committee in discharging its governance responsibilities. It does this by:

- Providing an objective assessment of existing risks and the internal control framework
- Performing reviews of the compliance framework and specific compliance issues
- Conducting regular analysis of business processes and associated controls.
- Performing ad hoc reviews for specific areas of concern, including unacceptable levels of risk

Reviewing the operational performance of the Council and providing recommendations for more effective and efficient use of resources

RECOMMENDATIONS

That the Council receive the minutes of the Audit & Risk Committee meetings held on 17th March 2015, 16th June 2015 and again on the 15th September 2015, and note the reports contained therein which serves as the report from the Audit & Risk Committee to Council on the review of appropriateness and effectiveness of the controls of the Shire of Leonora's systems and procedures as per Audit Regulation 17.

VOTING REQUIREMENT

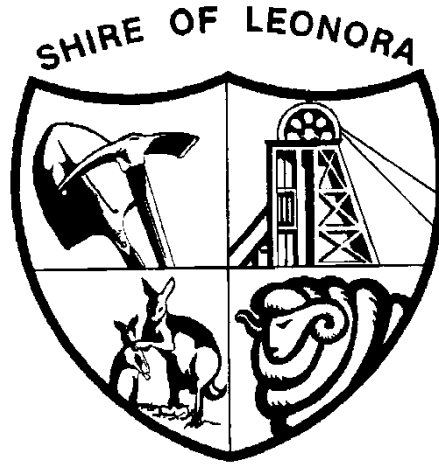
Simple Majority

COUNCIL DECISION

Moved Cr MWV Taylor, Seconded Cr RA Norrie that the Council receive the minutes of the Audit & Risk Committee meetings held on 17th March 2015, 16th June 2015 and again on the 15th September 2015, and note the reports contained therein which serves as the report from the Audit & Risk Committee to Council on the review of appropriateness and effectiveness of the controls of the Shire of Leonora's systems and procedures as per Audit Regulation 17.

CARRIED (7 VOTES TO 0)

SHIRE OF LEONORA



AUDIT AND RISK COMMITTEE MEETING

TO BE HELD 17 MARCH, AT THE CONCLUSION OF THE
ORDINARY MEETING OF COUNCIL, TO COMMENCE AT 1:00PM.

JG EPIS
CHIEF EXECUTIVE OFFICER

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS / FINANCIAL INTEREST DISCLOSURE

Mr Marius van der Merwe, Shire of Leonora appointed Auditor

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

2.1 Present

**President
Deputy President
Councillors**

**PJ Craig
RA Norrie
RM Cotterill
MWV Taylor
AE Taylor
LR Petersen
GW Baker**

**Chief Executive Officer
Deputy Chief Executive Officer
Manager Community Services
Consultant**

**JG Epis
TM Browning
SG Butson
J Trail**

2.2 Apologies

Nil

3.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

Draft motion: That the Minutes of the Ordinary Meeting held on 16th December, 2014 be confirmed as a true and accurate record.

4.0 REPORTS OF OFFICERS

4.1 CHIEF EXECUTIVE OFFICER

4.1.1 INTERNAL AUDIT FRAMEWORK UP DATE

SUBMISSION TO: Meeting of Audit Committee
Meeting Date: 17th March, 2015

AGENDA REFERENCE: 4.1.1 March 2015

SUBJECT: Internal Audit Framework Up Date

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Jim Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 11th March, 2015

BACKGROUND

The Shire has been undertaking a review of its risk profile as part of the implementation of the Risk Management Framework.

At the last meeting of the Audit Committee it noted:

- the Draft Risk Executive Report
- consideration on a quarterly basis the Risk Executive Report detailing all strategic risks and those operational risks with a high rating

DETAILS

The Shire has undertaken a review of its risk profile and established a draft set of Strategic and Operational Risks which has been accepted by the Audit Committee. A number of operational and strategic risks have been identified.

The Audit Committee has discussed the level of reporting to receive on a quarterly basis. The information attached is for review and comment by the Audit Committee and details all strategic risks and those operational risks that are rated high.

Information from external auditors has indicated that with respect to external audit requirements, the main view is one of compliance with the Audit Regulations.

To this end local governments will be asked if they have undertaken the reviews and if they have met the statutory deadline. With respect to the undertaking of reviews, there will be an expectation that the LG has formed an opinion as to the appropriateness and effectiveness of the framework in place.

The appropriateness and effectiveness of the framework in place will be treated as a compliance exercise and that an expectation exists that over time the framework, processes and controls in place will improve.

The Shire of Leonora has a framework in place has considered draft operational and strategic risks, reviewed its terms of reference for the audit committee and its reporting requirements with regard to the regulation.

Staff are currently reviewing the appropriateness and effectiveness of existing controls in place for the strategic and operational risks that have been identified. In these instances, it is expected the CEO will provide their own assessment on the appropriateness and the effectiveness based on the information they have to hand.

In some instances, it is perfectly reasonable for an outcome where it is determined controls are not appropriate. In such cases, it would also need to be stated it follows they cannot therefore, be effective. These will then need to be reviewed and effective controls put in place.

An extensive review of the effectiveness of the existing controls is anticipated to be completed by the end of May 2015.

POLICY IMPLICATIONS

The Risk Management Policy outlines the Shire's commitment and approach to managing risks that may impact on its day-to-day operations and threaten the achievement of its objectives

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Chief Executive Officer should play a key role in the establishment and development of an effective risk management framework, as it ultimately sets the operational tone of the Council, and should reflect the ethics, integrity and values espoused by the Council.

The role of the audit committee is to govern the integrity of the entity's financial information, systems of internal control, risk and the legal and ethical conduct of management and employees.

Monitoring and reviewing activities will provide evidence of the appropriateness and effectiveness of systems and procedures in regard to risk management, internal control and legislative compliance, as required by the Local Government (Audit) Regulations 1996.

RECOMMENDATIONS

That Committee:

1. Notes the Draft Risk Executive Report
2. Consider on a quarterly basis the Risk Executive Report detailing all strategic risks and those operational risks with a high rating

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Chief Executive Officer

Individual Risk Report

Shire of Leonora



Print Date: 11-Mar-2015

OR-044	Chemicals used in operating environments	HIGH
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Primary Category: Human Safety and Well – Being
Primary Sub-Category:

Responsible Officer: Dan Yates
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major

Likelihood Likely

Risk Rating High

Revised

Consequence Major

Effectiveness of Controls Good

Likelihood Likely

Risk Rating High

Future

Consequence Major

Effectiveness of Controls Non-existent

Likelihood Likely

Risk Rating High

Future

Existing Controls

Revised

Draft safe operating procedure in place

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Safe operating procedure for use of chemicals exists as well as a chemicals register	In Progress	30/06/2015		Dan Yates

OR-046	Plant and equipment under utilised	HIGH
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Primary Category: Capacity to Deliver Services
Primary Sub-Category:

Responsible Officer: Dan Yates
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major

Likelihood Likely

Risk Rating High

Revised

Consequence Major

Effectiveness of Controls Excellent

Likelihood Likely

Risk Rating High

Future

Consequence Major

Effectiveness of Controls Non-existent

Likelihood Likely

Risk Rating High

Future

Existing Controls

Revised

Fuel usage and utilisation of plant and equipment recorded

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Report regularly on fuel usage and utilisation of plant and equipment	In Progress	30/06/2015		Dan Yates

OR-002	CEO responsible to put in place a framework of internal controls over budget formulation and management.	HIGH
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Primary Category: Financial and Legal
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Budget currently prepared internally in line with Long Term Financial Plan and checked by external auditors

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Ensure Audit Committee signs off on process and framework for the formulation and management of the annual budget	In Progress	30/06/2015		Tanya Browning

OR-003	Unrealistic Budgets Adopted	HIGH
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Primary Category: Financial and Legal
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Current Budget prepared within the Leonora Integrated Planning Framework

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Ensure annual budgets prepared in accordance with the Leonora Integrated Planning Framework	In Progress	30/06/2015		Tanya Browning

OR-009	Council's statutory reports provide inaccurate financial information	HIGH
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Primary Category: Financial and Legal
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

General Ledger reconciliations (including control and clearing accounts) are prepared on a regular basis; all reconciliations independently reviewed.

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Actual results compared to budget regularly and provided in management reports. Management reviews and investigates significant variances.	In Progress	30/06/2015	UHYHN provide remote service and independent management reports to CEO	Tanya Browning

OR-019	Debtors are either not collected on a timely basis or not collected at all.	HIGH
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Primary Category: Financial and Legal
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Debtor's reconciliation performed on a regular basis to the General Ledger and reviewed by an independent person.

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Management reviews debtors ageing profile on a regular basis and investigates any outstanding items.	In Progress	30/06/2015	CEO recommends bad debtors to external collection agency for follow up	Tanya Browning

OR-021	Fixed asset acquisitions, disposals and write-offs are fictitious, inaccurately recorded or not recorded at all	HIGH
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Primary Category: Financial and Legal
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Reconciliation of fixed assets to the General Ledger is performed regularly.

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
All fixed asset acquisitions and disposals are approved in accordance with delegation of authority and relevant procurement and fixed asset policies.	In Progress	30/06/2015	Physical stocktake undertaken on asset classes periodically.	Tanya Browning

OR-022	Fixed Asset maintenance and/or renewals are inadequately planned	HIGH
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Primary Category: Capacity to Deliver Services
Primary Sub-Category:

Responsible Officer: Dan Yates
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Asset Management Plans direct Council's programmed maintenance and asset renewal schedules

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Asset Management Plans exist for all major asset classes and all changes to the asset management plan must be approved by Council	In Progress	30/06/2015	Asset management plans under review for improvement and clarity as part of ongoing improvement plan.	Dan Yates

OR-028	Council does not raise the correct level of rate income	HIGH
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Primary Category: Financial and Legal
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Actual rate revenue and rate rebates are compared to budget regularly; management reviews and investigates significant variances.

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Management regularly reviews the calculation methodology within the rate application system and for a sample of ratepayers to ensure correct calculation and methodology has been used.	In Progress	30/06/2015		Tanya Browning

OR-029	Council loses recurrent Grant funding to provide existing service	HIGH
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Primary Category: Capacity to Deliver Services
Primary Sub-Category:

Responsible Officer: Jim Epis
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Council has a grant revenue register which records details such as reporting deadlines, amount and instalments expected and key milestones.

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Council has a clear process to review services where grant funding has ceased to ensure it understands the financial impact on its sustainability.	In Progress	30/06/2015		Jim Epis

OR-031	Receipts are not deposited at the bank on a timely basis or not recorded	HIGH
--------	--	------

Primary Category: Financial and Legal
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Receipts are deposited regularly at the bank by a person independent from the initial recording of the cash receipts

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Bank statements are reconciled to the general ledger and banking reports where relevant, monthly and are reviewed by an authorised person.	In Progress	30/06/2015		Tanya Browning

OR-042	Staff Working in isolation	HIGH
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Primary Category: Human Safety and Well – Being
Primary Sub-Category:

Responsible Officer: Dan Yates
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Procedures in place

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Ensure a procedure exists in the OHS Risk Management Plan for staff working in isolation	In Progress	30/06/2015		Dan Yates

OR-043	Long Distances travelled between work environments	HIGH
--------	--	------

Primary Category: Human Safety and Well – Being
Primary Sub-Category:

Responsible Officer: Dan Yates
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Draft procedure in place

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Ensure a procedure exists in the OHS Risk Management Plan for long distances between work environments	In Progress	30/06/2015		Dan Yates

OR-047	Abide by on-road regulations and - chain of responsibility	HIGH
--------	--	------

Primary Category: Shire Reputation and Governance **Responsible Officer:** Dan Yates
Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major

Likelihood Possible

Risk Rating High

Revised

Consequence Major

Effectiveness of Controls Good

Likelihood Possible

Risk Rating High

Future

Consequence Major

Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Draft process being developed for maintenance and on-road chains of responsibility

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Ensure it is well documented where the Shire fits in the Chain of Responsibility	In Progress	30/06/2015		Dan Yates

Individual Risk Report

Shire of Leonora



Print Date: 11-Mar-2015

SR-001	Failure to protect staff or third parties from injury.	HIGH
--------	--	------

Primary Category: Human Safety and Well – Being
Primary Sub-Category:

Responsible Officer: Jim Epis
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Excellent
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Excellent
Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Comprehensive OHS procedures, policies, training and communication. Proactive operational inspections.

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Ensure an OSH Risk Management Plan is in place in line with the Risk Management Policy and Procedure Manual.	In Progress	30/06/2015	Utilisation of LGIS for ongoing employment education, as well as improvement of plans and processes.	Jim Epis

SR-006	Inability to fund the maintenance replacement and renewal of infrastructure assets	HIGH
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Primary Category: Capacity to Deliver Services
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent
Likelihood Possible
Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
LTFP informed by asset management plans for infrastructure assets	In Progress	30/06/2015		Tanya Browning

SR-007	Waste management facilities and services do not adhere to licensing and legislative requirements	HIGH
--------	--	------

Primary Category: Capacity to Deliver Services
Primary Sub-Category:

Responsible Officer: Dan Yates
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Non-existent
Likelihood Possible
Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Future

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Waste Strategy exists in accordance with licensing and legislative requirements	In Progress	30/06/2015		Dan Yates

SR-008	Failure or reduction in service of infrastructure assets, plant, equipment or machinery.	HIGH
--------	--	------

Primary Category: Capacity to Deliver Services
Primary Sub-Category:

Responsible Officer: Dan Yates
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Asset management, maintenance and replacement plans in place

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Improve the asset management schedules and create an asset management database	In Progress	30/06/2015		Dan Yates

SR-014	Non-compliance with Occupation Health & Safety (OH&S) Regulations and physical security requirements	HIGH
--------	--	------

Primary Category: Human Safety and Well – Being
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Workplace inspections, hazard register and staff induction process in place

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Develop an HR Framework. This should include an OSH Risk Management Plan in line with the requirements of the risk management policy and procedure manual	In Progress	30/06/2015	Utilisation of LGIS for ongoing employment education, as well as improvement of plans and processes.	Tanya Browning

SR-005	Customer processes and standards applied to all customer contact points in the Shire	MODERATE
--------	--	-----------------

Primary Category: Shire Reputation and Governance **Responsible Officer:** Stuart Butson
Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Minor
Likelihood Likely

Risk Rating Moderate

Revised

Consequence Minor
Effectiveness of Controls Non-existent

Likelihood Likely

Risk Rating Moderate

Future

Consequence Minor
Effectiveness of Controls Excellent
Likelihood Likely
Risk Rating Moderate

Future

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Customer service procedures current to ensure consistency across the organisation and adherence to the Customer Service Charter	In Progress	30/06/2015		Stuart Butson

SR-009	Failure to provide expected levels of service, events and benefit to the community	MODERATE
--------	--	----------

Primary Category: Shire Reputation and Governance
Primary Sub-Category:

Responsible Officer: Stuart Butson
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Minor
Likelihood Likely

Risk Rating Moderate

Revised

Consequence Minor
Effectiveness of Controls Good
Likelihood Likely

Risk Rating Moderate

Future

Consequence Minor
Effectiveness of Controls Good
Likelihood Likely

Risk Rating Moderate

Future

Existing Controls

Revised

Integrated Planning Framework, community satisfaction survey and complaints register in place

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Community satisfaction Survey conducted and complaints register regularly maintained	In Progress	30/06/2015		Tanya Browning

SR-010	Damage to buildings, property, plant & equipment (all assets) that does not result in a disruption to business objective	MODERATE
--------	--	-----------------

Primary Category: Capacity to Deliver Services
Primary Sub-Category:

Responsible Officer: Stuart Butson
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Minor
Likelihood Likely

Risk Rating Moderate

Future

Consequence Minor
Effectiveness of Controls Fair
Likelihood Likely
Risk Rating Moderate

Revised

Consequence Minor
Effectiveness of Controls Fair

Likelihood Likely

Risk Rating Moderate

Future

Existing Controls

Revised

Schedules are in place to record work required due to damage

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Unscheduled maintenance and cleaning registers in place to record work required due to damage	In Progress	30/06/2015		Stuart Butson

SR-013	Failures in the procurement, acquisition, acceptance or disposal process for assets as governed by the Local Government Act	MODERATE
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Primary Category: Financial and Legal
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Unlikely

Risk Rating Moderate

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Unlikely

Risk Rating Moderate

Future

Consequence Major
Effectiveness of Controls Good
Likelihood Unlikely

Risk Rating Moderate

Future

Existing Controls

Revised

Procurement Policy and delegations exist

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Update the current procurement policy and guideline in accordance with the WALGA Procurement Guide 2014.	In Progress	30/06/2015	Documents recently reviewed	Tanya Browning

SR-015	Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or utility causing the inability to continue business activities and provide services to the community.	MODERATE
---------------	--	-----------------

Primary Category: Capacity to Deliver Services
Primary Sub-Category:

Responsible Officer: Stuart Butson
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Unlikely

Risk Rating Moderate

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Unlikely

Risk Rating Moderate

Future

Consequence Major
Effectiveness of Controls Good
Likelihood Unlikely

Risk Rating Moderate

Future

Existing Controls

Inherent

Data backup system in place along with vendor support available

Revised

Data backup system in place along with vendor support available

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Backup of data on all servers is taking place regularly and stored off site	In Progress	30/06/2015	IT Consultant has regular reviews and recommends improvements to obsolete practices and systems	Stuart Butson

SR-002	Change of government policy negatively affecting service provision or planned capital funding.	MODERATE
--------	--	-----------------

Primary Category: Capacity to Deliver Services
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Minor
Likelihood Possible

Risk Rating Moderate

Revised

Consequence Minor
Effectiveness of Controls Excellent
Likelihood Possible

Risk Rating Moderate

Future

Consequence Minor
Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating Moderate

Future

Existing Controls

Revised

Long Term financial Plan based on current levels of service and funding

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Ensure Corporate Plan and LTFP when reviewed consider the impact of government grants and contributions on service delivery and infrastructure renewal	In Progress	30/06/2015		Tanya Browning

SR-012	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework	MODERATE
--------	--	-----------------

Primary Category: Financial and Legal
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Critical
Effectiveness of Controls Good
Likelihood Unlikely

Risk Rating Moderate

Future

Consequence Major
Effectiveness of Controls Fair

Likelihood Possible

Risk Rating High

Future

Existing Controls

Revised

Annual compliance return, financial returns and external audit undertaken annually

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Develop a standardised compliance framework and checklist	In Progress	30/06/2015		Tanya Browning

SR-011	Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation	MODERATE
--------	---	-----------------

Primary Category: Financial and Legal
Primary Sub-Category:

Responsible Officer: Stuart Butson
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Critical
Likelihood Unlikely

Risk Rating Moderate

Revised

Consequence Critical
Effectiveness of Controls Good
Likelihood Unlikely

Risk Rating Moderate

Future

Consequence Critical
Effectiveness of Controls Fair

Likelihood Unlikely

Risk Rating Moderate

Future

Existing Controls

Revised

Records management policy and procedure in place

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Review records polciy and procedure and conduct an internal audit on policies, procedures and registers	In Progress	30/06/2015	Assistance and advice from Goldfields Record Storage regarding disposal, storage etc.	Stuart Butson

SR-004	Activation of comprehensive emergency management plan to ensure business interruption is minimised in the event of a major incident, loss of facility, loss of power.	LOW
---------------	---	------------

Primary Category: Financial and Legal
Primary Sub-Category:

Responsible Officer: Tanya Browning
Secondary Responsible Officers:

Secondary Categories:

Inherent

Consequence Critical

Likelihood Rare

Risk Rating Low

Revised

Consequence Critical

Effectiveness of Controls Non-existent

Likelihood Rare

Risk Rating Low

Future

Consequence Critical

Effectiveness of Controls Poor

Likelihood Rare

Risk Rating Low

Future

Existing Controls

Revised

Council Emergency Management Plan

Solutions

Risk Action	Action Status	End Date	Progress Comments	Responsible Officer
Ensure current emergency management and continuity plans and processes are current	In Progress	30/06/2015		Tanya Browning

4.0 REPORTS OF OFFICERS

4.2 DEPUTY CHIEF EXECUTIVE OFFICER

4.2.1 MEETING BETWEEN COUNCIL AND ITS AUDITOR

SUBMISSION TO: Meeting of Audit Committee
Meeting Date: 17th March 2015

AGENDA REFERENCE: 4.2.1 March 2015

SUBJECT: Meeting between Council and its Auditor

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 1.10

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 11th March 2015

BACKGROUND

Previously, Council has satisfied the regulatory requirement to meet with its auditors by teleconference, and usually during the Ordinary Meeting of Council, or when the opportunity has presented to meet with the appointed auditors in person. As the audit committee is represented by the full Council, it was decided after discussions with the Shire of Leonora's appointed auditors to schedule the 2014/15 interim audit visit and a scheduled financial management review, at the same time around the same time as the Audit Committee Meeting. This would enable one of Council's appointed auditors, Mr Marius van der Merwe, to attend in person and liaise with the committee.

The independent audit report for the 2013/14 period identified that the Shire's financial affairs are in good order. The auditor's opinion however, is understandably expressed with some caveats given that not every financial transaction and process can be explored fully. This is a risk management issue determined by Council in terms of 'depth' of audit required and the fee that is paid for the service.

There were no items of statutory non-compliance raised in the Audit Report to bring to the Council's attention for the period ending 30 June 2014. The committee will have the opportunity however to discuss any aspects of the audit, financial statements, financial management review etc with Mr van der Merwe at the meeting.

STATUTORY ENVIRONMENT

Section 7.12 A (2) of the Local Government Act 1995 requires a local government meet with its auditor at least once every year.

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 Council accept this report prepared by the Deputy Chief Executive Officer, and note the requirement to meet with the Council’s auditor at least once per year has been met for this period.

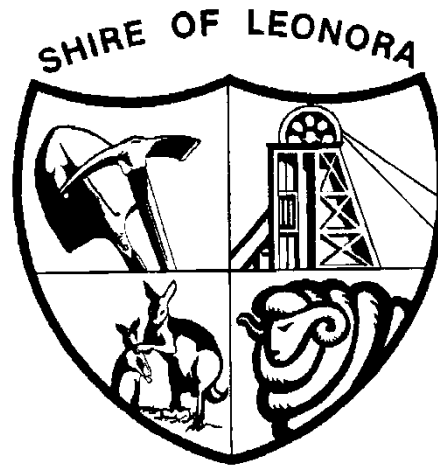
VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

SHIRE OF LEONORA



AUDIT AND RISK COMMITTEE MEETING

TO BE HELD 16 JUNE 2015, AT THE
CONCLUSION OF THE ORDINARY MEETING OF
COUNCIL, TO COMMENCE AT 9:30AM.

1.0 DECLARATION OF OPENING / FINANCIAL INTEREST DISCLOSURE

1.1 Cr PJ Craig declared the meeting open, the time being 10:25am

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

2.1 Present

President

Deputy President

Councillors

PJ Craig

RA Norrie

RM Cotterill

MWV Taylor

AE Taylor

GW Baker

LR Petersen

JG Epis

TM Browning

SG Butson

Chief Executive Officer

Deputy Chief Executive Officer

Manager of Community Services

2.2 Apologies

Nil

3.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

Draft motion: That the Minutes of the Ordinary Meeting held on 17th March, 2015 be confirmed as a true and accurate record.

Moved **Cr LR Petersen**, Seconded **Cr RA Norrie** that the minutes of the Audit and Risk Committee Meeting held on the 17th March, 2015 be confirmed as a true and accurate record.

CARRIED (7 VOTES TO 0)

4.1 REPORTS OF OFFICERS**4.1 CHIEF EXECUTIVE OFFICER****4.1.1 INTERNAL AUDIT FRAMEWORK UP DATE**

SUBMISSION TO: Meeting of Audit Committee
Meeting Date: 16th June 2015

AGENDA REFERENCE: 4.1.1 Jun 2015

SUBJECT: Internal Audit Framework Up Date

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 12th June 2015

BACKGROUND

At the last meeting of the Audit Committee, the Committee resolved:

COMMITTEE DECISION:

Moved Cr MWV Taylor, seconded Cr AE Taylor, that Committee NOTES:

1. *Draft Strategic Risks and Controls*
2. *Draft Operational Risks and Controls*

DETAILS

The Audit Committee at its last meeting noted the strategic and operational risks and controls.

A Risk Services Program has been established to encompass monitoring and reporting on the operational and strategic risks noted. These risks have been discussed with the Shire's external auditor. A review of the appropriateness and effectiveness of existing controls has been undertaken as part of the recent Financial Management Review. Once presented to Council, any outcomes and recommendations from the review will be included and considered in the operational and strategic risks and controls. Where required, appropriate and effective controls will be put in place for nay risks identified as high or medium.

The table below details the evaluation undertaken for the Shire's current level of risk in accordance with the risk matrix adopted by Council.

Risk Level Matrix

Likelihood (L)	Almost Certain 5	5	10	15	20	25
	Likely 4	4	8	12	16	20
	Possible 3	3	6	9	12	15
	Unlikely 2	2	4	6	8	10
	Rare 1	1	2	3	4	5
		Insignificant 1	Minor 2	Major 3	Critical 4	Catastrophic 5
		Consequences (C)				

Overall Risk Score = (L x C)	
Score	Description
1 - 5	Low
6 - 12	Moderate
13 - 19	High
20 - 25	Extreme

Current Risk Evaluation vs Proposed

Risk Level	Current Risk Evaluation	Proposed Risk Evaluation
Extreme Risk	<ul style="list-style-type: none"> Action must not proceed until corrective action has taken place. Develop specific management plan for immediate implementation to address extreme risks Allocate actions and budget for implementation within quarterly budget reviews Report immediately to CEO or Senior Management; regular internal reporting required 	The risks that fall in Extreme are the risks that are most critical and that must be addressed on a high priority basis. The council should gear up for immediate action , so as to eliminate the risk completely.
High Risk	<ul style="list-style-type: none"> Action must not proceed until corrective action has taken place. Develop and implement a specific management plan for high risks Allocate actions and budget to minimise risk; monitor implementation Report to Senior Management; report to be made during the half yearly budget review; regular internal reporting required 	The risks that fall in High are the risks that require risk management strategies. Here in addition to thinking about eliminating the risk, substitution strategies may also work well. If these issues cannot be resolved immediately, strict timelines must be established to ensure that these issues get resolved before the create hurdles in the progress.
Medium Risk	<ul style="list-style-type: none"> Action can only proceed if the risk level has been reduced as low as reasonably practicable. Develop and implement a specific Management Plan for medium risks Allocate actions and budget to minimise risk where existing controls deemed inadequate; monitor implementation Report to Senior Management; Management to consider additional controls; report within the quarter 	For the risks that fall in Medium it is best to take some reasonable steps and develop risk management strategies in time , even though there is no hurry to have such risks sorted out early. Such risks do not require extensive resources; rather they can be handled with smart thinking and logical planning.
Low Risk	<ul style="list-style-type: none"> This risk is acceptable, but any risk control measures need monitoring to ensure the risk level does not increase during the activity. Accept and Monitor low-priority risks Manage via routine procedures where possible; Monitor via normal internal reporting mechanisms 	For the risks that fall in Low , they can be given low priority as they usually do not pose any significant problem. However still, if some reasonable steps can help in fighting these risks, such steps should be taken to improve overall performance of the project.

Level	Definition	Proposed % of occurrence
Rare	Only ever occurs under exceptional circumstances	<10%
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents	10 – 35%
Possible	Not generally expected to occur but may under specific circumstances	35 – 65%
Likely	Will probably occur at some stage based on evidence of previous incidents	65 – 90%
Almost Certain	Event expected to occur at most times	>90%

A number of actions have been completed in order to achieve regulatory compliance. These include:

- Utilisation of LGIS for ongoing employment education, as well as improvement of plans and processes
- Procurement Policy and delegations recently reviewed
- Actual results compared to budget regularly and provided in management reports. Management reviews and investigates significant variances
- Management reviews debtors ageing profile on a regular basis and investigates any outstanding items.
- All fixed asset acquisitions and disposals are approved in accordance with delegation of authority and relevant procurement and fixed asset policies
- Asset management plans under review for improvement and clarity as part of ongoing improvement plan.
- Backup of data on all servers is taking place regularly and stored off site

It is proposed that a review of the operational and strategic risks be undertaken in July taking into consideration the financial management review (FMR) and internal audit of the appropriateness and effectiveness of existing controls not considered in the (FMR)

This review will be presented to the Audit Committee and the strategic and operational risks will then be reported quarterly to the Committee and monthly to the CEO during 2015/2016.

POLICY IMPLICATIONS

The Risk Management Policy outlines the Shire's commitment and approach to managing risks that may impact on its day-to-day operations and threaten the achievement of its objectives

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

The Chief Executive Officer should play a key role in the establishment and development of an effective risk management framework, as it ultimately sets the operational tone of the Council, and should reflect the ethics, integrity and values espoused by the Council.

The role of the audit committee is to govern the integrity of the entity's financial information, systems of internal control, risk and the legal and ethical conduct of management and employees.

Monitoring and reviewing activities will provide evidence of the appropriateness and effectiveness of systems and procedures in regard to risk management, internal control and legislative compliance, as required by the Local Government (Audit) Regulations 1996.

RECOMMENDATIONS

That Committee receive the update report on the Internal Audit Framework.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION

Moved Cr RM Cotterill, Seconded Cr LR Petersen that Committee receive the update report on the Internal Audit Framework.

CARRIED (7 VOTES TO 0)

5.0 NEXT MEETING

15th September, 2015 following the conclusion of the Ordinary meeting of Council commencing at 9:30am.

6.0 CLOSURE OF MEETING

There being no further business, Chairperson Cr PJ Craig declared the meeting closed at 10:32am.

SHIRE OF LEONORA



AUDIT AND RISK COMMITTEE MEETING

TO BE HELD 15 SEPTEMBER 2015, AT THE CONCLUSION OF THE ORDINARY MEETING OF COUNCIL, TO COMMENCE AT 10:06AM.

JG EPIS
CHIEF EXECUTIVE OFFICER

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS / FINANCIAL INTEREST DISCLOSURE

Chairperson, Cr PJ Craig, declared the meeting open at 10:06am.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

2.1 Present	
President	PJ Craig
Councillors	RM Cotterill
	MWV Taylor
	AE Taylor
	LR Petersen
	GW Baker
Chief Executive Officer	JG Epis
Deputy Chief Executive Officer	TM Browning
Manager Community Services	SG Butson
2.2 Apologies	
Deputy President	RA Norrie

3.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

Draft motion: That the Minutes of the Ordinary Meeting held on 16th June, 2015 be confirmed as a true and accurate record.

Moved Cr RM Cotterill, Seconded Cr MWV Taylor that the minutes of the Audit and Risk Committee Meeting held on the 16th June, 2015 be confirmed as a true and accurate record.

CARRIED (6 VOTES TO 0)

4.0 REPORTS OF OFFICERS

4.1 CHIEF EXECUTIVE OFFICER

4.1.1 RISK EXECUTIVE REPORT

SUBMISSION TO: Meeting of Audit Committee
Meeting Date: 15th September, 2015

AGENDA REFERENCE: 4.1.1 SEPT 15

SUBJECT: Risk Executive Report

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Jim Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 8th September, 2015

BACKGROUND

The Shire has been undertaking a review of its risk profile as part of the implementation of the Risk Management Framework.

At the last meeting of the Audit Committee it was recommended that the committee would review the Risk Executive Report detailing all strategic risks and those operational risks with a high rating.

DETAILS

The Shire has undertaken a review of its risk profile and established a set of Strategic and Operational Risks which have been accepted by the Audit Committee. A number of operational and strategic risks have been identified.

The Audit Committee has discussed the level of reporting to receive on a quarterly basis. The information attached is for review and comment by the Audit Committee and details all strategic risks and those operational risks that are rated high.

Information from external auditors has indicated that with respect to external audit requirements, the main view is one of compliance with the Audit Regulations.

To this end local governments will be asked if they have undertaken the reviews and if they have met the statutory deadline. With respect to the undertaking of reviews, there will be an expectation that the LG has formed an opinion as to the appropriateness and effectiveness of the framework in place.

The appropriateness and effectiveness of the framework in place will be treated as a compliance exercise and that an expectation exists that over time the framework, processes and controls in place will improve.

The Shire of Leonora has a framework in place has considered draft operational and strategic risks, reviewed its terms of reference for the audit committee and its reporting requirements with regard to the regulation.

Staff are currently reviewing the appropriateness and effectiveness of existing controls in place for the strategic and operational risks that have been identified. In these instances, it is expected the CEO will provide their own assessment on the appropriateness and the effectiveness based on the information they have to hand.

In some instances, it is perfectly reasonable for an outcome where it is determined controls are not appropriate. In such cases, it would also need to be stated it follows they cannot therefore, be effective. These will then need to be reviewed and effective controls put in place.

Areas of risk are subject to change and modification during the year on the authorisation of the Chief Executive Officer and Audit Committee, whom as per section regulation 17.1 of the Local Government (Audit) Regulations 1996 will continue to monitor the Appropriateness and Effectiveness of the Councils Systems and Procedures.

POLICY IMPLICATIONS

The Risk Management Policy outlines the Shire's commitment and approach to managing risks that may impact on its day-to-day operations and threaten the achievement of its objectives

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

The Chief Executive Officer should play a key role in the establishment and development of an effective risk management framework, as it ultimately sets the operational tone of the Council, and should reflect the ethics, integrity and values espoused by the Council.

The role of the audit committee is to govern the integrity of the entity's financial information, systems of internal control, risk and the legal and ethical conduct of management and employees.

Monitoring and reviewing activities will provide evidence of the appropriateness and effectiveness of systems and procedures in regard to risk management, internal control and legislative compliance, as required by the Local Government (Audit) Regulations 1996.

RECOMMENDATIONS

That the Audit Committee:

1. Recommends to Council that the Operational Risk Report and the Strategic Risk Report be endorsed and adopted for the 2015/16 financial year.
2. Consider on a quarterly basis the Risk Executive Report detailing all strategic risks and those operational risks with a high rating.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION

Moved Cr LR Petersen, Seconded Cr RM Cotterill that Committee receive the update report on the Internal Audit Framework.

CARRIED (6 VOTES TO 0)

Operational Risk Report

Shire of Leonora



Print Date: 08-Sep-2015

OR-002	CEO responsible to put in place a framework of internal controls over budget formulation and management.	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major

Likelihood Possible

Risk Rating High

Revised

Consequence Major

Effectiveness of Controls Good

Likelihood Possible

Risk Rating High

Future

Consequence Major

Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Existing Controls

Revised

Budget currently prepared internally in line with Long Term Financial Plan and checked by external auditors

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Ensure Audit Committee signs off on process and framework for the formulation and management of the annual budget		In Progress	30/06/2016	Tanya Browning

OR-003	Unrealistic Budgets Adopted	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Future

Consequence Major
Effectiveness of Controls Non-existent
Likelihood Possible

Risk Rating High

Risk Rating High

Risk Rating High

Existing Controls

Revised

Current Budget prepared within the Leonora Integrated Planning Framework

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Ensure annaul budgets prepared in accordance with the Leonora Integrated Planning Framework		In Progress	30/06/2016	Tanya Browning

OR-009	Council's statutory reports provide inaccurate financial information	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Future

Consequence Major
Effectiveness of Controls Non-existent
Likelihood Possible

Risk Rating High

Risk Rating High

Risk Rating High

Existing Controls

Revised

General Ledger reconciliations (including control and clearing accounts) are prepared on a regular basis; all reconciliations independently reviewed.

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Actual results compared to budget regularly and provided in management reports. Management reviews and investigates significant variances.		In Progress	30/06/2016	Tanya Browning
Progress Comments: UHYHN provide remote service and independent management reports to CEO				

OR-019	Debtors are either not collected on a timely basis or not collected at all.	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major

Likelihood Possible

Risk Rating High

Revised

Consequence Major

Effectiveness of Controls Good

Likelihood Possible

Risk Rating High

Future

Consequence Major

Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Existing Controls

Revised

Debtor's reconciliation performed on a regular basis to the General Ledger and reviewed by an independent person.

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Management reviews debtors ageing profile on a regular basis and investigates any outstanding items.		In Progress	30/06/2016	Tanya Browning
Progress Comments: CEO recommends bad debtors to external collection agency for follow up				

OR-021	Fixed asset acquisitions, disposals and write-offs are fictitious, inaccurately recorded or not recorded at all	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major

Likelihood Possible

Risk Rating High

Revised

Consequence Major

Effectiveness of Controls Good

Likelihood Possible

Risk Rating High

Future

Consequence Major

Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Existing Controls

Revised

Reconciliation of fixed assets to the General Ledger is performed regularly.

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
All fixed asset acquisitions and disposals are approved in accordance with delegation of authority and relevant procurement and fixed asset policies.		In Progress	30/06/2016	Tanya Browning
Progress Comments: Physical stocktake undertaken on asset classes periodically.				

OR-022	Fixed Asset maintenance and/or renewals are inadequately planned	HIGH
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		Capacity to Deliver			
Primary Category:	Services	Responsible Officer:		Dan Yates	
Primary Sub-Category:		Secondary Responsible Officers:			
Secondary Categories:					
<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good	Effectiveness of Controls	Non-existent
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Existing Controls

Revised

Asset Management Plans direct Council's programmed maintenance and asset renewal schedules

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Asset Management Plans exist for all major asset classes and all changes to the asset management plan must be approved by Council		In Progress	30/06/2016	Dan Yates
Progress Comments: Asset management plans under review for improvement and clarity as part of ongoing improvement plan.				

OR-028	Council does not raise the correct level of rate income	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Revised

Consequence Major
Effectiveness of Controls Good
Likelihood Possible

Future

Consequence Major
Effectiveness of Controls Non-existent
Likelihood Possible

Risk Rating High

Risk Rating High

Risk Rating High

Existing Controls

Revised

Actual rate revenue and rate rebates are compared to budget regularly; management reviews and investigates significant variances.

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Management regularly reviews the calculation methodology within the rate application system and for a sample of ratepayers to ensure correct calculation and methodology has been used.		In Progress	30/06/2016	Tanya Browning

OR-029	Council loses recurrent Grant funding to provide existing service	HIGH
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		Capacity to Deliver			
Primary Category:	Services	Responsible Officer:	Jim Epis		
Primary Sub-Category:		Secondary Responsible Officers:			
Secondary Categories:					
<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good	Effectiveness of Controls	Non-existent
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Existing Controls

Revised

Council has a grant revenue register which records details such as reporting deadlines, amount and instalments expected and key milestones.

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Council has a clear process to review services where grant funding has ceased to ensure it understands the financial impact on its sustainability.		In Progress	30/06/2016	Jim Epis

OR-031	Receipts are not deposited at the bank on a timely basis or not recorded	HIGH
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major

Likelihood Possible

Risk Rating High

Revised

Consequence Major

Effectiveness of Controls Good

Likelihood Possible

Risk Rating High

Future

Consequence Major

Effectiveness of Controls Non-existent

Likelihood Possible

Risk Rating High

Existing Controls

Revised

Receipts are deposited regularly at the bank by a person independent from the initial recording of the cash receipts

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Bank statements are reconciled to the general ledger and banking reports where relevant, monthly and are reviewed by an authorised person.		In Progress	30/06/2016	Tanya Browning

OR-043	Long Distances travelled between work environments	HIGH
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Human Safety and Well – Being

Primary Category: Well – Being **Responsible Officer:** Dan Yates

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good	Effectiveness of Controls	Non-existent
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Existing Controls

Revised

Draft procedure in place

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Ensure a procedure exists in the OHS Risk Management Plan for long distances between work environments		In Progress	30/06/2016	Dan Yates

OR-044	Chemicals used in operating environments	HIGH
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Primary Category:	Human Safety and Well – Being	Responsible Officer:	Dan Yates
Primary Sub-Category:		Secondary Responsible Officers:	
Secondary Categories:			
<u>Inherent</u>		<u>Revised</u>	<u>Future</u>
Consequence	Major	Consequence	Major
Likelihood	Likely	Effectiveness of Controls	Good
		Likelihood	Likely
Risk Rating	High	Risk Rating	High
		Risk Rating	High

Existing Controls

Revised

Draft safe operating procedure in place

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Safe operating procedure for use of chemicals exists as well as a chemicals register		In Progress	30/06/2016	Dan Yates

OR-046	Plant and equipment under utilised	HIGH
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Capacity to Deliver

Primary Category: Services **Responsible Officer:** Dan Yates

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Likely	Effectiveness of Controls	Excellent	Effectiveness of Controls	Non-existent
		Likelihood	Likely	Likelihood	Likely
Risk Rating	High	Risk Rating	High	Risk Rating	High

Existing Controls

Revised

Fuel usage and utilisation of plant and equipment recorded

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Report regularly on fuel usage and utilisation of plant and equipment		In Progress	30/06/2016	Dan Yates

OR-047	Abide by on-road regulations and - chain of responsibility	HIGH
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Shire Reputation		Responsible Officer:		Dan Yates	
Primary Category: and Governance		Secondary Responsible Officers:			
Primary Sub-Category:					
Secondary Categories:					
<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good	Effectiveness of Controls	Non-existent
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Existing Controls

Revised

Draft process being developed for maintenance and on-road chains of responsibility

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Ensure it is well documented where the Shire fits in the Chain of Responsibility		In Progress	30/06/2016	Dan Yates

SR-001	Failure to protect staff or third parties from injury.	HIGH
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		Human Safety and			
Primary Category:	Well – Being	Responsible Officer:	Jim Epis		
Primary Sub-Category:		Secondary Responsible Officers:			
Secondary Categories:					
<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Excellent	Effectiveness of Controls	Excellent
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Existing Controls

Revised

Comprehensive OHS procedures, policies, training and communication. Proactive operational inspections.

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Ensure an OSH Risk Management Plan is in place in line with the Risk Management Policy and Procedure Manual.		In Progress	30/06/2016	Jim Epis
Progress Comments: Utilisation of LGIS for ongoing employment education, as well as improvement of plans and processes.				

SR-006	Inability to fund the maintenance replacement and renewal of infrastructure assets	HIGH
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Capacity to Deliver

Primary Category: Services **Responsible Officer:** Tanya Browning

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

<u>Inherent</u>	<u>Revised</u>	<u>Future</u>
Consequence Major	Consequence Major	Consequence Major
Likelihood Possible	Effectiveness of Controls Non-existent	Effectiveness of Controls Non-existent
	Likelihood Possible	Likelihood Possible
Risk Rating High	Risk Rating High	Risk Rating High

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
LTFP informed by asset management plans for infrastructure assets		In Progress	30/06/2016	Tanya Browning

SR-007	Waste management facilities and services do not adhere to licensing and legislative requirements	HIGH
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Capacity to Deliver

Primary Category: Services **Responsible Officer:** Dan Yates

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Non-existent	Effectiveness of Controls	Non-existent
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Waste Strategy exists in accordance with licensing and legislative requirements		In Progress	30/06/2016	Dan Yates

SR-008	Failure or reduction in service of infrastructure assets, plant, equipment or machinery.	HIGH
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		Capacity to Deliver			
Primary Category:	Services	Responsible Officer:		Dan Yates	
Primary Sub-Category:		Secondary Responsible Officers:			
Secondary Categories:					
<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good	Effectiveness of Controls	Good
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Existing Controls

Revised

Asset management, maintenance and replacement plans in place

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Improve the asset management schedules and create an asset management database		In Progress	30/06/2016	Dan Yates

SR-014	Non-compliance with Occupation Health & Safety (OH&S) Regulations and physical security requirements	HIGH
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Human Safety and
Primary Category: Well – Being **Responsible Officer:** Tanya Browning
Primary Sub-Category: **Secondary Responsible Officers:**
Secondary Categories:
Inherent Revised Future
Consequence Major **Consequence** Major **Consequence** Major
Likelihood Possible **Effectiveness of Controls** Good **Effectiveness of Controls** Good
Likelihood Possible **Likelihood** Possible **Likelihood** Possible
Risk Rating High **Risk Rating** High **Risk Rating** High

Existing Controls

Revised

Workplace inspections, hazard register and staff induction process in place

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Develop an HR Framework. This should include an OSH Risk Management Plan in line with the requirements of the risk management policy and procedure manual		In Progress	30/06/2016	Tanya Browning
Progress Comments: Utilisation of LGIS for ongoing employment education, as well as improvement of plans and processes.				

Strategic Risk Report

Shire of Leonora



Print Date: 08-Sep-2015

SR-006	Inability to fund the maintenance replacement and renewal of infrastructure assets	HIGH
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Capacity to Deliver

Primary Category: Services **Responsible Officer:** Tanya Browning

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Non-existent	Effectiveness of Controls	Non-existent
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
LTFP informed by asset management plans for infrastructure assets		In Progress	30/06/2016	Tanya Browning

SR-007	Waste management facilities and services do not adhere to licensing and legislative requirements	HIGH
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Capacity to Deliver

Primary Category: Services **Responsible Officer:** Dan Yates

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Non-existent	Effectiveness of Controls	Non-existent
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Waste Strategy exists in accordance with licensing and legislative requirements		In Progress	30/06/2016	Dan Yates

SR-008	Failure or reduction in service of infrastructure assets, plant, equipment or machinery.	HIGH
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		Capacity to Deliver			
Primary Category:	Services	Responsible Officer:		Dan Yates	
Primary Sub-Category:		Secondary Responsible Officers:			
Secondary Categories:					
<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Possible	Effectiveness of Controls	Good	Effectiveness of Controls	Good
		Likelihood	Possible	Likelihood	Possible
Risk Rating	High	Risk Rating	High	Risk Rating	High

Existing Controls

Revised

Asset management, maintenance and replacement plans in place

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Improve the asset management schedules and create an asset management database		In Progress	30/06/2016	Dan Yates

SR-005	Customer processes and standards applied to all customer contact points in the Shire	MODERATE
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Primary Category:	Shire Reputation and Governance	Responsible Officer:	Stuart Butson
Primary Sub-Category:		Secondary Responsible Officers:	
Secondary Categories:			
Inherent		Revised	Future
Consequence	Minor	Consequence	Minor
Likelihood	Likely	Effectiveness of Controls	Non-existent
		Likelihood	Likely
Risk Rating	Moderate	Risk Rating	Moderate
		Effectiveness of Controls	Excellent
		Likelihood	Likely
		Risk Rating	Moderate

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Customer service procedures current to ensure consistency across the organisation and adherence to the Customer Service Charter		In Progress	30/06/2016	Stuart Butson

SR-009	Failure to provide expected levels of service, events and benefit to the community	MODERATE
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Shire Reputation and

Primary Category: Governance **Responsible Officer:** Stuart Butson
Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

<u>Inherent</u>	<u>Revised</u>	<u>Future</u>
Consequence Minor	Consequence Minor	Consequence Minor
Likelihood Likely	Effectiveness of Controls Good	Effectiveness of Controls Good
	Likelihood Likely	Likelihood Likely
Risk Rating Moderate	Risk Rating Moderate	Risk Rating Moderate

Existing Controls

Revised

Integrated Planning Framework, community satisfaction survey and complaints register in place

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Community satisfaction Survey conducted and complaints register regularly maintained		In Progress	30/06/2016	Tanya Browning

SR-010	Damage to buildings, property, plant & equipment (all assets) that does not result in a disruption to business objective	MODERATE
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Capacity to Deliver

Primary Category: Services **Responsible Officer:** Stuart Butson

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

<u>Inherent</u>	<u>Revised</u>	<u>Future</u>
Consequence Minor	Consequence Minor	Consequence Minor
Likelihood Likely	Effectiveness of Controls Fair	Effectiveness of Controls Fair
	Likelihood Likely	Likelihood Likely
Risk Rating Moderate	Risk Rating Moderate	Risk Rating Moderate

Existing Controls

Revised

Schedules are in place to record work required due to damage

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Unscheduled maintenance and cleaning registers in place to record work required due to damage		In Progress	30/06/2016	Stuart Butson

SR-013	Failures in the procurement, acquisition, acceptance or disposal process for assets as governed by the Local Government Act	MODERATE
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major

Likelihood Unlikely

Risk Rating Moderate

Revised

Consequence Major

Effectiveness of Controls Good

Likelihood Unlikely

Risk Rating Moderate

Future

Consequence Major

Effectiveness of Controls Good

Likelihood Unlikely

Risk Rating Moderate

Existing Controls

Revised

Procurement Policy and delegations exist

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Update the current procurement policy and guideline in accordance with the WALGA Procurement Guide 2014.		In Progress	30/06/2016	Tanya Browning
Progress Comments: Documents recently reviewed				

SR-015	Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or utility causing the inability to continue business activities and provide services to the community.	MODERATE
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		Capacity to Deliver			
Primary Category:	Services	Responsible Officer:	Stuart Butson		
Primary Sub-Category:		Secondary Responsible Officers:			
Secondary Categories:					
<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Major	Consequence	Major	Consequence	Major
Likelihood	Unlikely	Effectiveness of Controls	Good	Effectiveness of Controls	Good
		Likelihood	Unlikely	Likelihood	Unlikely
Risk Rating	Moderate	Risk Rating	Moderate	Risk Rating	Moderate

Existing Controls

Inherent

Data backup system in place along with vendor support available

Revised

Data backup system in place along with vendor support available

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Backup of data on all servers is taking place regularly and stored off site		In Progress	30/06/2016	Stuart Butson
Progress Comments: IT Consultant has regular reviews and recommends improvements to obsolete practices and systems				

SR-002	Change of government policy negatively affecting service provision or planned capital funding.	MODERATE
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Capacity to Deliver

Primary Category: Services **Responsible Officer:** Tanya Browning
Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

<u>Inherent</u>	<u>Revised</u>	<u>Future</u>
Consequence Minor	Consequence Minor	Consequence Minor
Likelihood Possible	Effectiveness of Controls Excellent	Effectiveness of Controls Non-existent
	Likelihood Possible	Likelihood Possible
Risk Rating Moderate	Risk Rating Moderate	Risk Rating Moderate

Existing Controls

Revised

Long Term financial Plan based on current levels of service and funding

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Ensure Corporate Plan and LTFP when reviewed consider the impact of government grants and contributions on service delivery and infrastructure renewal		In Progress	30/06/2016	Tanya Browning

SR-003	Compromise of Council's public image and reputational integrity	MODERATE
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		Shire Reputation			
Primary Category:	and Governance	Responsible Officer:	Jim Epis		
Primary Sub-Category:		Secondary Responsible Officers:			
Secondary Categories:					
<u>Inherent</u>		<u>Revised</u>		<u>Future</u>	
Consequence	Minor	Consequence	Minor	Consequence	Minor
Likelihood	Possible	Effectiveness of Controls	Non-existent	Effectiveness of Controls	Non-existent
		Likelihood	Possible	Likelihood	Possible
Risk Rating	Moderate	Risk Rating	Moderate	Risk Rating	Moderate

Existing Controls

Revised

Proactive engagement with all stakeholders, particularly the community. CEO communication with Councillors and networks

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Ensure protocols are in place with dealing with the community, stakeholders and the media.		In Progress	30/06/2016	Jim Epis

SR-012	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework	MODERATE
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning
Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Major
Likelihood Possible

Risk Rating High

Revised

Consequence Critical
Effectiveness of Controls Good

Likelihood Unlikely

Risk Rating Moderate

Future

Consequence Major
Effectiveness of Controls Fair

Likelihood Possible

Risk Rating High

Existing Controls

Revised

Annual compliance return, financial returns and external audit undertaken annually

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Develop a standardised compliance framework and checklist		In Progress	30/06/2016	Tanya Browning

SR-011	Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation	MODERATE
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Primary Category: Financial and Legal **Responsible Officer:** Stuart Butson

Primary Sub-Category: **Secondary Responsible Officers:**

Secondary Categories:

Inherent

Consequence Critical

Likelihood Unlikely

Risk Rating Moderate

Revised

Consequence Critical

Effectiveness of Controls Good

Likelihood Unlikely

Risk Rating Moderate

Future

Consequence Critical

Effectiveness of Controls Fair

Likelihood Unlikely

Risk Rating Moderate

Existing Controls

Revised

Records management policy and procedure in place

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Review records policy and procedure and conduct an internal audit on policies, procedures and registers		In Progress	30/06/2016	Stuart Butson
Progress Comments: Assistance and advice from Goldfields Record Storage regarding disposal, storage etc.				

SR-004	Activation of comprehensive emergency management plan to ensure business interruption is minimised in the event of a major incident, loss of facility, loss of power.	LOW
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Primary Category: Financial and Legal **Responsible Officer:** Tanya Browning
Primary Sub-Category: **Secondary Responsible Officers:**
Secondary Categories:

Inherent

Consequence Critical

Likelihood Rare

Risk Rating Low

Revised

Consequence Critical

Effectiveness of Controls Non-existent

Likelihood Rare

Risk Rating Low

Future

Consequence Critical

Effectiveness of Controls Poor

Likelihood Rare

Risk Rating Low

Existing Controls

Revised

Council Emergency Management Plan

Solutions

Risk Action	Risk Control	Action Status	End Date	Responsible Officer
Ensure current emergency management and continuity plans and processes are current		In Progress	30/06/2016	Tanya Browning

4.1 REPORTS OF OFFICERS

4.1 CHIEF EXECUTIVE OFFICER

4.1.2 SYSTEM REVIEW REPORT

SUBMISSION TO: Meeting of Audit Committee
Meeting Date: 15 September 2015

AGENDA REFERENCE: 4.1.2 SEPT 2015

SUBJECT: System Review Report

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 7 September 2015

BACKGROUND

As required by Regulation 5(2) (c) of the Local Government (Financial Management) Regulations 1996, the Chief Executive Officer is to undertake reviews of the appropriateness and effectiveness of the financial management system and procedures regularly, and not less than once in every four years. This task has been outsourced to Butler Settineri Pty Ltd, and the completed report is attached for review.

DETAILS

The findings from Butler Settineri noted that the financial management framework is generally in good order. In particular it was found that all major controls in relation to financial controls for the receipting of monies, safeguarding of assets and control over expenditure are in place and functional. Therefore all findings are categorised as low or medium risk. Where deemed appropriate, the relevant risks will be included in the Shire risk management framework

POLICY IMPLICATIONS

The Risk Management Policy outlines the Shire's commitment and approach to managing risks that may impact on its day-to-day operations and threaten the achievement of its objectives.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Chief Executive Officer should play a key role in the establishment and development of an effective risk management framework, as it ultimately sets the operational tone of the Council, and should reflect the ethics, integrity and values espoused by the Council.

The role of the audit committee is to govern the integrity of the entity's financial information, systems of internal control, risk and the legal and ethical conduct of management and employees.

Monitoring and reviewing activities will provide evidence of the appropriateness and effectiveness of systems and procedures in regard to risk management, internal control and legislative compliance, as required by the Local Government (Audit) Regulations 1996.

RECOMMENDATIONS

That the Committee

1. Receives the Financial Management System Review 8 July 2015 , and
2. Notes the results of the Chief Executive Officer's review of the appropriateness and effectiveness of the Shire's financial management systems and procedures.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION

Moved Cr GW Baker, Seconded Cr AE Taylor that the Committee

1. Receives the Financial Management System Review 8 July 2015 , and
2. Notes the results of the Chief Executive Officer's review of the appropriateness and effectiveness of the Shire's financial management systems and procedures.

CARRIED (6 VOTES TO 0)

5.0 NEXT MEETING

15th December, 2015 following the conclusion of the Ordinary meeting of Council commencing at 9:30am.

6.0 CLOSURE OF MEETING

There being no further business, Chairperson Cr PJ Craig declared the meeting closed at 10:30am.

10.0 REPORTS OF OFFICERS

10.3 ENVIRONMENTAL HEALTH AND BUILDING OFFICER 10.3 (A) BUILDING ORDER- LOT 97 OTTERBURN STREET LEONORA

SUBMISSION TO: Meeting of Council
Meeting Date: 15th December, 2015

AGENDA REFERENCE: 10.3 (A) DEC 15

SUBJECT: Dilapidated Residence Lot 97 Otterburn Street Leonora

LOCATION / ADDRESS: Shire of Leonora

NAME OF APPLICANT: David Hadden

FILE REFERENCE: 22.3.0

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Dave Hadden

OFFICER: Environmental Health Officer/Building Surveyor

INTEREST DISCLOSURE: Nil

DATE: 11th November 2015

BACKGROUND

Council staff have previously written to the owner of Lot 97 Otterburn Street Leonora in correspondence dated 26th August 2015 regarding the dilapidated nature of the dwelling on the property.

Comment

The owner of Lot 97 Otterburn Street has previously accepted certified mail dated 26th August 2015 and ignored Councils request for him to contact council staff to explain his plans for the dilapidated dwelling. The dwelling has been further vandalised since correspondence was forwarded and community concern has now been raised regarding the dwelling being used by local drug users. A further request was sent by certified mail advising the owner that a Building Order under the Building Act 2011 will be issued against the property if he does not make contact with Council staff within 14 days from the date of the correspondence (16th November 2015) to discuss resolution of the buildings condition. The owner has not made contact as requested while the building has now been damaged by fire on Sunday 29th November 2015. The dwelling now requires demolition.

STATUTORY ENVIRONMENT

Building Act 2011, Section 110, 112, 115, 116, 122 and Building Regulations 2012 Regulation 4.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

If the building owner does not demolish the dwelling in accordance with the Building Order requirements Council may remove the building itself and seek costs of doing so through a court of competent jurisdiction.

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council:

- a) Resolve to issue a Building Order on the property owner of Lot 97 Otterburn Street Leonora requiring;
- b) Demolition of the dwelling on Lot 97 Otterburn Street Leonora within 60 days from the date of the Building Order and leave the property clean of all building waste and rubbish within the same time period.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr MWV Taylor, Seconded Cr LR Petersen that Council:

- a) Resolve to issue a Building Order on the property owner of Lot 97 Otterburn Street Leonora requiring;
- b) Demolition of the dwelling on Lot 97 Otterburn Street Leonora within 60 days from the date of the Building Order and leave the property clean of all building waste and rubbish within the same time period.

CARRIED (7 VOTES TO 0)

Building Order

*Western Australian Building Act 2011, section 110, 112, 115, 116, 122
Building Regulations 2012, regulation 4*

OFFICE USE ONLY Reference number
LBO 01/15

Permit authority issuing this order

Shire of Leonora

1. Details of the address that is the subject of this building order

Property street address	Unit no	Level	Street no 79	Lot no 97	Street name Otterburn
	Suburb Leonora			State WA	Postcode 6438

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2. Details of the person/s to whom this building order is directed

A building order must be directed to any one or more of the following persons as is appropriate in the case.

Person named as builder/demolition contractor		
Address		
Registration number		Or owner-builder approval number (if applicable)

Person who is an owner	Malcolm Jones
Address	14 St Andrews Crescent Canning Vale WA 6155

Person who is an occupier	
Address	

3. Building order details

This building order is issued under section 110 of the *Building Act 2011* in respect of the following:

Provide details.

- a) A three bedroom one bathroom framed dwelling with fibro wall sheeting and metal roof.
- b) Building has been damaged by fire which has weakened the building structurally through damaged steel wall frames and timber roof frame. The building in its current state presents a risk to the community and neighbouring properties through risk of roof sheeting being displaced through strong wind events.

In accordance with section 112 of the *Building Act 2011*, the permit authority directs the following:

Provide details and ensure all relevant deadlines and timeframes are included.

Pursuant to Section 112 (2 (g) of the Act, You are required within 60 days of being served with this Order to demolish the fire damaged dwelling on Lot 97 Otterburn Street Leonora and leave the site clean of all waste building materials and rubbish.

In accordance with section 112(3)(c) of the *Building Act 2011*, you are required to notify the permit authority listed on this order, in the manner specified below, when you have done what this building order requires you to do.

Specify the manner by which person must notify the permit authority.

Contact the Shire of Leonora Principal Environmental Health Officer/ Building Surveyor on 90376044 or Mobile 0428376044.

Under the *Building Act 2011*:

There are penalties for non-compliance with this building order (section 115).

Penalty:

- a. A fine of \$50,000 for a first offence.
- b. A fine of \$75,000 for a second offence.
- c. A fine of \$100,000 and imprisonment for 12 months for a third or subsequent offence.

There are penalties for hindering or obstructing a person who is complying, or attempting to comply, with this building order (section 116).

Penalty: A fine of \$10,000.

If you do not comply with this building order within the time stated, or in the case of a building order other than a building order (emergency), apply for a review of the building order under section 122, the permit authority making the building order may cause an authorised person:

- a. to take any action specified in the order; or
- b. to commence or complete any work specified in the order; or
- c. if any specified action was required by the order to cease, to take such steps as are reasonable in the circumstances to cause the action to cease and recover as a debt from you in a court of competent jurisdiction the reasonable costs and expenses incurred in doing so (section 118).

You have the right of review by applying to the State Administrative Tribunal within 28 days of receiving this building order (section 122).

For information on the appeal process, please contact:

State Administrative Tribunal

Telephone: (08) 9219 3111 or 1300 306 017

Website: www.sat.justice.wa.gov.au

The institution of a proceeding for the review of this building order by the State Administrative Tribunal, other than for a building order (emergency), stays the operation of the order pending the determination of the proceeding.

Authorised officer	Name David Hadden		Title Building Surveyor	
	Signature		Date	
Permit authority	Name Shire of Leonora			
Permit authority address	PO Box no PO Box 56			
	Suburb Leonora		State WA	Postcode 6438
Contact details	Phone 90376044		Fax 90376295	
	Email : healthbuilding@leonora.wa.gov.au			





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

A. ELECTED MEMBERS

Nil

11.0(B) OFFICERS

11.0(B)(i)

ACCOUNTS FOR PAYMENT

SUBMISSION TO: Meeting of Council
Meeting Date: 15th December, 2015

AGENDA REFERENCE: 11.0 (B)(i) DEC 15

SUBJECT: Accounts for Payment

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 14th December, 2015

BACKGROUND

The attached statement consists of accounts to be paid by Council Authorisation represented by Cheques **20866** to **20892** totaling **\$425,152.57**, for consideration and to be authorised for payment.

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 accounts paid by Council Authorisation represented by Cheques **20866** to **20892** totaling **\$425,152.57** be authorised for payment.

VOTING REQUIREMENT

Simple Majority

Moved Cr LR Petersen, Seconded Cr RM Cotterill that accounts paid by Council Authorisation represented by Cheques **20866** to **20892** totaling **\$425,152.57** be authorised for payment.

CARRIED (7 VOTES TO 0)

Shire of Leonora				
Monthly Report – List of Accounts Paid by Delegated Authority				
Submitted to Council on the 15th December, 2015				
Cheques numbered from 20866 to 20892 totaling \$425,152.57 submitted to each member of the Council on 15 th December, 2015 have been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing.				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment
20866	15/12/2015	AMPAC Debt Recovery Pty Ltd	Legal Fees	1,465.76
20867	15/12/2015	Anne Skinner Media	Editing Text for Leonora Heritage Trail Website	1,200.00
20868	15/12/2015	Australia Post	Underpaid postage reimbursement	7.55
20869	15/12/2015	Australian Communications Authority	Licence Renewal	172.00
20870	15/12/2015	Butler Settineri	Fee in relation to NGRAOC for 2014/15 Financial Year	825.00
20871	15/12/2015	Butson Group Pty Ltd	Lunch for training on 8/12/2015 & Accommodation for Mandy Wynne	390.00
20872	15/12/2015	Cally Meynell	Refund of overpayment of Child Care Fees	121.00
20873	15/12/2015	Canine Control	Ranger Services - 29th November - 1st December	3,349.50
20874	15/12/2015	Creative Spaces	First payment for Design and Supply of Leonora Heritage Trail Booklet	2,728.00
20875	15/12/2015	Custom Creative Carpentry	Supply and install replacement pine log bollards at Leonora Town Oval	16,589.00
20876	15/12/2015	Dave Hadden	Health/Building Contract 1st - 11th December, 2015	7,163.20
20877	15/12/2015	Dean's Autoglass	Supply and fit windscreen to P2	286.00
20878	15/12/2015	Design Sense Graphics & Web	Final payment - Leonora Walking Tour Interactive Map	8,041.00
20879	15/12/2015	Eagle Petroleum (WA) Pty Ltd	Newspapers, Milk and Fuel throughout November, 2015	941.67
20880	15/12/2015	Forman Bros	Investigate and repair urinal in Men's Toilet at Sports Complex & Replace Gas Regulator at 40A Hoover Street	374.00
20881	15/12/2015	Gerrit Labushagne	Installation of various panels, boards and banners for Patroni's Guest House and World War I Exhibit	700.00
20882	15/12/2015	Goldline Distributors	Cutlery and Plates for Shire Christmas Part	90.82
20883	15/12/2015	LGIS	Workers Compensation and Bushfire Insurance	5,025.01
20884	15/12/2015	Majstrovich Building Co	Progress Claim no. 2 - Northern Goldfields Regional Office Accommodation & Repairs to floor at information centre	335,641.90
			Sub Total	\$385,111.41

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$385,111.41
20885	15/12/2015	Marnta Pty Ltd	Youth Services - November, 2015	10,956.00
20886	15/12/2015	Netlogic Information Technology	Disassemble old library pc and forward any documents to Accounts Officer	595.00
20887	15/12/2015	Oaktown P/L T/A Specialised Tree Lopping	Tree Lopping - November, 2015	25,113.00
20888	15/12/2015	Office National Kalgoorlie	Travel to Service Shire Photocopier	88.00
20889	15/12/2015	Sportspower Kalgoorlie	Fitness equipment for Kickboxing Fitness - Leonora Community Grant	1,592.99
20890	15/12/2015	Staples Australia Pty Limited	Stationery for Shire Office	41.50
20891	15/12/2015	Taylor Burrell Barnett	Project Management - Leonora Subdivision	1,546.93
20892	15/12/2015	Toll Ipec Pty Ltd	Freight	107.74
			GRAND TOTAL	\$425,152.57

12.0 NEXT MEETING

Tuesday 16th February, 2016 at 9:30am in the Shire of Leonora Council Chambers.

13.0 CLOSURE OF MEETING

There being no further business, presiding member Cr PJ Craig declared the meeting closed at 12:33pm.