

SHIRE OF LEONORA

NOTICE OF AN ORDINARY COUNCIL MEETING



**MINUTES OF ORDINARY MEETING HELD
IN SHIRE CHAMBERS, LEONORA
ON TUESDAY 20TH JUNE, 2017
COMMENCING AT 9:33 AM**

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

1.1 President Cr Peter Craig declared the meeting open at 9:33 am

1.3 Visitors or members of the public in attendance
Nil

1.4 Financial Interests Disclosure
Nil

2.0 DISCLAIMER NOTICE

3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

3.1 Present	
President	PJ Craig
Councillors	RM Cotterill
	GW Baker
	AE Taylor
	LR Petersen
Chief Executive Officer	JG Epis
Deputy Chief Executive Officer	TM Browning

3.2 Apologies
Nil

3.3 Leave Of Absence (Previously Approved)
Deputy President **RA Norrie**

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 LR Petersen, Seconded Cr GW Baker that the Minutes of the Ordinary Meeting held on 20th May, 2017 be confirmed as a true and accurate record.

CARRIED (7 VOTES TO 0)

9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Cr PJ Craig made the following announcements:

- Attended a meeting with Mr Alan Hughes from Department of Social Services, along with CEO Mr JG Epis. This was further to a meeting in Laverton recently attended by various bodies with regard to cashless welfare card. During the meeting, the Shire of Leonora's support for the cashless welfare card was confirmed, and it was advised that some work is currently being undertaken to roll this out at a regional level (which would have the best result for the region). It was advised that further updates will be provided as they become available.
- Golden Gift weekend was a great success. The weather certainly made an impact, and all staff, volunteers and organisers were to be congratulated for their efforts.
- Noted advice from the CEO that Deputy CEO, Ms TM Browning had signed a new contract of employment for a further three years. It was conveyed that this was great news and congratulations were offered on behalf of all Councillors.
- A meeting was recently attended by neighbouring local governments in Leonora with the Department of Mines and Petroleum's Corporate Executive, which included the Acting Director General. Opportunities to raise queries and discuss issues being experienced locally with Executive Officers of the department was most beneficial.

Advice from the Acting Director General was that he hopes Shire representatives were able to understand the importance of early discussions with his department and other government jurisdictions in developing matters.

10.0 REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1(A) DETERMINATION FOR LOCAL GOVERNMENT ELECTED MEMBERS FEES

SUBMISSION TO: Meeting of Council
Meeting Date: 20th June 2017

AGENDA REFERENCE: 10.1 (A) JUN 17

SUBJECT: Determination for Local Government Elected Members Fees

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 2.1

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 25th May 2017

BACKGROUND

Elected member sitting fees had remained unchanged for some time (since 2005), where fees and allowances prescribed for elected members had been restricted under the Local Government Act 1995, until proclamations made under the Local Government Amendment Bill 2012 empowered the Salaries and Allowances Tribunal (SAT) with determining the fees and allowances payable to local government elected members from 1 July 2013. Under this change, the fees and allowances payable to elected members are to be reviewed at least once each financial year.

The most recent determination, effective from the 1st July 2017, was circulated to local governments on 11th April 2017. The determination has again issued a band structure, similar to the structure used for the determination of CEO salaries, and Leonora is included within Band 3 of that structure. The bands give consideration to the different roles, responsibilities, duties etc of mayors, presidents and Councillors of different sizes and types of local governments. After consideration of various data available, submissions received from local governments etc, the SAT determined there would be no increase at this time in the remuneration, fees expenses or allowances ranges provided to CEOs and elected members in light of the serious economic conditions facing Western Australia at this time.

The President's allowance remains in the same range as last year, however, given that no other elected member fees have increased, consideration should be given as to whether the annual Presidential allowance remains unchanged in line with elected member fees. The current Presidential allowance is based upon a previous calculation of 0.2% of local government revenue. This calculation method was changed last year, with a set range being specified for band 3 local governments. When considering the annual allowance for the President, deliberations might include:

- the responsibilities associated with the leadership role of the president
- the statutory functions for which the president is accountable
- the ceremonial and civic duties required of the president including local government business related entertainment
- the relative "size" of the local government as reflected in the Tribunal's local government banding model etc.

The Deputy President's allowance remains unchanged, with the annual allowance set at 25 per cent of the President's applicable allowance.

The table below provides a comparison of what has been recommended under the current determination, compared with the current fees and allowances in place for the Shire of Leonora (as at 1st July 2016):

Description:	Currently paid (16/17):	Minimum (band 3) 17/18:	Maximum (band 3) 17/18:
President's Allowance	\$16,713	\$1,015	\$36,591
Deputy President's Allowance	\$4,178	\$254	\$9,238
Council Meeting fee-President	\$628	\$191	\$628
Council Meeting fee-Councillor	\$406	\$191	\$406
Committee Meet fee-President	\$203	\$96	\$203
Committee Meet fee-Councillor	\$203	\$96	\$203
ICT Allowance	\$3,500	\$500	\$3,500
Annual Attend. fee-President*	N/A	\$7,612	\$25,091
Annual Attend. fee-Councillor *	N/A	\$7,612	\$16,205

* The Shire of Leonora Council has not previously paid an annual allowance in lieu of attendance fees, although provision under the Local Government Act did allow it. Annual attendance allowances can sometimes represent imbalanced remuneration to members, as all members are paid the same, regardless of their meeting attendances compared to other members. As it has not been paid previously, no data is recorded as 'current' for comparison.

Mileage/travel reimbursement remains unchanged, with travel costs for using a privately owned or leased vehicle (rather than a commercially hired vehicle) to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011 (as at the date of the determination).

STATUTORY ENVIRONMENT

Section 5.98 (1)(b) of the Local Government Act 1995 and Part 6.1 (1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the Salaries and Allowances Act provides for a local government to pay a council member a fee for attendance at a council meeting.

Section 5.98 (1)(b) of the Local Government Act 1995 and Part 6.1 (2) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the Salaries and Allowances Act provides for a local government to pay a council member a fee for attendance at a committee meeting.

Section 5.98 (1) of the Local Government Act 1995 and Part 6.1 (4) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the Salaries and Allowances Act provides for a local government to instead pay a council member an annual fee for attendance at committee and council meetings, rather than attendance fees referred to in Section 5.98 (1)(b) of the Local Government Act 1995.

Section 5.98 (5) of the Local Government Act 1995 and Part 7.2 (1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the Salaries and Allowances Act provides for a local government to set an annual allowance for its mayor or president.

Section 5.98A (1) of the Local Government Act 1995 and 7.3 (1) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the Salaries and Allowances Act provides for a local government to set an annual allowance for its deputy mayor or deputy president, which is set at 25 per cent of the allowance payable to the mayor or president.

Section 5.99A (b) of the Local Government Act 1995 and 9.2 (2) of the Determination for Local Government Elected Council Members pursuant to Section 7B of the Salaries and Allowances Act provides for a local government to provide a Council member an annual allowance for ICT expenses.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The fees and allowances payable to elected members under the Determination of the Salaries and Allowances Tribunal will be required to be included in the 2017/18 budget.

STRATEGIC IMPLICATIONS

The policies have been assessed in relation to their implications to the strategic community plan and there does not appear to be any conflicts.

RECOMMENDATIONS

That the Council set meeting attendances fees and allowances for 2017/18 as follows:

President's Allowance \$16,713 per annum
Deputy President's Allowance \$4,178 per annum
Council Meeting attendance fee-President \$628 per meeting
Council Meeting attendance fee-Councillor \$406 per meeting
Committee Meeting attendance fee-President \$203 per meeting
Committee Meeting attendance fee-Councillor \$203 per meeting
ICT Allowance \$3,500 per annum

VOTING REQUIREMENT

Absolute Majority

COUNCIL DECISION

Moved Cr GW Baker, Seconded Cr AE Taylor that the Council set meeting attendances fees and allowances for 2017/18 as follows:

President's Allowance \$16,713 per annum
Deputy President's Allowance \$4,178 per annum
Council Meeting attendance fee-President \$628 per meeting
Council Meeting attendance fee-Councillor \$406 per meeting
Committee Meeting attendance fee-President \$203 per meeting
Committee Meeting attendance fee-Councillor \$203 per meeting
ICT Allowance \$3,500 per annum

CARRIED BY ABSOLUTE MAJORITY (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: 20th June, 2017

AGENDA REFERENCE: 10.2 (A) JUN 17

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: 13th June, 2017

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 – 31st May, 2017
- (b) Compilation Report
- (c) Material Variances – 31st May, 2017

STATUTORY ENVIRONMENT

Part 4 — Financial reports— s. 6.4

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

(1A) *In this regulation —*

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the Monthly Financial Statements for the month ended 31st May, 2017 consisting of:

- (a) Statement of Financial Activity –31st May, 2017
- (b) Compilation Report
- (c) Material Variances –31st May, 2017

be accepted.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr LR Petersen, Seconded Cr RM Cotterill that the Monthly Financial Statements for the month ended 31st May, 2017 consisting of:

- (a) Statement of Financial Activity –31st May, 2017
- (b) Compilation Report
- (c) Material Variances –31st May, 2017

be accepted.

CARRIED (7 VOTES TO 0)

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The Chief Executive Officer
Shire of Leonora
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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 31 May 2017. 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

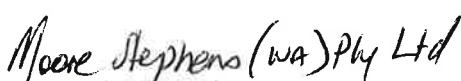
The Shire of Leonora are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

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

12 June 2017

**SHIRE OF LEONORA
MONTHLY FINANCIAL REPORT
For the Period Ended 31 May 2017**

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 31 May 2017

	Note	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		2,500	2,125	873	(1,252)	(59%)	
General Purpose Funding - Rates		5,303,874	5,310,957	5,319,918	8,961	0%	
General Purpose Funding - Other		1,252,527	1,241,026	1,242,350	1,324	0%	
Law, Order, Public Safety		9,200	8,684	7,499	(1,185)	(14%)	
Health		51,113	48,722	52,297	3,575	7%	
Education and Welfare		220,068	211,693	219,908	8,215	4%	
Housing		35,550	32,377	28,865	(3,512)	(11%)	
Community amenities		333,615	324,041	378,460	54,419	17%	▲
Recreation and Culture		199,552	196,493	205,889	9,396	5%	
Transport		565,114	530,031	538,303	8,272	2%	
Economic Services		475,217	394,977	368,448	(26,529)	(7%)	▼
Other Property and Services		118,200	110,620	145,554	34,934	32%	▲
Total Operating Revenue		8,566,530	8,411,746	8,508,364	96,618		
Operating Expense							
Governance		(575,184)	(464,785)	(388,833)	75,952	16%	▼
General Purpose Funding		(346,922)	(314,798)	(282,440)	32,358	10%	▼
Law, Order, Public Safety		(148,952)	(136,978)	(123,699)	13,279	10%	
Health		(586,248)	(559,474)	(546,086)	13,388	2%	
Education and Welfare		(557,863)	(505,506)	(454,748)	50,758	10%	▼
Housing		0	(858)	0	858	100%	
Community Amenities		(237,088)	(217,717)	(166,789)	50,928	23%	▼
Recreation and Culture		(1,079,710)	(1,006,232)	(906,560)	99,672	10%	▼
Transport		(3,229,346)	(2,968,508)	(2,836,073)	132,435	4%	▼
Economic Services		(1,752,231)	(1,543,957)	(1,081,301)	462,656	30%	▼
Other Property and Services		(40,000)	(56,869)	14,890	71,759	126%	▼
Total Operating Expenditure		(8,553,544)	(7,775,682)	(6,771,639)	1,004,043		
Funding Balance Adjustments							
Add back Depreciation		1,180,661	1,082,260	1,127,647	45,387	4%	▼
Adjust (Profit)/Loss on Disposal		71,762	71,762	56,755	(15,007)	(21%)	▲
Adjust Provisions and Accruals		(51,751)	(51,751)	(51,751)			
Net Cash from Operations		1,213,658	1,738,335	2,869,376	1,131,041		
Capital Revenues							
Grants, Subsidies and Contributions	10	5,009,113	5,009,113	2,987,158	(2,021,955)	(40%)	▼
Proceeds from Disposal of Assets	3	165,910	165,910	110,910	(55,000)	(33%)	▼
Total Capital Revenues		5,175,023	5,175,023	3,098,068	(2,076,955)		
Capital Expenses							
Land and Buildings	3	(6,090,114)	(5,627,814)	(4,800,562)	827,252	15%	▼
Infrastructure - Roads	3	(1,540,264)	(1,540,264)	(1,157,231)	383,033	25%	▼
Infrastructure - Other	3	(3,282,974)	(3,162,408)	(176,742)	2,985,666	94%	▼
Plant and Equipment	3	(537,162)	(537,162)	(253,683)	283,479	53%	▼
Total Capital Expenditure		(11,450,514)	(10,867,648)	(6,388,218)	4,479,430		
Net Cash from Capital Activities		(6,275,491)	(5,692,625)	(3,290,150)	2,402,475		
Financing							
Transfer from Reserves	7	250,000	0	0	0		
Transfer to Reserves	7	(465,698)	(12,220)	(12,220)	0	0%	
Net Cash from Financing Activities		(215,698)	(12,220)	(12,220)	0		
Net Operations, Capital Financing		(5,277,531)	(3,966,510)	(432,994)	3,533,515		
Opening Funding Surplus(Deficit)	2	5,279,629	5,279,629	5,279,631			
Closing Funding Surplus(Deficit)	2	2,098	1,313,119	4,846,637			

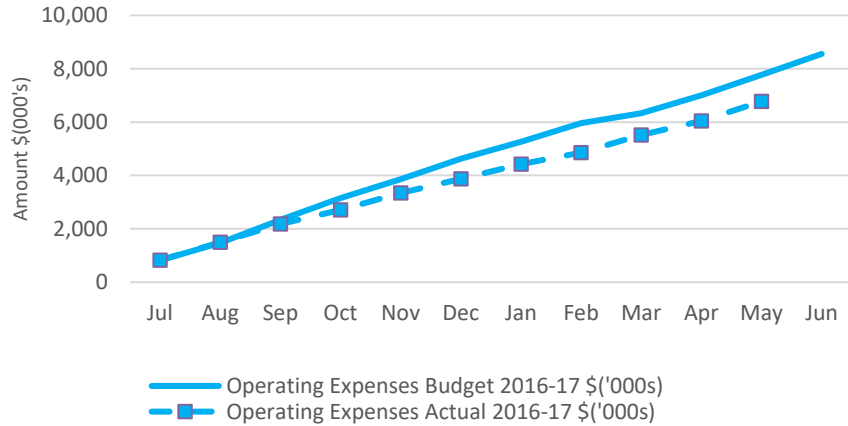
▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

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

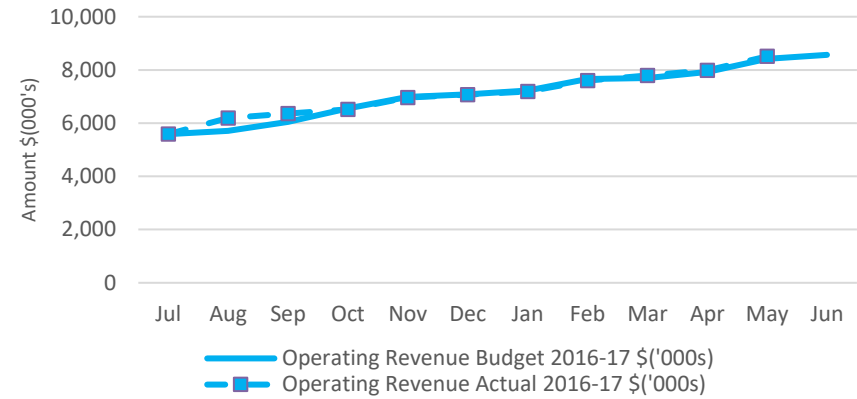
This statement is to be read in conjunction with the accompanying financial statements and notes.

**SHIRE OF LEONORA
SUMMARY GRAPHS - FINANCIAL ACTIVITY
For the Period Ended 31 May 2017**

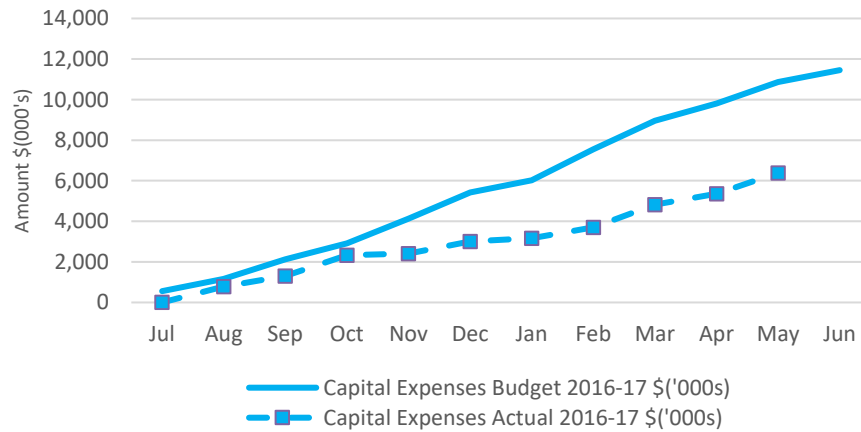
Operating Expenses



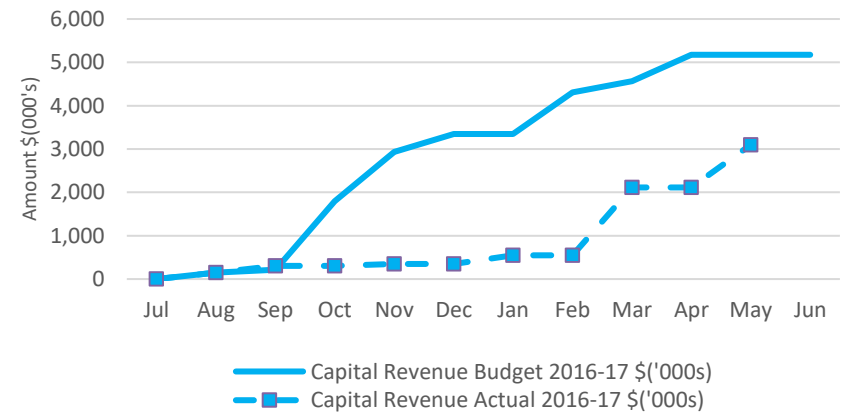
Operating Revenue



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 31 May 2017

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

NOTES TO THE STATEMENT OF FINANCIAL POSITION For the Period Ended 31 May 2017

For the period ended 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

NOTES TO THE STATEMENT OF FINANCIAL POSITION

For the Period Ended 31 May 2017

For the period ended
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

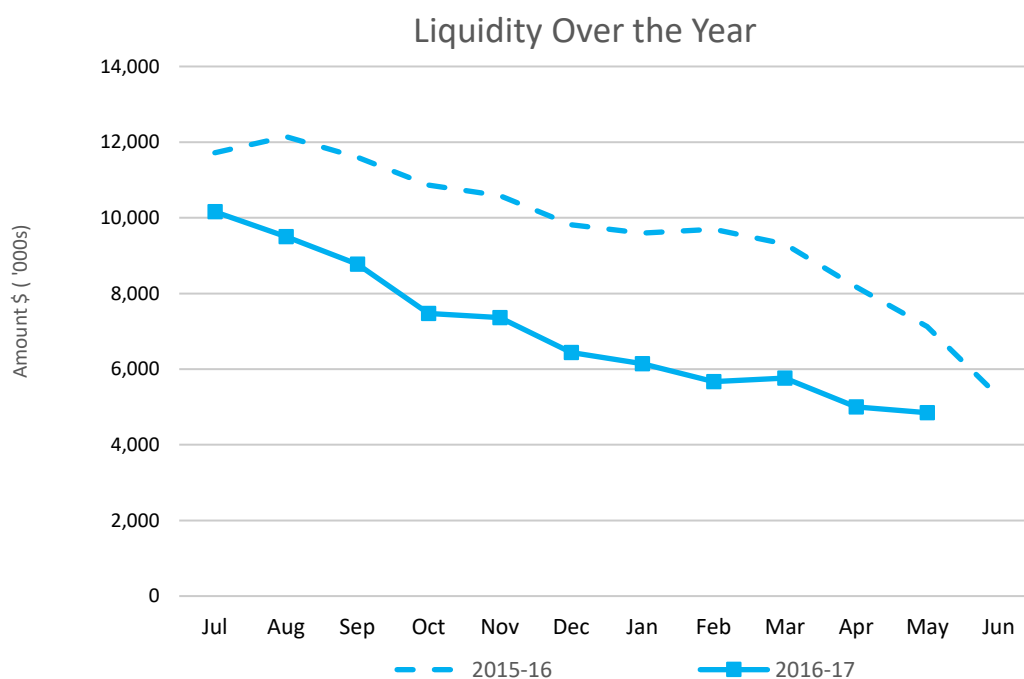
Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 2. NET CURRENT ASSETS

Net Current Assets	Note	30 June 2016	YTD 31 May 2016	YTD 31 May 2017
		\$	\$	\$
Current Assets				
Cash Municipal	4	2,423,092	4,572,851	5,146,458
Cash Reserves	4	2,027,361	1,526,157	2,039,581
Restricted Municipal Cash Investments	4	2,808,871	2,804,764	325,178
Receivables - Rates	5	116,915	190,492	133,962
Receivables -Other	5	198,615	343,455	283,678
Inventories		47,200	68,721	31,953
		<u>7,622,054</u>	<u>9,506,440</u>	<u>7,960,810</u>
Less: Current Liabilities				
Payables	6	(315,063)	(856,167)	(1,074,592)
Provisions		(223,766)	(161,545)	(172,015)
Less: Cash Reserves	7	(2,027,361)	(1,526,157)	(2,039,581)
Add: Cash Backed Leave Provisions		172,015	161,545	172,015
Add: Accrued Salaries already funded		51,752	0	0
Net Current Funding Position		5,279,631	7,124,116	4,846,637

Positive=Surplus (Negative=Deficit)

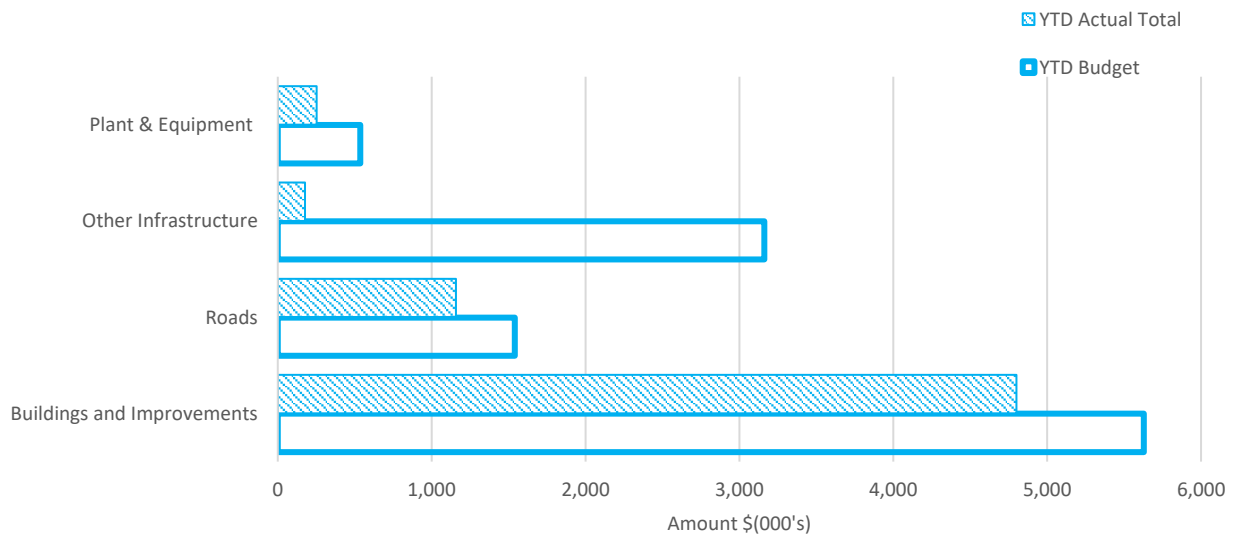


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

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)
		\$	\$	\$	\$	\$	\$
Buildings and Improvements		4,625,097	175,465	6,090,114	5,627,814	4,800,562	(462,300)
Roads		1,054,705	102,526	1,540,264	1,540,264	1,157,231	0
Other Infrastructure		16,520	160,222	3,282,974	3,162,408	176,742	(120,566)
Plant & Equipment		253,683	0	537,162	537,162	253,683	0
Capital Expenditure Totals		5,950,005	438,213	11,450,514	10,867,648	6,388,218	(582,866)
Capital Acquisitions Funded By							
Capital Grants and Contributions				5,009,113	5,009,113	2,987,158	0
Other (Disposals & C/Fwd)				165,910	165,910	110,910	0
Council Contribution - Operations				6,275,491	5,692,625	3,290,150	(582,866)
Capital Funding Total				11,450,514	10,867,648	6,388,218	

Capital Expenditure Program YTD



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 3. CAPITAL ACQUISITIONS

			Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Capital Acquisitions						
Building and Improvements			\$	\$	\$	\$
E720016	Upgrade CCTV	Upgrade	120,000	120,000	91,277	(28,723)
E740001	Land Trans Aged Care Facility	New	400,000	400,000	0	(400,000)
E720015	Renew Childcare Play Equipment	Renewal	28,000	28,000	21,412	(6,588)
E720011	26 Queen Vic	Renewal	21,000	21,000	5,330	(15,670)
E720012	11 Queen Vic	Renewal	12,000	12,000	11,440	(560)
E720018	40A Hoover	Renewal	0	0	0	0
E720019	40B Hoover	Renewal	0	0	0	0
E720017	1 Queen Vic	Renewal	48,000	36,000	265	(47,735)
E720013	Relocate/Renew Gym	Renewal	0	0	0	0
E720009	Works Depot Workshop	Renewal	50,000	50,000	1,890	(48,110)
E720010	SPQ Renewal	Renewal	7,500	7,500	6,582	(918)
E720001	Mine Office	Renewal	123,200	112,934	55,440	(67,760)
E720002	Chisholms House	Renewal	225,800	206,984	0	(225,800)
E720003	Hoover House	Renewal	256,400	235,034	0	(256,400)
E720004	Murrin Murrin Lockup	Renewal	20,600	18,884	5,006	(15,594)
E720005	Balletich's Place	Renewal	102,600	94,050	68,100	(34,500)
E720006	Art's Place	Renewal	101,400	92,950	0	(101,400)
E720008	Lawlers Police Station	Renewal	100,000	91,666	0	(100,000)
E720014	NGROAC Facility	New	4,473,614	4,100,812	4,533,820	60,206
TOTAL - Building and Improvements			6,090,114	5,627,814	4,800,562	
Plant & Equipment						
E730003	EHO Vehicle	Replacement	38,546	38,546	38,546	0
E730006	Grader Camp Genset	Replacement	17,000	17,000	15,522	(1,478)
E730004	Grader Camp Utility	Replacement	45,813	45,813	45,813	0
E730001	Works Supervisor Utility	Replacement	45,813	45,813	45,812	(1)
E730007	Trailers Dollies Grader Camp	Replacement	200,000	200,000	0	(200,000)
E730002	MWS Vehicle	Replacement	60,995	60,995	60,995	0
E730005	DCEO Vehicle	Replacement	46,995	46,995	46,995	0
E730008	CEO Vehicle	Replacement	82,000	82,000	0	(82,000)
TOTAL - Plant & Equipment			537,162	537,162	253,683	
TOTAL PROPERTY PLANT AND EQUIPMENT			6,627,276	6,164,976	5,054,245	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 3. CAPITAL ACQUISITIONS

			Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Capital Acquisitions						
Roads						
E700001	Renewal of Grids	Renewal	50,000	50,000	0	(50,000)
E700003	RRG Wonganoo	Upgrade	450,000	450,000	475,058	25,058
E700004	R2R Project	Upgrade	934,738	934,738	579,647	(355,091)
E700002	Footpath Renewals	Renewal	105,526	105,526	102,526	(3,000)
	TOTAL - Roads		1,540,264	1,540,264	1,157,231	
Other Infrastructure						
E710006	Waste Management Site Fencing	Upgrade	62,000	62,000	0	(62,000)
E710007	Liquid Waste Site Development	Upgrade	600,000	600,000	1,505	(598,495)
E710001	Cemetery Fencing	Renewal	35,000	35,000	0	(35,000)
E710008	Fitness Playground Equipment	Upgrade	24,000	24,000	0	(24,000)
E710004	Runway rejuv. & Paint	Renewal	306,600	306,600	15,015	(291,585)
E710005	Apron Taxi Subgrade Failure	Renewal	912,750	912,750	23,883	(888,867)
E710002	Gwalia Headframe	Renewal	899,624	815,974	5,550	(894,074)
E710010	Gwalia Headframe NSRF	Renewal	380,000	348,334	127,962	(252,038)
E710003	Gwalia Entrance	Upgrade	43,000	39,416	0	(43,000)
E710009	Relocate Ruston Engine	Renewal	20,000	18,334	2,827	(17,173)
						0
	TOTAL - Other Infrastructure		3,282,974	3,162,408	176,742	(3,106,232)
	TOTAL INFRASTRUCTURE		4,823,238	4,702,672	1,333,973	
	Total Capital Expenditure		11,450,514	10,867,648	6,388,218	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 3. CAPITAL DISPOSALS

Assets Disposed

Description Disposed Asset	Cost/Fair Value	Accum Depr	Proceeds	Adopted Budget	Actual	Variance	Comments
				Profit/(Loss)	Profit/(Loss)		
	\$	\$	\$	\$	\$	\$	
Plant and Equipment (Fixed Assets)							
642 Nissan Pathfinder	30,600	(2,465)	20,455	(7,680)	(7,680)	(0)	
643 Triton 4x4 Dual Cab	28,500	(2,560)	15,455	(10,485)	(10,485)	0	
647 Ford Ranger	35,000	(2,885)	20,000	(12,115)	(12,115)	(0)	
PE5 Territory Titanium	42,500	(863)	30,000	(11,637)	(11,637)	0	
641 Nissan Navara	43,500	(3,662)	25,000	(14,838)	(14,838)	0	
637 2014 Ford FPV				(15,007)	0	15,007	
					0	0	
	180,100	(12,435)	110,910	(71,762)	(56,755)	15,007	
	180,100	(12,435)	110,910	(71,762)	(56,755)	15,007	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 4. CASH AND INVESTMENTS

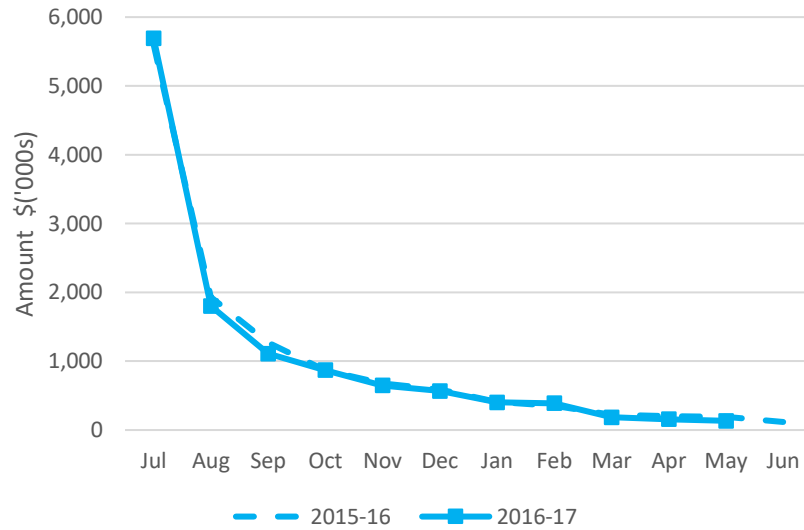
Bank Accounts	Municipal	Municipal Restricted	Reserves	Trust	Total Amount	Institution	Interest Rate	Details
	\$		\$	\$	\$			
(a) Cash Deposits								
Municipal Account	5,145,188				5,145,188	NAB	Variable	Cheque Acc.
LSL Maximiser			131,618		131,618	NAB	Variable	Cheque Acc.
Fire Maximiser			26,820		26,820	NAB	Variable	Cheque Acc.
Plant Maximiser			394,160		394,160	NAB	Variable	Cheque Acc.
Annual Leave Maximiser			161,059		161,059	NAB	Variable	Cheque Acc.
Gwalia Precinct Maximiser			473,042		473,042	NAB	Variable	Cheque Acc.
Building Maintenance Maximiser			350,154		350,154	NAB	Variable	Cheque Acc.
Waste Management Maximiser			502,728		502,728	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		325,178			325,178	WATC	1.45%	Ongoing
Total	5,146,458	325,178	2,039,581	0	7,511,217			

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

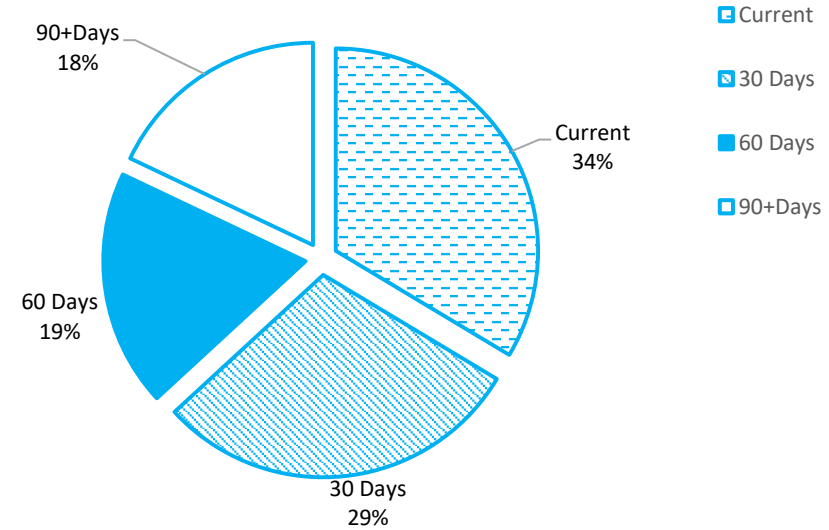
NOTE 5. RECEIVABLES

Receivables - Rates and Other Rates Receivable	YTD 31 May		Receivables - General	Credit	Current	30 Days	60 Days	90+Days	Total
	2017	30 June 2016							
	\$	\$		\$	\$	\$	\$	\$	\$
Opening Arrears Previous Years	116,915	83,147	Receivables - General	0	55,043	48,417	30,955	29,409	163,824
Levied this year	5,319,918	5,239,642	GST Receivable						119,854
Discounts	0	0							
Deferred	0	0							
Less Collections to date	(5,302,871)	(5,205,874)							
Equals Current Outstanding	133,962	116,915	Total Receivables General Outstanding						283,678
Net Rates Collectable	133,962	116,915	Amounts shown above include GST (where applicable)						
% Collected	97.54%	97.80%							

Rates Receivable



Accounts Receivable (non-rates)

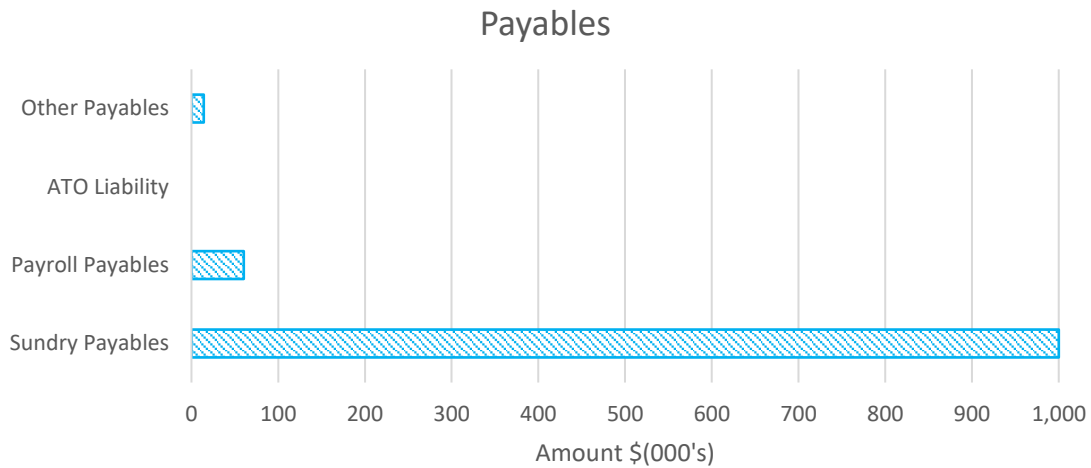
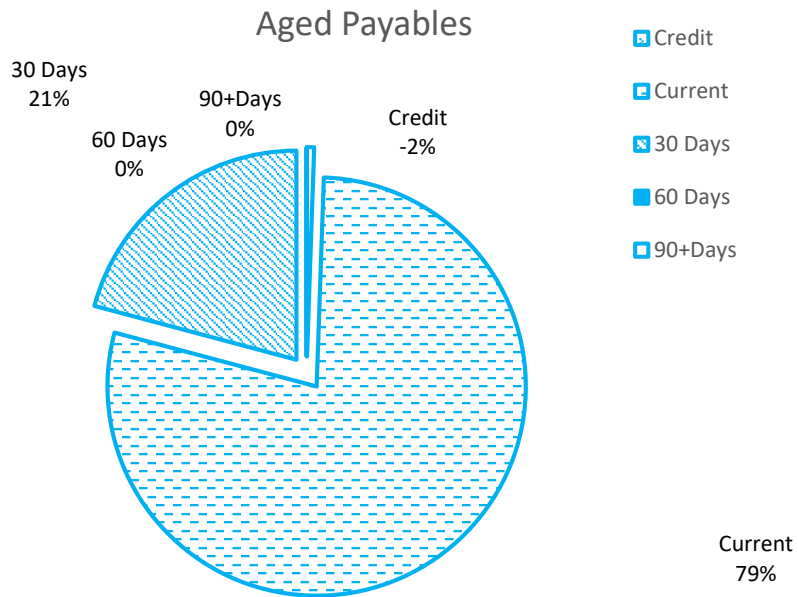


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 6. PAYABLES

Payables	Credit	Current	30 Days	60 Days	90+Days	Total
Payables - General	\$ (5,568)	\$ 794,755	\$ 210,773	\$ 75	\$ 0	\$ 1,000,035
Sundry Payables						1,000,035
Payroll Payables						60,415
ATO Liability						0
Other Payables						14,142
Total Payables General Outstanding						1,074,592

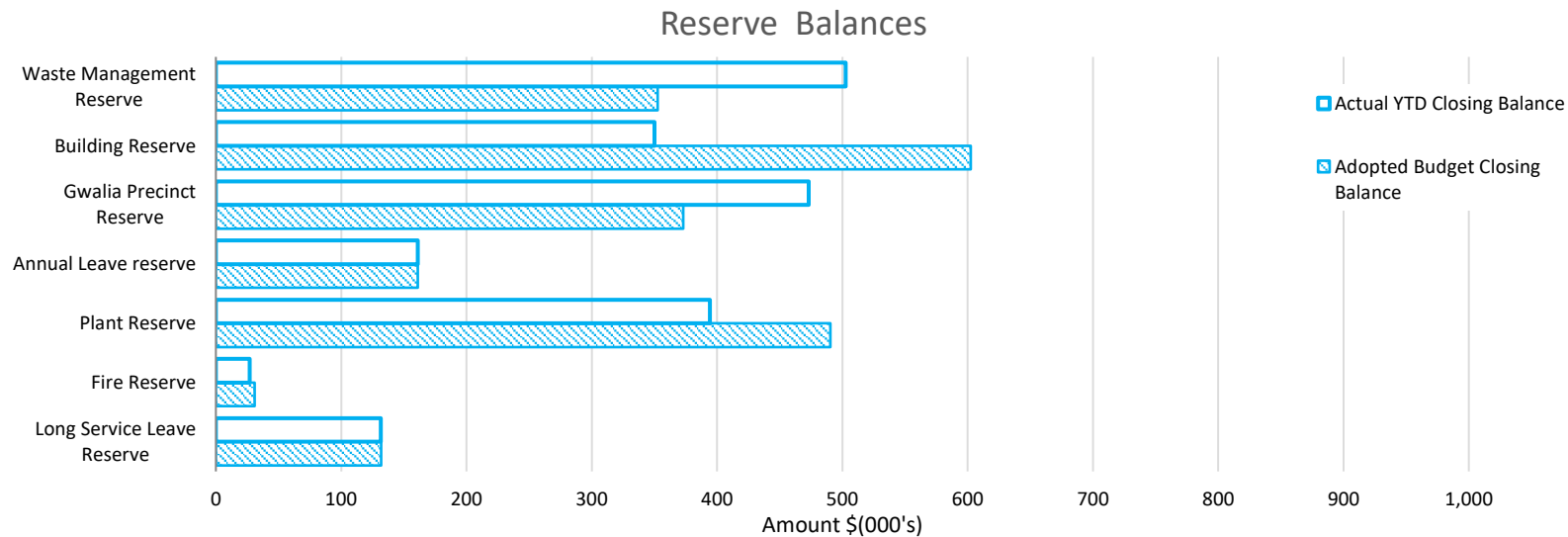
Amounts shown above include GST (where applicable)



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

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 (-)	Adopted Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	130,805	981	813			0	0	131,786	131,618
Fire Reserve	26,654	230	166	4,000		0	0	30,884	26,820
Plant Reserve	391,726	3,650	2,434	95,000		0	0	490,376	394,160
Annual Leave reserve	160,064	1,201	995			0	0	161,265	161,059
Gwalia Precinct Reserve	470,121	2,776	2,921			(100,000)	0	372,897	473,042
Building Reserve	347,991	4,485	2,163	250,000		0	0	602,476	350,154
Waste Management Reserve	500,000	2,625	2,728			(150,000)	0	352,625	502,728
Aerodrome Reserve	0	750	0	100,000		0	0	100,750	0
	2,027,361	16,698	12,220	449,000	0	(250,000)	0	2,243,059	2,039,581



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

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	0.0667	676	15,313,822	1,021,205	(783)		1,020,422	1,021,432	1,500	0	1,022,932
UV	0.1463	1,805	27,701,736	4,052,476	13,244		4,065,720	4,052,764	(13,502)	0	4,039,262
Sub-Totals		2,481	43,015,558	5,073,681	12,461	0	5,086,142	5,074,196	(12,002)	0	5,062,194
Minimum Payment	Minimum \$										
GRV	304	83	114,261	25,232			25,232	25,232	0	0	25,232
UV	304	712	786,932	208,544			208,544	216,448	0	0	216,448
Sub-Totals		795	901,193	233,776	0	0	233,776	241,680	0	0	241,680
							5,319,918				5,303,874
							0				0
Amount from General Rates							5,319,918				5,303,874
Ex-Gratia Rates							0				0
							5,319,918				5,303,874

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

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 31 May 2017

NOTE 10. GRANTS AND CONTRIBUTIONS

Grants	Grant Provider	Approval (Y/N)	2016-17			Variations		Received	Recoup Status	
			Amended Budget	Amended 2016-17 Operating	2016-17 Budget Capital	Additions / Operating	(Deletions) Capital		Not Received	
			\$	\$	\$	\$	\$	\$	\$	
General Purpose Funding										
I030019 Grant Equalisation	WALGCC	Y	607,188	607,188	0	0	0	607,188	0	
I030021 Grant - Roads	WALGCC	Y	593,049	593,049	0	0	0	593,049	0	
Law, Order, Public Safety										
I053402 Operational Grant - Bush Fire	DFES		1,500	1,500	0	1,317	0	2,817	0	
I053406 Grant - CCTV			100,000	0	100,000	0	0	50,000	50,000	
Health										
I076473 Aged Care Feasibility Study Grant			20,650	20,650	0	0	0		20,650	
I076476 Grant -Aged Care SIHI			195,000	0	195,000	0	0	195,000	0	
Welfare Services										
I080014 Childcare Grant			0	0	0	0	0		0	
I080002 Sustainability Child Care			54,715	54,715	0	0	0	50,336	4,379	
I082001 Youth Support DCP Grant	DCP		67,353	67,353	0	0	0	52,298	15,055	
Recreation and Culture										
I114467 Grant Swimming Pool	DSR		32,000	32,000	0	0	0	32,000	0	
I117010 Other Grant Funding			123,720	123,720	0	1,980	0	125,700	0	
Transport										
MRWA Funding										
I122200 MRWA Direct	MRWA		140,429	140,429	0	0	0	140,429	0	
I122052 Contribution Street Lights	MRWA		3,700	3,700	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			0	0	0	0	0		0	
I122206 Roads to Recovery			934,738	0	934,738	720	0	935,458	0	
I123494 RADS funding	RADS		609,675	0	609,675	0	0		609,675	
Economic Services										
I134468 Minara Comm. Foundation Grants			21,335	21,335	0	0	0	21,335	0	
I134458 Projects			28,000	28,000	0	0	0	28,000	0	
I138005 Grants			48,000	48,000	0	28,500	0	76,500	0	
I138002 Sponsorship			115,000	115,000	0	0	0	1,000	114,000	
I134463 Lotterywest Headframe Stage 1	Lotterywest		300,000	0	300,000	0	0		300,000	
I134464 Lotterywest Cottages Conservation	Lotterywest		50,000	0	50,000	0	0		50,000	
I134470 Gwalia Precinct Renewal	Regional		605,000	0	605,000	0	0		605,000	
I134471 Headframe Renewal Reg. Grants Scheme	Regional		300,000	0	300,000	0	0	122,000	178,000	
I137008 Lotterywest Fitout funding	Lotterywest		1,564,700	0	1,564,700	0	0	1,564,700	0	
I139002 Lotterywest Heritage Conserv. Grant	Lotterywest		50,000	0	50,000	0	0		50,000	
I139003 Lotterywest Trail Grant	Lotterywest		32,883	32,883	0	0	0		32,883	
TOTALS			6,898,635	1,889,522	5,009,113	32,517	0	4,717,810	2,213,342	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 11. BUDGET AMENDMENTS

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

Budget Amendments COA	Description	Council Resolution	Classification	No Change - \$	Increase in \$	Decrease in \$	Amended \$
Opening Carried Forward Surplus (Deficit)							0
I04	Governance	10.2 (C) MAR 17	Operating Revenue			(2,000)	(2,000)
I03	General Purpose Funding	10.2 (C) MAR 17	Operating Revenue			(25,868)	(27,868)
I05	Law, Order, Public Safety	10.2 (C) MAR 17	Operating Revenue			(2,500)	(30,368)
I053402	Operational Grant - Bush Fire	10.2 (C) MAR 17	Operating Revenue		1,500		(28,868)
I07	Health	10.2 (C) MAR 17	Operating Revenue			(255)	(29,123)
I076476	Grant - Aged Care SIHI	10.2 (C) MAR 17	Capital Revenue		195,000		165,877
I080014	Childcare Grant (Misc)	10.2 (C) MAR 17	Operating Revenue			(2,500)	163,377
I09	Housing	10.2 (C) MAR 17	Operating Revenue			(3,100)	160,277
I10	Community Amenities	10.2 (C) MAR 17	Operating Revenue		62,586		222,863
I11	Recreation and Culture	10.2 (C) MAR 17	Operating Revenue			(4,868)	217,995
I114467	Grant - Swimming Pool	10.2 (C) MAR 17	Operating Revenue		2,000		219,995
I122042	Contrib - Crossovers	10.2 (C) MAR 17	Operating Revenue			(1,500)	218,495
I13	Economic Services	10.2 (C) MAR 17	Operating Revenue			(77,848)	140,647
I134468	Minara Community Foundation Grant	10.2 (C) MAR 17	Operating Revenue			(26,974)	113,673
I14	Other Property and Services	10.2 (C) MAR 17	Operating Revenue		27,200		140,873
E04	Governance	10.2 (C) MAR 17	Operating Expenses			(1,595)	139,278
E03	General Purpose Funding	10.2 (C) MAR 17	Operating Expenses		38,566		177,844
E05	Law, Order, Public Safety	10.2 (C) MAR 17	Operating Expenses		2,974		180,818
E07	Health	10.2 (C) MAR 17	Operating Expenses		1,630		182,448
E074071	Adjust Loss on disposal of asset	10.2 (C) MAR 17	Non Cash Item	(3,514)			182,448
E08	Education and Welfare	10.2 (C) MAR 17	Operating Expenses		77,216		259,664
E10	Community Amenities	10.2 (C) MAR 17	Operating Expenses		1,162		260,826
E11	Recreation and Culture	10.2 (C) MAR 17	Operating Expenses		51,288		312,114
E12	Transport	10.2 (C) MAR 17	Operating Expenses			(48,970)	263,144

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 11. BUDGET AMENDMENTS

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

Budget Amendments COA	Description	Council Resolution	Classification	No Change - \$	Increase in \$	Decrease in \$	Amended \$
E122190	Adjust Loss on disposal of asset	10.2 (C) MAR 17	Non Cash Item	(18,994)			263,144
E13	Economic Services	10.2 (C) MAR 17	Operating Expenses		126,503		389,647
E14	Other Property and Services	10.2 (C) MAR 17	Operating Expenses			(31,042)	358,605
E142183	Adjust Loss on disposal of asset	10.2 (C) MAR 17	Non Cash Item	(21,082)			358,605
E740001	Land Transactions Aged Care Site	10.2 (C) MAR 17	Capital Expenses			(195,000)	163,605
E720016	Upgrade CCTV	10.2 (C) MAR 17	Capital Expenses			(20,000)	143,605
E720015	Renew Childcare Play Equipment	10.2 (C) MAR 17	Capital Expenses			(5,000)	138,605
E720018	40A Hoover Street Renewal	10.2 (C) MAR 17	Capital Expenses		15,000		153,605
E720019	40B Hoover Street Renewal	10.2 (C) MAR 17	Capital Expenses		11,000		164,605
E720013	Relocate/Renew Gym	10.2 (C) MAR 17	Capital Expenses		20,000		184,605
E700002	Footpath Renewals	10.2 (C) MAR 17	Capital Expenses			(10,526)	174,079
E710002	Gwalia Headframe renewal	10.2 (C) MAR 17	Capital Expenses			(52,087)	121,992
E130002	Dual Cab Utility MWS	10.2 (C) MAR 17	Capital Revenue		5		121,997
E730005	DCEO Vehicle	10.2 (C) MAR 17	Capital Revenue		5		122,002
E730004	Dual Cab Utility Grader Camp	10.2 (C) MAR 17	Capital Revenue		187		122,189
E730003	EHO Vehicle	10.2 (C) MAR 17	Capital Expenses			(546)	121,643
E730001	Utility Depot Works Supervisor	10.2 (C) MAR 17	Capital Expenses		187		121,830
E148298	Depreciation	10.2 (C) MAR 17	Non Cash Item	40			121,830
	Proceeds from Disposal of Assets	10.2 (C) MAR 17				(90)	121,740
L01752	Movement in Non Current Provisions	10.2 (C) MAR 17				(51,751)	69,989
	Previous Year Surplus/(Deficit)	10.2 (C) MAR 17				(67,891)	2,098
Amended Budget Cash Position as per Council Resolution				(43,550)	634,009	(631,911)	2,098

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

NOTE 12. TRUST FUND

There are no funds held at balance date over which the Shire has no control.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2017

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
	\$	%			
1 Operating Revenues					
0 Governance	(877)	(50.11%)		Permanent	Less reimbursements required than anticipated at time of setting budget
0 General Purpose Funding - Rates	4,123	0.08%			N/A
0 General Purpose Funding - Other	4,126	0.44%			N/A
0 Law, Order and Public Safety	(669)	(8.19%)		Timing	Alteration to timing of payments
0 Health	1,881	4.06%			N/A
0 Education and Welfare	(5,853)	(2.88%)			N/A
0 Housing	(1,899)	(6.50%)			N/A
1 Community Amenities	39,843	12.67%	▲	Permanent	Higher revenue for liquid waste charges than anticipated
0 Recreation and Culture	7,043	3.64%			N/A
0 Transport	5,870	1.19%			N/A
0 Economic Services	(11,372)	(3.95%)		Timing	Some alteration to timing of receipt of grant payments
0 Other Property and Services	12,028	11.67%			
0					
1 Operating Expense			▼		
1 Governance	73,023	17.09%		Timing	Meeting attendance fees and Councillor travelling expenses not yet billed
1 General Purpose Funding	20,230	7.16%		Timing	Valuation and administration costs lower than expected during reporting period
0 Law, Order and Public Safety	9,330	7.46%			N/A
0 Health	11,708	2.20%			N/A
1 Education and Welfare	48,580	10.72%		Timing	Manager Community Services has filled a staff placement whilst undergoing Diploma studies and reviewing structure, resulting in savings on wages
0 Housing	1,716	100.00%			N/A
1 Community Amenities	47,806	24.10%		Timing	Depreciation expenses require some review, alteration to timing of Town Planning review expenses, alteration to timing of cemetery works, timing delay to refuse site mtce
1 Recreation and Culture	112,692	12.08%		Timing	Distribution of community grants still progressing, variation to timing of works at swimming pool and other facilities such as town oval. Renewable energy feasibility study not commenced
1 Transport	207,117	7.65%		Timing	Alteration to timing of roadworks, asset disposals etc
1 Economic Services	339,002	26.49%		Timing	Delays to some works for Info Centre, cactus eradication, Gwalia projects, and projects within 'Other Heritage' category
1 Other Property and Services	94,008	146.79%		Timing	Alteration to timing of works programmes. Some review of allocations and rates also required
1 Capital Revenues					
1 Grants, Subsidies and Contributions	(3,009,413)	(60.08%)		Timing	Alteration to timing of receipt of capital grants, including R2R, RRG, NSRF (Gwalia)
1 Proceeds from Disposal of Assets	(55,000)	(33.15%)		Timing	Alteration to timing of asset acquisitions
1 Capital Expenses					
0 Land	0				
1 Land and Buildings	682,988	14.25%		Timing	Aged Care Land transactions not finalised, Gwalia Renewals still progressing
1 Infrastructure - Roads	718,630	46.66%		Timing	Delays in progress of some projects due to inclement weather
1 Infrastructure - Other	2,773,130	94.27%		Timing	Delays in commencement of Gwalia renewals, aerodrome works, liquid waste disposal upgrade still progressing
1 Plant and Equipment	283,479	52.77%		Timing	Grader camp renewal not yet commenced, CEO vehicle purchase also not effected.

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(B) ACCOUNTS FOR PAYMENT

SUBMISSION TO: Meeting of Council
Meeting Date: 20th June, 2017

AGENDA REFERENCE: 10.2 (B) JUN 17

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: 13th June, 2017

BACKGROUND

Attached statement consists of accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **22570** to **22644** totalling **\$1,592,763.36** and accounts paid by Council Authorisation represented by cheques numbered from **22645** to **22746** totalling **\$1,908,953.77**.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **22570** to **22644** totalling **\$1,592,763.36** and accounts paid by Council Authorisation represented by cheques numbered from **22645** to **22746** totalling **\$1,908,953.77** be authorised for payment.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr AE Taylor, Seconded Cr RM Cotterill that accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **22570** to **22644** totalling **\$1,592,763.36** and accounts paid by Council Authorisation represented by cheques numbered from **22645** to **22746** totalling **\$1,908,953.77** 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 20th June, 2017				
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 22570 to 22644 and totalling \$1,592,763.36 .				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment by Delegated Authority
344	8/05/2017	Alliance Equipment Finance	Office photocopier lease April, 2017	797.78
345	10/05/2017	Alliance Equipment Finance	CRC Photocopier Lease May, 2017	536.45
22570	12/05/2017	Ayla-Jade Wheeler	Reimbursement - supplies for child care centre	107.94
22571	12/05/2017	Baldivis Athletic Group	Sponsorship for attending GG	250.00
22572	12/05/2017	Netlogic IT	Remote consulting CRC and NGROAC	1,275.00
22573	12/05/2017	PPCA	Renewal of licence for rec centre, bowls club and oval complex	322.22
22574	12/05/2017	Sparlon Electrical	Works at Hoover House and Leonora Airport	3,845.60
22575	12/05/2017	Tanya Browning	Reimbursement - DCEO recreational allowance - car hire in Queensland	2,231.04
22576	15/05/2017	Elaine Labuschagne	Costs associated with High Tea at Hoover House - Chair Covers	385.00
22577	15/05/2017	Netlogic IT	Remote consulting - set-up 4 PCs for CRC	1,350.00
346	16/05/2017	Australian Super	Superannuation PPE: 8/5/17	563.04
347	16/05/2017	BT Super for Life	Superannuation PPE: 8/5/17	169.57
348	16/05/2017	Host Plus	Superannuation PPE: 8/5/17	132.49
349	16/05/2017	MLC Nominees Pty Ltd	Superannuation PPE: 8/5/17	99.75
350	16/05/2017	Prime Superannuation Fund	Superannuation PPE: 8/5/17	679.25
351	16/05/2017	Rest Superannuation	Superannuation PPE: 8/5/17	157.23
352	16/05/2017	WA Super	Superannuation PPE: 8/5/17	8,582.35
353	15/05/2017	National Australia Bank	NAB Super Pay - May, 2017	18.25
22578	19/05/2017	Redd Horizons	Services inclusive of preparation, facilitation, stakeholder engagement and administration of Golden Gift community training program	1,000.00
22579	1/05/2017	National Australia Bank	GG 2017 prize money	22,600.00
22580	22/05/2017	Glenn Baker	Supply Poly Pipe and relocation of Rushton steam engine to Gwalia museum	2,210.00
22581	22/05/2017	Juwest Pty Ltd	Work carried out on windsock at Leonora airport	3,784.00
22582	22/05/2017	Robert Renfree	Contracted works 09/05/2017-22/05/2017	3,680.00
22583	22/05/2017	Dave Hadden	Contracted works 08/05/2017-19/05/2017 as per contract 80	9,801.00
22584	23/05/2017	JR & Hersey Pty Ltd	Tools various	2,538.22
			Sub Total	\$67,116.18

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$67,116.18
1	23/05/2017	Shire of Leonora	Salaries & Wages PPE: 22/5/17	76,584.02
22585	24/05/2017	LGRCEU	Union Fee PPE: 22/5/17	20.50
22586	25/05/2017	Terri Curtis	Refund for cancelled flight Leonora Golden Gift	300.00
22587	26/05/2017	AMPAC Debt Recovery	Legal expenses	515.17
22588	26/05/2017	Rad Rock Adventures	Children's adventure equipment for GG weekend 2017	4,070.00
22589	25/06/2017	Telstra	Phone usage various	325.00
354	26/05/2017	Australian Super	Superannuation PPE: 22/5/17	772.89
355	26/05/2017	BT Super for Life	Superannuation PPE: 22/5/17	169.57
356	26/05/2017	Host Plus	Superannuation PPE: 22/5/17	152.11
357	26/05/2017	MLC Nominees Pty Ltd	Superannuation PPE: 22/5/17	76.48
358	26/05/2017	Prime Superannuation Fund	Superannuation PPE: 22/5/17	629.85
359	26/05/2017	Rest Superannuation	Superannuation PPE: 22/5/17	161.15
360	26/05/2017	WA Super	Superannuation PPE: 22/5/17	8,910.89
22590	29/05/2017	AudioVault Industries Pty Ltd	Equipment hire for silent disco - Golden Gift 2017	506.00
22591	29/05/2017	Dave Hadden	Health/building services as per contract 81 22nd-26th May 2017	4,840.00
22592	29/05/2017	Eskimo Live Pty td	Kav Temperley performance - Golden Gift 2017	6,875.00
22593	29/05/2017	The Lulus Pty Ltd	The Lulu's show - Golden Gift 2017	3,850.00
361	26/05/2017	Alliance Equipment Finance	Depot photocopier lease - April 2017	230.20
22594	30/05/2017	Leanine Dimer	Hall hire bond refund from funeral dated 26/05/2017	150.00
22595	30/05/2017	Athletics WA	Sanction Fee and Management Services for 2017 GG event	4,510.00
22596	30/05/2017	Frances Thornton Media	Final 50% payment for media and marketing of 2017 Leonora Golden Gift	9,250.00
22597	31/05/2017	Quadrio Earthmoving Pty Ltd	Hire of plant - rollers and grader	108,262.00
22598	31/05/2017	The Comedy Emporium	Workshops and performance at the Leonora Golden Gift	8,460.00
22599	31/05/2017	Goldfields Valuation Services	Re-issue of lost cheque 22530 - valuation of office space NGROAC facility	2,750.00
22600	31/05/2017	Griffin Valuation Advisory	Final 50% of agreed fee for professional valuation	9,355.98
22601	3/06/2017	Virginia Stasysyn	First Place, Fashions on the Field - Leonora Golden Gift 2017	1,200.00
22602	3/06/2017	Tenique Tucker	Second Place, Fashions on the Field - Leonora Golden Gift 2017	600.00
22603	3/06/2017	Kimberley Melville	Third Place, Fashions on the Field - Leonora Golden Gift 2017	200.00
22604	31/05/2017	Avago Running Pty Ltd	Services for Leonora 2017 Golden Gift	4,578.70
22605	31/05/2017	Juwest Pty Ltd	Carryout various earthworks and windsock at Leonora Airport	8,422.70
362	30/05/2017	National Australia Bank	NAB Connect Fee - April, 2017	36.74
363	31/05/2017	National Australia Bank	Account Fees - April, 2017	129.80
22606	1/06/2017	Apollo Mining	Refund for overpayment of rates A4165	431.85
			Sub Total	\$334,442.78

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$334,442.78
22607	4/06/2017	Madeline Hills	First Place, Elite Female Mile - Leonora Golden Gift 2017	6,000.00
22608	4/06/2017	Brittany McGowan	Second Place, Elite Female Mile - Leonora Golden Gift 2017	4,000.00
22609	4/06/2017	Abigail Regan	Third Place, Elite Female Mile - Leonora Golden Gift 2017	2,000.00
22610	4/06/2017	Keely Small	Fourth Place, Elite Female Mile - Leonora Golden Gift 2017	1,500.00
22611	4/06/2017	Melissa Duncan	Fifth Place, Elite Female Mile - Leonora Golden Gift 2017	1,000.00
22612	4/06/2017	Maudie Skyring	Sixth Place, Elite Female Mile - Leonora Golden Gift 2017	750.00
22613	4/06/2017	Catherine Van Der Walt	Seventh Place, Elite Female Mile - Leonora Golden Gift 2017	500.00
22614	4/06/2017	Abby D'Sylva	Eighth Place, Elite Female Mile - Leonora Golden Gift 2017	250.00
22615	4/06/2017	Jordan Gusman	First Place, Elite Male Mile - Leonora Golden Gift 2017	6,000.00
22616	4/06/2017	Stewart McSweyn	Second Place, Elite Male Mile - Leonora Golden Gift 2017	4,000.00
22617	4/06/2017	Adam Pyke	Third Place, Elite Male Mile - Leonora Golden Gift 2017	2,000.00
22618	4/06/2017	Matthew Dempsey	Fourth Place, Elite Male Mile - Leonora Golden Gift 2017	1,500.00
22619	4/06/2017	Douglas Hamerlok	Fifth Place, Elite Male Mile - Leonora Golden Gift 2017	1,000.00
22620	4/06/2017	Joshua Tedesco	Sixth Place, Elite Male Mile - Leonora Golden Gift 2017	750.00
22621	4/06/2017	James Hansen	Seventh Place, Elite Male Mile - Leonora Golden Gift 2017	500.00
22622	4/06/2017	Ben Chamberlain	Eighth Place, Elite Male Mile - Leonora Golden Gift 2017	250.00
22623	2/06/2017	Angela Sutherland	Face painting at 2017 Leonora Golden Gift	928.30
22624	2/06/2017	CCA Productions	Speaker, microphone, stand and cables	2,000.00
22625	2/06/2017	Constructive PD Pty Ltd	Gwalia headframe restoration 60% Payment	270,256.45
22626	2/06/2017	Debbie Lynn	Reimbursement for travel - Golden Gift 2017	1,641.86
22627	2/06/2017	Majstrovich Building Co.	Progress claim 12 for NGROAC admin building	747,560.00
22628	2/06/2017	Redwave Media Pty Ltd	Advertising for Leonora Golden Gift 2017	4,455.00
22629	2/06/2017	Sparlon Electrical	Works carried out at Leonora airport	3,762.00
22630	7/06/2017	Australian Taxation Office	FBT return for period 01/04/2017-31/03/2017	12,596.26
22631	7/06/2017	Brown's Party Hire	Marquee for Golden Gift 2017	3,672.90
22632	7/06/2017	Gavin Prmie	Reimbursement for travel - Golden Gift 2017, Moore Stephens Management Workshop	1,065.29
22633	7/06/2017	Halfway Studios	Sevenhurtz performance at Golden Gift 2017	4,620.00
22634	7/06/2017	Horizon Power	Power usage various	6,383.20
22635	7/06/2017	Kalgoorlie Trophies	60 medals for children's athletics event Golden Gift 2017	450.00
			Sub Total	\$1,428,864.04

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$1,428,864.04
22636	7/06/2017	Leonora Painting Services	Cover up graffiti on main street and back lanes, paint public toilets	1,980.00
22637	7/06/2017	Netlogic IT	Remote consulting - configure wireless network, check backup at depot, cabling at NGRO, setup PCs for new CRC	1,050.00
22638	7/06/2017	Water Corporation	Water usage various	17,892.15
1	6/06/2017	Shire of Leonora	Salaries & Wages PPE: 5/6/17	80,521.59
22639	7/06/2017	LGRCEU	Union Fee PPE: 5/6/17	20.50
364	1/06/2017	National Australia Bank	Merchant Fee - Gwalia Eftpos - May, 2017	125.61
365	1/06/2017	Westnet	CRC Internet May, 2017	11.00
22640	8/06/2017	CCA Productions	Hire of Radrock equipment over the Golden Gift 2017 weekend	16,796.00
22641	8/06/2017	Central Desert Band	Performance at Golden Gift 2017 community concert	1,818.18
22642	8/06/2017	Goldfields Services	Deep clean of unit A and B at 40 Hoover Street	1,450.00
22643	8/06/2017	Hocking Heritage Studio	Review of existing Gwalia townsite interpretation plan to include additional sites at Agnew, Museum Precinct and Malcolm	4,950.00
22644	8/06/2017	Rad Rock Adventures	Hire of equipment for Leonora Golden Gift 2017	16,796.00
366	5/06/2017	National Australia Bank	Credit card charges - May 2017	8,898.66
367	8/06/2017	Australian Super	Superannuation PPE: 5/6/17	517.21
368	8/06/2017	BT Super for Life	Superannuation PPE: 5/6/17	169.57
369	8/06/2017	Host Plus	Superannuation PPE: 5/6/17	100.53
370	8/06/2017	MLC Nominees Pty Ltd	Superannuation PPE: 5/6/17	76.48
371	8/06/2017	Prime Superannuation Fund	Superannuation PPE: 5/6/17	876.85
372	8/06/2017	Rest Superannuation	Superannuation PPE: 5/6/17	155.20
373	8/06/2017	WA Super	Superannuation PPE: 5/6/17	8,896.01
374	9/06/2017	Alliance Equipment Finance	Office photocopier lease June, 2017	797.78
			Grand Total	\$1,592,763.36

Shire of Leonora**Monthly Report - List of Accounts Paid by Authorisation of Council****Submitted to Council on the 20th June, 2017**

Cheques numbered from 22645 to 22746 totaling \$1,908,953.77 submitted to each member of the Council on 20th June, 2017 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
22645	20/06/2017	A-Line Linemarking & Associated Services	Line marking at cemetary, admin and post office, airport, road train route and recoat pool	14,630.00
22646	20/06/2017	Air BP	Jet a-1 fuel for mosquito fogging and supply to Hevilift Ltd	2,187.24
22647	20/06/2017	Air Liquide W.A. Ltd	Cylinder fee April and May 2017	70.54
22648	20/06/2017	Airport Lighting Specialists	Jointing kit, plug and socket set, runway light bases, lamps	2,158.42
22649	20/06/2017	Alex Taylor -	2016/2017 Member sitting fees and allowances	10,510.62
22650	20/06/2017	Astro Alloys	N-Zyme liquid	839.40
22651	20/06/2017	ATOM Supply	Safety boots	148.40
22652	20/06/2017	Baileys Fertilisers (AKC Pty Ltd)	Soil analysis at oval	437.80
22653	20/06/2017	BHP Billiton Nickel West Pty Ltd	Leinster accommodation x 47 April, 2017	6,204.00
22654	20/06/2017	BlueChip Timing	Timing services for the 2017 Golden Gift athletics event	10,411.50
22655	20/06/2017	BOC Limited	Container service - daily tracking for period 28/04/2017-28/05/2017 and nitrogen liquid	134.73
22656	20/06/2017	Boldline Services	Repairs on water cart	2,841.30
22657	20/06/2017	Bunnings Building Supplies Pty Ltd	Goods for Leinster day care centre - community grant	182.96
22658	20/06/2017	Butler Settineri	Interim fee in relation to the audit of the Shire of Leonora for year ended June 2017	12,269.22
22659	20/06/2017	Butson Group Pty Ltd	Lunch for 8 people snake handling course at oval complex 19/04/2017, Meals for Gemma Smith, Rikki Clarke and Elaine 17/05/2017, As requested from Elaine - Luncheon for 27 people @ Hoover House 26/05/2017	635.10
22660	20/06/2017	Butsons Building Service	Repair lock between kitchen and office in rec centre	99.00
22661	20/06/2017	Canine Control	Ranger services March and May 2017	7,842.46
22662	20/06/2017	Canning Pool and Pump Centre	New systems for pools at works supervisor and docs houses	1,495.90
22663	20/06/2017	Coates Hire	Golden Gift road closures	769.08
22664	20/06/2017	Coolgardie Tyre Service	Tyres for small tractor	5,896.00
22665	20/06/2017	Covs Parts Pty Ltd	Maintenance and reappear equipment	1,521.10
22666	20/06/2017	Coyles Mower & Chainsaw Centre	Services, repairs and parts	2,481.70
			Sub Total	\$83,766.47

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$83,766.47
22667	20/06/2017	Creative Spaces	Three day site visit to Gwalia	3,168.00
22668	20/06/2017	David Cheney	50% payment - dismantle of dexion compactus at Gwalia Museum	990.00
22669	20/06/2017	Department of Fire and Emergency Services	2016/17 ESL quarter 4 contribution	12,523.16
22670	20/06/2017	Department Of Transport	Licence renewal 8WR082	24.75
22671	20/06/2017	Design Sense Graphics & Web	Printing/production and delivery of Golden Gift posters areound Kalgoorlie-Boulder	198.00
22672	20/06/2017	Eagle Petroleum (WA) Pty Ltd	Bulk diesel and motorpass charges for May, 2017	37,411.88
22673	20/06/2017	Earth Australia Contracting Pty Ltd		36,143.60
22674	20/06/2017	Economic Transitions	Hospitality training with Gwalia Museum casual staff 10-12 April, 2017, Ongoing progress of Geotrail and Geocaching project, Hoover House and Cafe Business Plan - finalise draft report, Skippers - Excess luggage for containers for Gwalia	5,445.00
22675	20/06/2017	Elite Gym Hire	Hire of gym equipment 01/05/2017-01/06/2017	1,072.50
22676	20/06/2017	Executive Media Pty Ltd	Advertisement in Caravanning Australia Winter 2017	1,150.00
22677	20/06/2017	Forman Bros	Various plumbing works at shire sites	10,120.66
22678	20/06/2017	Fulton Hogan Industries Pty Ltd	Works on Airport Rejuvenation Leonora	287,972.26
22679	20/06/2017	Glenn Baker.	Travel costs and member sitting fees for 2016/2017	9,233.44
22680	20/06/2017	Goldfields Truck Power	Dry hire multi tyre roller 1/05/2017-31/05/2017, and parts	10,948.15
22681	20/06/2017	Goldline Distributors	Supplies for Museum, cleaning of rec centre, Child Care Centre and Golden Gift Brekkie	2,727.23
22682	20/06/2017	Greg Doherty	Use of vehicle in replacement of air travel Per-Leo 3-9 June, 2017	800.00
22683	20/06/2017	GTN Services	Supply new starter motor, supply and fit battery	1,232.60
22684	20/06/2017	Hitachi Construction Machinery	Oil cooler and filter for graders	670.30
22685	20/06/2017	Jason Signmakers	Bolts, nuts, washers, depth marker, kangaroos and stock	913.88
22686	20/06/2017	John Cooper Photography	Leonora Golden Gift photography and silent disco	1,500.00
22687	20/06/2017	Josway Hospitality Pty Ltd	Meals for John Walsh and David Fitzgerald	433.20
22688	20/06/2017	KAL Engineering Consultants Pty Ltd	NGROAC assistance - May, 2017	8,488.15
22689	20/06/2017	Kalgoorlie Case & Drill Pty Ltd	Engel transit bags	429.00
22690	20/06/2017	Kalgoorlie Retravision	Items for Museum and Hoover House	1,147.00
22691	20/06/2017	Kerway Enterprises Pty Ltd	Negotiation and liaison with Liam Maginn and contract of sale - 115 Kurrajong St, Leonora	2,640.00
22692	20/06/2017	Larnie Petersen	2016/2017 Member sitting fees and allowances	8,575.00
22693	20/06/2017	Leinster Contracting Services	Travel to Leonora and empty skip bins at Nambi Village and Malcolm Dam	1,163.80
			Sub Total	\$530,888.03

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$530,888.03
22694	20/06/2017	Leonora Motor Inn	Accommodation various - Golden Gift, Ranger and Goldfields Girl	11,293.00
22695	20/06/2017	Leonora Post Office	Postal services for May, 2017	215.25
22696	20/06/2017	Leonora Supplies WA	Supplies for Office, Gwalia and Child Care Centre	250.18
22697	20/06/2017	Marketforce	Ad in local government notices The West Australian for Leonora Buy Local Policy	526.00
22698	20/06/2017	Marnta Pty Ltd	Provision of youth services April and May, 2017	24,651.00
22699	20/06/2017	McMahon Burnett Transport	Freight expenses	303.45
22700	20/06/2017	Michael Bargerbos	Replacement shower rose for 13 Fitzgerald Drive, cleaning materials for 40A Hoover St	239.48
22701	20/06/2017	Miller's Autoglass Pty Ltd	Windcreens for Ford Ranger, Nissan X-Trail, International Prime Mover, Mitsubishi Fuso Rosa Bus	2,729.32
22702	20/06/2017	MLG OZ Pty Ltd	Supply Tarmoola 20mm roadbase	218.24
22703	20/06/2017	Moore Stephens	Accounting fees April and training workshops for Tanya Browning and Gavin Prime	7,480.00
22704	20/06/2017	Natale Security Services	Security officers and crowd control for GG 2017	22,143.10
22705	20/06/2017	Netlogic Information Technology	HP ProBook computer	1,461.00
22706	20/06/2017	Northfields (WA) Pty Ltd	Refurbish toilets at Leinster golf club and floodway approaches Agnew-Lake Miranda Rd	6,973.23
22707	20/06/2017	Office National Kalgoorlie	Various ink cartridges and event staff lanyards for GG 2017	2,136.09
22708	20/06/2017	Ozowned Supplies & Services	Carpet cleaning services at 1 Queen Vic (Doctor's residence)	264.00
22709	20/06/2017	Penns Cartage Contractors	Freight costs	5,702.40
22710	20/06/2017	Peter Craig.	2016/2017 member sitting fees and allowance	17,937.86
22711	20/06/2017	Pier Street Medical	Drug and alcohol screen for Shane Bosel	75.00
22712	20/06/2017	Pipeline Mining & Civil Contracting	grave digging - Charlena Adams	561.00
22713	20/06/2017	Prime Media Group Ltd		3,578.30
22714	20/06/2017	Prosegur Australia Pty Ltd	ATM monthly rental April, 2017	2,724.57
22715	20/06/2017	PWT Electrical Pty Ltd	Repair tennis courts lights, install aircon at grader camp, repair lights in works depot, intall security lights at 35 Hoover St, investigate gate and outdoor lighting at oval	5,542.89
22716	20/06/2017	Quick Corporate Australia	Stationery orders	1,183.21
22717	20/06/2017	Richard Cotterill -	2016/2017 Member sitting fees and allowances	8,981.00
22718	20/06/2017	Ross Norrie -	2016/2017 sitting fees and allowances	9,573.89
22719	20/06/2017	Rural Road Services Pty Ltd	Hire of semi water cart, stand pipe	8,401.25
22720	20/06/2017	Rylan Pty Ltd	Kerbing works	46,200.00
22721	20/06/2017	Safe Roads WA	Supply bitumen enrichment emulsion	14,630.20
			Sub Total	\$736,862.94

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$736,862.94
22722	20/06/2017	Satellite Television & Radio Australia	Annual maintenance for shire of Leonora DTV, years remote managing and monitoring 2017-2018, sup...	7,657.10
22723	20/06/2017	Skippers Aviation Pty Ltd	Various flights	27,146.00
22724	20/06/2017	Snap Osborne Park	Printing of rates notices x 5,000	947.72
22725	20/06/2017	Southern Cross Austereo	Radio advertising associated with Leonora Golden Gift 2017	2,618.00
22726	20/06/2017	Spotless Facility Services Pty Ltd	Accommodation for roadworks Leinster	2,082.01
22727	20/06/2017	Stephen Peacock Construction	Invoice for the remaining 60% owing on work carried out on mine office at Gwalia Museum	91,476.00
22728	20/06/2017	Stratco (WA) Pty Ltd	Gardenmaster shed - MEHS house	1,899.00
22729	20/06/2017	Sunny Brushware Supplies Pty Ltd	Brooms for Sweeper	3,353.90
22730	20/06/2017	Taylor Burrell Barnett	Professional services to 31/05/2017 - Leonora Townsite Expansion	587.95
22731	20/06/2017	Telstra	Telstra bill - May, 2017	4,521.70
22732	20/06/2017	The Food Van	Elderly folk morning tea 14/05/2017	60.00
22733	20/06/2017	Threat Protect	Technician remotely uploaded code for David Hadden	55.00
22734	20/06/2017	Tiltline Freight and Recovery Services WA	Ablution blocks for Golden Gift 2017	2,266.00
22735	20/06/2017	Tjuma Pulka (Media) Aboriginal Corporatio	Reimbursement for phone line connection 16/02/2017-15/03/2017	155.00
22736	20/06/2017	Toll Fast	Templar admin - tourist information distribution	260.01
22737	20/06/2017	Toll Ipec Pty Ltd	Freight costs	246.52
22738	20/06/2017	Trisley's Hydraulic Services Pty Ltd	Annual service to PWT plant and supply/install 2 x aquaplug motor pumps	22,927.30
22739	20/06/2017	Verb Advertising	Produce 1 x 30 sec Leonora Golden Gift commercial for television	627.00
22740	20/06/2017	WA Country Health Service - Goldfields	Rent of surgery and consulting rooms for month of April 2015	417.38
22741	20/06/2017	WA Temporary Fencing Supplies	370 pedestrian barriers for Leonora Golden Gift	3,256.00
22742	20/06/2017	West Australian Newspapers Ltd	Advertising in Kalgoorlie Miner	3,380.24
22743	20/06/2017	West Coast Civil	Works carried out on Leonora Airport Apron Re-Construction	993,624.50
22744	20/06/2017	Westland Autos No1 Pty Ltd		1,921.00
22745	20/06/2017	Whiston Refrigeration	Callout to grader camp for earth leakage fault	489.50
22746	20/06/2017	Whitehouse Hotel	Meals for Gemma Smith, Ricki Clarke & Elaine Labuschagne 18/05/2017	116.00
			Grand Total	\$1,908,953.77

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(C) WRITE OFF BAD DEBT – CAPER P/L DIRECT AIR NATIONAL AEROSPACE

SUBMISSION TO: Meeting of Council
Meeting Date: 20th June 2017

AGENDA REFERENCE: 10.2 (C) JUN 17

SUBJECT: Write Off Bad Debt – Caper P/L Direct Air National Aerospace

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Accounts Debtors 1.2 & AVDATA 3.5

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Maree Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 1st June 2017

BACKGROUND

The Shire of Leonora utilises the services of Avdata Australia to collect landing fees, passenger head tax etc for fees and charges imposed at the Leonora Aerodrome. As well as collecting fees and charges on behalf of the Shire of Leonora, they also refer debts to a collection agent on the Shire's behalf, through reports issued to staff. They will also make recommendations for write-off, further action etc.

Generally before making a recommendation for any write off, Council staff will also attempt to engage with debtors in an effort to recover outstanding amounts. Currently, Avdata have advised of incomplete recovery action for the following outstanding debts with the Shire of Leonora, relating to landing fees at the Leonora Aerodrome:

Account ID	Account Name	Amount
150 012 201	Caper P/L Direct Air National Aerospace	\$4,296.08
		\$4,296.08

These accounts has been outstanding for some time, and although collection agency was engaged on behalf of the Shire of Leonora by Avdata, the attempts to recover these funds have been unsuccessful. The company has been deregistered by the Australian Securities and Investment Commission, and investigations by appointed liquidators did not identify any realisable assets pertaining to the Company. As there were insufficient funds to cover the costs of liquidation, no dividend was made to any class of creditor. The outstanding amount to Council is \$4,296.08 and is now unrecoverable (see attached correspondence).

STATUTORY ENVIRONMENT

In accordance with Section 6.12 (1)(c) of the *Local Government Act, 1995*,

Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may –
 - (a) When adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money;
 - (b) Waive or grant concessions in relation to any amount of money; or
 - (c) Write off any amount of money,

which is owed to the local government.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are minimal financial implications resulting from the recommendation of this report.

STRATEGIC IMPLICATIONS

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

RECOMMENDATION

That Council resolve to write off total debt of \$4,296.08 for landing fees owing by Caper P/L Direct Air National Aerospace, as per advice from Avdata Australia.

VOTING REQUIREMENT

Absolute majority required.

COUNCIL DECISION

Moved Cr GW Baker, Seconded Cr LR Petersen that Council resolve to write off total debt of \$4,296.08 for landing fees owing by Caper P/L Direct Air National Aerospace, as per advice from Avdata Australia.

CARRIED BY ABSOLUTE MAJORITY(7 VOTES TO 0)



Avdata Pty Ltd trading as Avdata Australia ABN 25 008 556 723

PO Box 117 Dickson ACT 2602 Australia

Tel: (02) 6262 8111 Fax: (02) 6262 8119

Email: mail@avdata.com.au Web: www.avdata.com.au

25 May, 2017

Shire of Leonora
Chief Executive Officer
PO Box 56
Leonora WA 6438

Dear Sir or Madam;

Re: Caper P/L Direct Air National Aerospace – In Liquidation – 150 012 201

Worrells Sydney, appointed liquidators of Caper P/L Direct Air National Aerospace, ceased to act on 3 March 2015. The company has since been deregistered by the Australian Securities and Investment Commission.

The investigations did not identify any realisable assets pertaining to the Company. In this regard, there were insufficient funds realised to cover the costs of the liquidation. As such, no dividend was made to any class of creditor.

Consequently the outstanding amount of \$4,296.08, which is the sum of invoices unpaid (see attached), is irrecoverable and will be written off from Avdata records on the 26/06/2017.

If you have any questions or require further information in relation to this matter please contact me on 02 6262 8111.

Yours sincerely

Katrine Heaslet
Accounts
Avdata Australia
Ph: 02 6262 8111
Fax: 02 6262 8119

Selected Tax Invoices

Customer Caper P/L Direct Air Nat'l Aerospace - In Liquidat
Account 150 012 201
As at 25May2017



Avdata Pty Ltd trading as Avdata Australia ABN 25 006 556 723

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Caper P/L Direct Air Charter National Aerospace - Liquidation
 C/- Worrells Sydney - Mr Tony Park
 GPO Box 4956
 Sydney NSW 2001

REPORT

• This is a report of selected tax invoices, and a statement of transactions on those invoices, as at 25May2017.

TAX INVOICE

Invoice 181 404 895	Date of invoice 18Jul2012	Reprinted from statement 135, 19Jul2012	Total	\$54.07	
From ABN 15961454076 Shire of Leonora			Payable by	13Aug2012	
For Airport landing and usage at Leonora Airport (YLEO)					
Line Aircraft	Date	UTC Local	Price	GST	Total
1 VH-OCS	06Jun2012	0418 1218	49.15	4.92	54.07
			From YJAM;		
Total			49.15	4.92	54.07

TAX INVOICE

Invoice 181 393 770	Date of invoice 20Jun2012	Reprinted from statement 134, 21Jun2012	Total	\$270.35	
From ABN 15961454076 Shire of Leonora			Payable by	16Jul2012	
For Airport landing and usage at Leonora Airport (YLEO)					
Line Aircraft	Date	UTC Local	Price	GST	Total
1 VH-OCS	07May2012	0330 1130	49.15	4.92	54.07
			From YJAM;		
2 VH-OCS	09May2012	0338 1138	49.15	4.92	54.07
			From YJAM;		
3 VH-OCS	16May2012	0044 0844	49.15	4.92	54.07
			From YPPH;		
4 VH-OCS	21May2012	0355 1155	49.15	4.92	54.07
			From YJAM;		
5 VH-OCS	23May2012	0445 1245	49.15	4.92	54.07
			From YJAM;		
Total			245.75	24.60	270.35

TAX INVOICE

Invoice 181 386 969	Date of invoice 22May2012	Reprinted from statement 133, 22May2012	Total	\$54.07	
From ABN 15961454076 Shire of Leonora			Payable by	16Jun2012	
For Airport landing and usage at Leonora Airport (YLEO)					
Line Aircraft	Date	UTC Local	Price	GST	Total
1 VH-OCS	24Apr2012	0355 1155	49.15	4.92	54.07
			From YJAM;		
Total			49.15	4.92	54.07

TAX INVOICE

Invoice 181 370 655	Date of invoice 19Apr2012	Reprinted from statement 132, 20Apr2012	Total	\$162.21	
From ABN 15961454076 Shire of Leonora			Payable by	15May2012	
For Airport landing and usage at Leonora Airport (YLEO)					
Line Aircraft	Date	UTC Local	Price	GST	Total

Selected Tax Invoices

Customer Caper P/L Direct Air Nat'l Aerospace - In Liquidat
Account 150 012 201
As at 25May2017



Avdata Pty Ltd trading as Avdata Australia ABN 25 608 556 723

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Email: mail@avdata.com.au **Web:** www.avdata.com.au

1	VH-LBD	02Mar2012	0444	1244	From YWBR;	49.15	4.92	54.07
2	VH-LBD	09Mar2012	0418	1218	From YJAM;	49.15	4.92	54.07
3	VH-LBD	16Mar2012	0357	1157	From YJAM;	49.15	4.92	54.07
Total						147.45	14.76	162.21

TAX INVOICE

Invoice 181 360 557 **Date of invoice** 21Mar2012 Reprinted from statement 131, 22Mar2012 **Total** **\$702.91**
From ABN 15961454076 Shire of Leonora **Payable by** 16Apr2012
For Airport landing and usage at Leonora Airport (YLEO)

Line	Aircraft	Date	UTC	Local		Price	GST	Total
1	VH-LBD	01Feb2012	0418	1218	From YJAM;	49.15	4.92	54.07
2	VH-LBD	03Feb2012	0457	1257	From YWBR;	49.15	4.92	54.07
3	VH-LBD	07Feb2012	0355	1155	From YJAM;	49.15	4.92	54.07
4	VH-LBD	08Feb2012	0425	1225	From YJAM;	49.15	4.92	54.07
5	VH-LBD	10Feb2012	0424	1224	From YJAM;	49.15	4.92	54.07
6	VH-LBD	14Feb2012	0615	1415	From YJAM;	49.15	4.92	54.07
7	VH-LBD	15Feb2012	0408	1208	From YJAM;	49.15	4.92	54.07
8	VH-LBD	17Feb2012	0039	0839	From YPPH;	49.15	4.92	54.07
9	VH-LBD	21Feb2012	0356	1156	From YJAM;	49.15	4.92	54.07
10	VH-LBD	24Feb2012	0429	1229	From YWBR;	49.15	4.92	54.07
11	VH-LBD	27Feb2012	0028	0828	From YPPH;	49.15	4.92	54.07
12	VH-LBD	29Feb2012	0209	1009	From YPPH;	49.15	4.92	54.07
13	VH-LBD	29Feb2012	0604	1404	From YJAM;	49.15	4.92	54.07
Total						638.95	63.96	702.91

TAX INVOICE

Invoice 181 351 231 **Date of invoice** 22Feb2012 Reprinted from statement 130, 22Feb2012 **Total** **\$378.49**
From ABN 15961454076 Shire of Leonora **Payable by** 18Mar2012
For Airport landing and usage at Leonora Airport (YLEO)

Line	Aircraft	Date	UTC	Local		Price	GST	Total
1	VH-LBD	16Jan2012	0114	0914	From YPPH;	49.15	4.92	54.07
2	VH-LBD	24Jan2012	0336	1136	From YJAM;	49.15	4.92	54.07
3	VH-LBD	31Jan2012	0358	1158	From YJAM;	49.15	4.92	54.07
4	VH-OCS	09Jan2012	0127	0927	From YPPH;	49.15	4.92	54.07
5	VH-OCS	09Jan2012	0619	1419	From YJAM;	49.15	4.92	54.07
6	VH-OCS	11Jan2012	0149	0949	From YPPH;	49.15	4.92	54.07
7	VH-OCS	11Jan2012	0619	1419	From YJAM;	49.15	4.92	54.07
Total						344.05	34.44	378.49

TAX INVOICE

Invoice 181 340 957 **Date of invoice** 19Jan2012 Reprinted from statement 129, 20Jan2012 **Total** **\$378.49**
From ABN 15961454076 Shire of Leonora **Payable by** 14Feb2012
For Airport landing and usage at Leonora Airport (YLEO)

Line	Aircraft	Date	UTC	Local		Price	GST	Total
1	VH-LBD	14Dec2011	0400	1200	From YJAM;	49.15	4.92	54.07
2	VH-LBD	15Dec2011	0414	1214	From YJAM;	49.15	4.92	54.07

Selected Tax Invoices

Customer Caper P/L Direct Air Nat'l Aerospace - In Liquidat
Account 150 012 201
As at 25May2017



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Email: mail@avdata.com.au **Web:** www.avdata.com.au

3	VH-OCS	07Dec2011	0620	1420	From YJAM;	49.15	4.92	54.07
4	VH-OCS	09Dec2011	0408	1208	From YJAM;	49.15	4.92	54.07
5	VH-OCS	12Dec2011	0343	1143	From YJAM;	49.15	4.92	54.07
6	VH-OCS	16Dec2011	0503	1303	From YJAM;	49.15	4.92	54.07
7	VH-OCS	27Dec2011	0431	1231	From YJAM;	49.15	4.92	54.07
Total						344.05	34.44	378.49

TAX INVOICE

Invoice 181 327 732 **Date of invoice** 20Dec2011 Reprinted from statement 128, 21Dec2011 **Total** **\$432.56**

From ABN 15961454076 Shire of Leonora **Payable by** 15Jan2012

For Airport landing and usage at Leonora Airport (YLEO)

Line	Aircraft	Date	UTC	Local		Price	GST	Total
1	VH-LBD	07Nov2011	0342	1142	From YJAM;	49.15	4.92	54.07
2	VH-OCS	08Nov2011	0411	1211	From YJAM;	49.15	4.92	54.07
3	VH-OCS	09Nov2011	0419	1219	From YJAM;	49.15	4.92	54.07
4	VH-OCS	15Nov2011	0429	1229	From YJAM;	49.15	4.92	54.07
5	VH-OCS	16Nov2011	0422	1222	From YJAM;	49.15	4.92	54.07
6	VH-OCS	21Nov2011	0419	1219	From YJAM;	49.15	4.92	54.07
7	VH-OCS	22Nov2011	0648	1448	From YJAM;	49.15	4.92	54.07
8	VH-OCS	23Nov2011	0431	1231	From YJAM;	49.15	4.92	54.07
Total						393.20	39.36	432.56

TAX INVOICE

Invoice 181 319 071 **Date of invoice** 21Nov2011 Reprinted from statement 127, 22Nov2011 **Total** **\$432.56**

From ABN 15961454076 Shire of Leonora **Payable by** 17Dec2011

For Airport landing and usage at Leonora Airport (YLEO)

Line	Aircraft	Date	UTC	Local		Price	GST	Total
1	VH-LBD	07Oct2011	0401	1201	From YJAM;	49.15	4.92	54.07
2	VH-LBD	10Oct2011	0358	1158	From YJAM;	49.15	4.92	54.07
3	VH-LBD	13Oct2011	0334	1134	From YJAM;	49.15	4.92	54.07
4	VH-LBD	21Oct2011	0402	1202	From YJAM;	49.15	4.92	54.07
5	VH-LBD	25Oct2011	0427	1227	From YJAM;	49.15	4.92	54.07
6	VH-OCS	04Oct2011	0332	1132	From YPKG;	49.15	4.92	54.07
7	VH-OCS	12Oct2011	0348	1148	From YJAM;	49.15	4.92	54.07
8	VH-OCS	26Oct2011	0638	1438	From YJAM;	49.15	4.92	54.07
Total						393.20	39.36	432.56

TAX INVOICE

Invoice 181 308 928 **Date of invoice** 20Oct2011 Reprinted from statement 126, 21Oct2011 **Total** **\$648.84**

From ABN 15961454076 Shire of Leonora **Payable by** 15Nov2011

For Airport landing and usage at Leonora Airport (YLEO)

Line	Aircraft	Date	UTC	Local		Price	GST	Total
1	VH-LBD	05Sep2011	0342	1142	From YJAM;	49.15	4.92	54.07
2	VH-LBD	12Sep2011	0345	1145	From YJAM;	49.15	4.92	54.07
3	VH-LBD	15Sep2011	0358	1158	From YJAM;	49.15	4.92	54.07
4	VH-LBD	26Sep2011	0406	1206		49.15	4.92	54.07
5	VH-LBD	28Sep2011	0434	1234	From YJAM;	49.15	4.92	54.07

Selected Tax Invoices

Customer Caper P/L Direct Air Nat'l Aerospace - In Liquidat
Account 150 012 201
As at 25May2017



Avdata Pty Ltd trading as Avdata Australia ABN 25 008 556 723

PO Box 117 Dickson ACT 2602 Australia
Tel: 02 6262 8111 **Fax:** 02 6262 8119
Email: mail@avdata.com.au **Web:** www.avdata.com.au

Line	Aircraft	Date	UTC	Local	Description	Price	GST	Total
6	VH-LBD	29Sep2011	0340	1140	From YJAM;	49.15	4.92	54.07
7	VH-OCS	02Sep2011	0408	1208	From YJAM;	49.15	4.92	54.07
8	VH-OCS	13Sep2011	0403	1203	From YJAM;	49.15	4.92	54.07
9	VH-OCS	14Sep2011	0605	1405	From YWNL;	49.15	4.92	54.07
10	VH-OCS	22Sep2011	0410	1210	From YJAM;	49.15	4.92	54.07
11	VH-OCS	26Sep2011	0409	1209	From YJAM;	49.15	4.92	54.07
12	VH-OCS	27Sep2011	0422	1222	From YJAM;	49.15	4.92	54.07
Total						589.80	59.04	648.84

TAX INVOICE

Invoice 181 295 416 **Date of invoice** 20Sep2011 Reprinted from statement 125, 21Sep2011 **Total** **\$486.63**

From ABN 15961454076 Shire of Leonora **Payable by** 16Oct2011
For Airport landing and usage at Leonora Airport (YLEO)

Line	Aircraft	Date	UTC	Local	Description	Price	GST	Total
1	VH-LBD	03Aug2011	0454	1254	From YWBR;	49.15	4.92	54.07
2	VH-LBD	11Aug2011	1038	1838	From YWBR;	49.15	4.92	54.07
3	VH-LBD	17Aug2011	0414	1214	From YJAM;	49.15	4.92	54.07
4	VH-LBD	18Aug2011	0052	0852	From YPPH;	49.15	4.92	54.07
5	VH-LBD	22Aug2011	0421	1221	From YJAM;	49.15	4.92	54.07
6	VH-LBD	23Aug2011	0402	1202	From YJAM;	49.15	4.92	54.07
7	VH-OCS	03Aug2011	0554	1354	From YWBR;	49.15	4.92	54.07
8	VH-OCS	11Aug2011	0619	1419	From YWBR;	49.15	4.92	54.07
9	VH-OCS	17Aug2011	0526	1326	From YJAM;	49.15	4.92	54.07
Total						442.35	44.28	486.63

TAX INVOICE

Invoice 181 168 985 **Date of invoice** 20Sep2010 Reprinted from statement 112, 21Sep2010 **Total** **\$49.15**

From ABN 15961454076 Shire of Leonora **Payable by** 16Oct2010
For Airport landing and usage at Leonora Airport (YLEO)

Line	Aircraft	Date	UTC	Local	Description	Price	GST	Total
1	VH-OCS	23Aug2010	0403	1203	From YJAM;	44.68	4.47	49.15
Total						44.68	4.47	49.15

TAX INVOICE

Invoice 181 147 035 **Date of invoice** 20Jul2010 Reprinted from statement 110, 21Jul2010 **Total** **\$147.45**

From ABN 15961454076 Shire of Leonora **Payable by** 15Aug2010
For Airport landing and usage at Leonora Airport (YLEO)

Line	Aircraft	Date	UTC	Local	Description	Price	GST	Total
1	VH-LBD	08Jun2010	0401	1201	From YJAM;	44.68	4.47	49.15
2	VH-LBD	14Jun2010	0410	1210	From YJAM;	44.68	4.47	49.15
3	VH-LBD	17Jun2010	0449	1249	From YWBR;	44.68	4.47	49.15
Total						134.04	13.41	147.45

Selected Tax Invoices

Customer Caper P/L Direct Air Nat'l Aerospace - In Liquidat
Account 150 012 201
As at 25May2017



Avdata Pty Ltd trading as Avdata Australia ABN 25 008 556 723

PO Box 117 Dickson ACT 2602 Australia
Tel: 02 6262 8111 **Fax:** 02 6262 8119
Email: mail@avdata.com.au **Web:** www.avdata.com.au

TAX INVOICE

Invoice 181 128 430	Date of invoice 21May2010	Reprinted from statement 108, 21May2010	Total	\$98.30
From ABN 15961454076 Shire of Leonora				Payable by 15Jun2010
For Airport landing and usage at Leonora Airport (YLEO)				
Line Aircraft Date UTC Local	Price	GST	Total	
1 VH-LBD 08Apr2010 0441 1241 From YJAM;	44.68	4.47	49.15	
2 VH-LBD 13Apr2010 0420 1220 From YJAM;	44.68	4.47	49.15	
Total	89.36	8.94	98.30	

INVOICE TRANSACTIONS

Date	Ref	Description	Invoice	Amount
18Jul2012	482 007 466	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 404 895	54.07
20Jun2012	481 992 160	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 393 770	270.35
22May2012	481 979 673	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 386 969	54.07
19Apr2012	481 956 327	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 370 655	162.21
21Mar2012	481 942 017	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 360 557	702.91
22Feb2012	481 928 009	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 351 231	378.49
19Jan2012	481 912 085	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 340 957	378.49
20Dec2011	481 894 882	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 327 732	432.56
21Nov2011	481 881 100	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 319 071	432.56
20Oct2011	481 865 507	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 308 928	648.84
20Sep2011	481 847 853	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 295 416	486.63
20Sep2010	481 664 601	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 168 985	49.15
20Jul2010	481 633 262	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 147 035	147.45
21May2010	481 605 873	Invoice: Airport landing and usage at Leonora Airport (YLEO)	181 128 430	98.30
Total				\$4,296.08

END REPORT

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(D) ADOPTION OF STRATEGIC COMMUNITY PLAN 2017-2027

SUBMISSION TO: Meeting of Council 20th June 2017

AGENDA REFERENCE: 10.2 (D) JUN 17

SUBJECT: Adoption of Strategic Community Plan 2017-2027

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 9.13

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 8th June 2017

BACKGROUND

On 26 August 2012 the Minister for Local Government introduced regulations (contained within the *Local Government (Administration) Regulations 1996*) which established new requirements for the Plan for the Future under the Local Government Act 1995. This was known as the introduction of the Integrated Planning Framework. Under the new regulations, local governments were required to develop and adopt (by absolute majority) two key documents, a Strategic Community Plan and a Corporate Business Plan, which were to act as main drivers of the annual budget. These two documents are supported and informed by other key documents, including the Asset Management Plan, Long Term Financial Plan and Workforce Plan.

The Strategic Community Plan is required to be for a minimum 10 year timeframe with its purpose being to state the community vision, aspirations and objectives. The plan must be developed through active engagement with the community, details of which are to be included within the plan. As the Shire of Leonora's original Strategic Community Plan was adopted in 2012, a review was commenced in 2016, with structured community engagement commencing in February 2017, with the process concluding in May 2017. The regulations require that a local government review its Strategic Community Plan at least once every 4 years.

Community engagement focused on obtaining feedback in relation to Shire services and facilities. The review campaign was circulated on local notice boards, radio, email community distribution list, mail drop, website, community Facebook page (with link to electronic survey) and was available in hard copy from all Shire of Leonora facilities, as well as select locations in Leinster. A community workshop was also held.

The community responses were from a range of different age groups, and it was noted that no survey responses were received from the under 15 or from the 16-24 years age groups. Shire staff are considering and undertaking alternative engagement methods to engage and consult with these groups in the future. Thirty three individual survey responses were received, and eleven community members attended the workshop held in March. Responses received were collated and analysed with four key themes being noted, and as a result, those themes were listed as key objectives within the plan: social, economical, environmental and leadership.

Each of the key themes has a number of desired outcomes that the Shire of Leonora will aim to achieve over the term of the Strategic Community Plan, as well as practical measures which will provide some measure of strategic performance to be reported annually to the community. This measurement of performance is included in the Annual Report each year.

The report will be subject to another major review in four years, with a desktop or minor review to take place in two years time. The Strategic Community Plan 2017-2027 is attached for consideration.

STATUTORY ENVIRONMENT

Section 5.56 of the Local Government Act 1995 requires local governments to Plan for the Future, ensuring that plans made are in accordance with any regulations made about planning for the future of the district. Regulation 19C of the Local Government Administration Regulations 1996 requires the creation of a Strategic Community Plan in accordance with the following:

1. A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
2. A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
3. A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
4. A local government is to review the current strategic community plan for its district at least once every 4 years.
5. In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
6. Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
7. A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

**Absolute majority required.*

8. If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

9. A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

10. A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

Regulation 19DA requires that a corporate plan is made for the district covering at least 4 years and setting out, consistent with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Moore Stephens were engaged to facilitate the review of the Strategic Community Plan, which was provided for in the adopted 2016-17 budget

Future financial implications will exist in terms of the delivery of some of the strategies identified within the plan and delivery of agreed Corporate Business Plan actions, services and projects over the next 4 years. These have, and will continue to be costed and considered as part of review of the Long Term Financial Plan.

STRATEGIC IMPLICATIONS

The Strategic Community Plan provides the overall strategic direction for the community, for Council and for others who deliver services and play a part in the community. The plan can be used as a guiding document, not only with respect to the Shire of Leonora's responsibilities, but with respect to the broader community's responsibilities; and those of other agencies, private investors, residents and so on. As such the plan is of significant strategic importance

RECOMMENDATIONS

That the Council adopt by absolute majority, the Shire of Leonora Strategic Community Plan 2017-2027, as attached, as its Plan for the Future as required by Section 5.56 of the Local Government Act 1995.

VOTING REQUIREMENT

Absolute Majority

COUNCIL DECISION

Moved Cr LR Petersen, Seconded Cr GW Baker that the Council adopt by absolute majority, the Shire of Leonora Strategic Community Plan 2017-2027, as attached, as its Plan for the Future as required by Section 5.56 of the Local Government Act 1995.

CARRIED BY ABSOLUTE MAJORITY(7 VOTES TO 0)

Cr PJ Craig adjourned the meeting at 10:37am for a morning tea break.

Cr PJ Craig reconvened the meeting at 10:54am, with all those previously listed in the record of attendance, present at the meeting.



DRAFT STRATEGIC COMMUNITY PLAN 2017 - 2027

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Shire of Leonora
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F: 08 9037 6295
E: admin@leonora.wa.gov.au

Our Vision

“That the Shire of Leonora is a proactive, sustainable, safe, friendly and prosperous place to be.”



Foreword

We are proud to present the Shire of Leonora Draft Strategic Community Plan 2017 - 2027. The Plan shares our visions and aspirations for the future and outlines how we will, over the next decade, work towards a brighter future for the Leonora community.

This Plan could not have been produced without the input of the local community. We are grateful to the community for their response and especially to those who took the time to provide input into the Plan. Your responses gave us valuable insight into your aspirations for the future.

We believe we have captured the community's aspirations and have reflected these in our desired outcomes. We will work as a local government, in partnership with the community and other key stakeholders to deliver these outcomes using the strategies we have detailed in this Plan.

We look forward to continuing our focus to ensure the Leonora community is 'a leading regional economic driver and a socially interactive and inclusive community.'

Peter Craig
Shire President

Jim Epis
Chief Executive Officer

April 2017

Integrated Planning and Reporting Framework

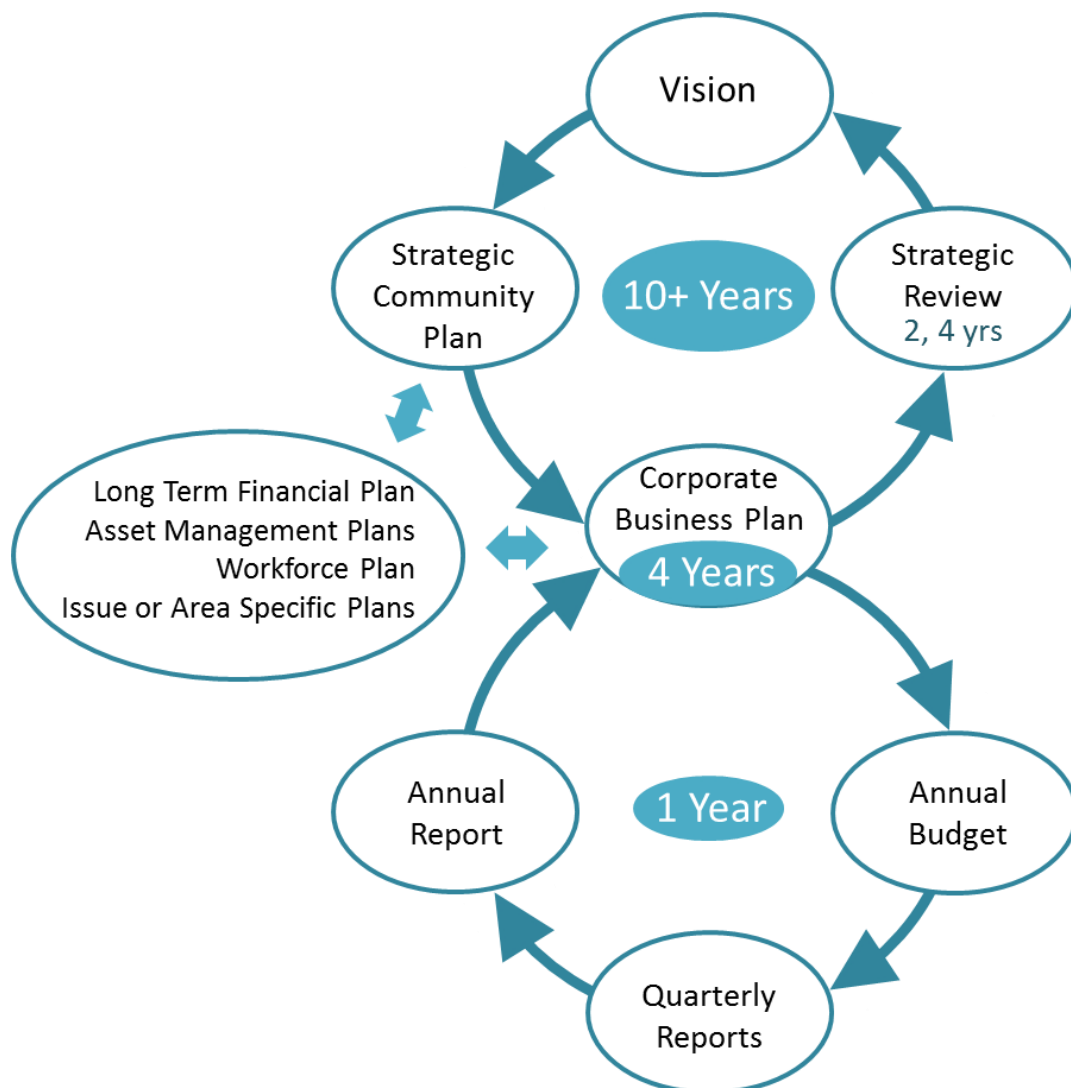
All local governments are required to prepare a Plan for the Future for their district under *Section 5.56(1) of the Local Government Act 1995*. The Plan for the Future comprises the following two key strategic documents¹:

Strategic Community Plan – Council’s principal 10-year strategy and planning tool. It is the principal guiding document for the remainder of the Shire’s strategic planning and community engagement is central to the Plan.²

Corporate Business Plan – Council’s 4-year planning document. The core components of this Plan include a four-year delivery program, aligned to the Strategic Community Plan and accompanied by four-year financial projections.²

Importantly, the Strategic Community Plan and Corporate Business Plan are informed by several other key strategy documents and processes, shown in the following diagram.

Diagram: The Strategic Planning Framework



¹Local Government (Administration) Regulations 1996, Paragraph 19BA.

²Department of Local Government and Communities, Integrated Planning and Reporting: Framework and Guidelines, September 2016

What is the Strategic Community Plan

The Strategic Community Plan is the highest level planning document in the Integrated Planning and Reporting process. This Plan is designed to be a 'living' document that guides the development of the Shire of Leonora community for at least the next ten years.

One of the key features of the Strategic Community Planning process is community engagement and the part it plays in influencing the Shire's strategic direction as it seeks to achieve the community's long term vision and aspirations.

Strategic planning is a recurring process, requiring constant refinement and review. Every second year a minor review of this Plan is scheduled to occur which will alternate with a comprehensive review every four years to ensure the Plan remains in line with the community's vision, aspirations and objectives.

Structure of the Plan

Based on community engagement, the Plan sets out the vision for the Shire's future and captures the community's aspirations and values.

A strategic objective has been developed for each of four key themes of community interest, being:

- **Social:** An empowered and spirited community
- **Economic:** Economic hub of the northern goldfields
- **Environment:** Forward thinking management of the built and natural environment
- **Leadership:** Innovative and proactive Shire and Councillors

Desired outcomes for each objective have been determined and strategies to meet the objectives established. In undertaking the review, the Shire had regard for the community's feedback, current and future resources, strategic performance indicators and demographic trends. Commentary on each of these is provided within the Plan.

For each strategic objective, the following information has been provided:

- a summary of the major issues highlighted by the community;
- a selection of community comments;
- tables of strategies to achieve the desired outcomes; and
- strategic performance indicators to monitor achievement of desired outcomes.

How the Plan will be used

The Plan outlines how the Shire will, over the long term, work towards a brighter future for the Shire of Leonora community as it seeks to achieve its vision inspired by the community's aspirations for the future.

Looking to the future, the Strategic Community Plan will influence how the Shire uses its resources to deliver services to the community. The Plan forms the primary driver for all other planning undertaken by the Shire.

The Shire of Leonora intends to use the Strategic Community Plan in several ways, including:

- Guide Council priority setting and decision making;
- Be a mechanism for the ongoing integration of local planning initiatives;
- Inform the decision making of other agencies and organisations, including community and State Government;
- Provide a rationale to pursue grants and other resources by demonstrating how specific projects align with the aspirations of our community, and within the strategic direction of the Shire;
- Inform potential investors and developers of our community's key priorities, and the way we intend to grow and develop;
- Engage local businesses, community groups and residents in various ways to contribute to the Shire's future; and
- Provide a framework for monitoring progress against our vision, values and aspirations.

Importantly, plans are only effective if adequate resources is dedicated to ensure they can be delivered.

The strategies will be prioritised and actions applied (after a further assessment of available resources) through the development of a Corporate Business Plan. Strategic performance indicators will be used to report back to the community on the Shire's performance in achieving the outcomes.



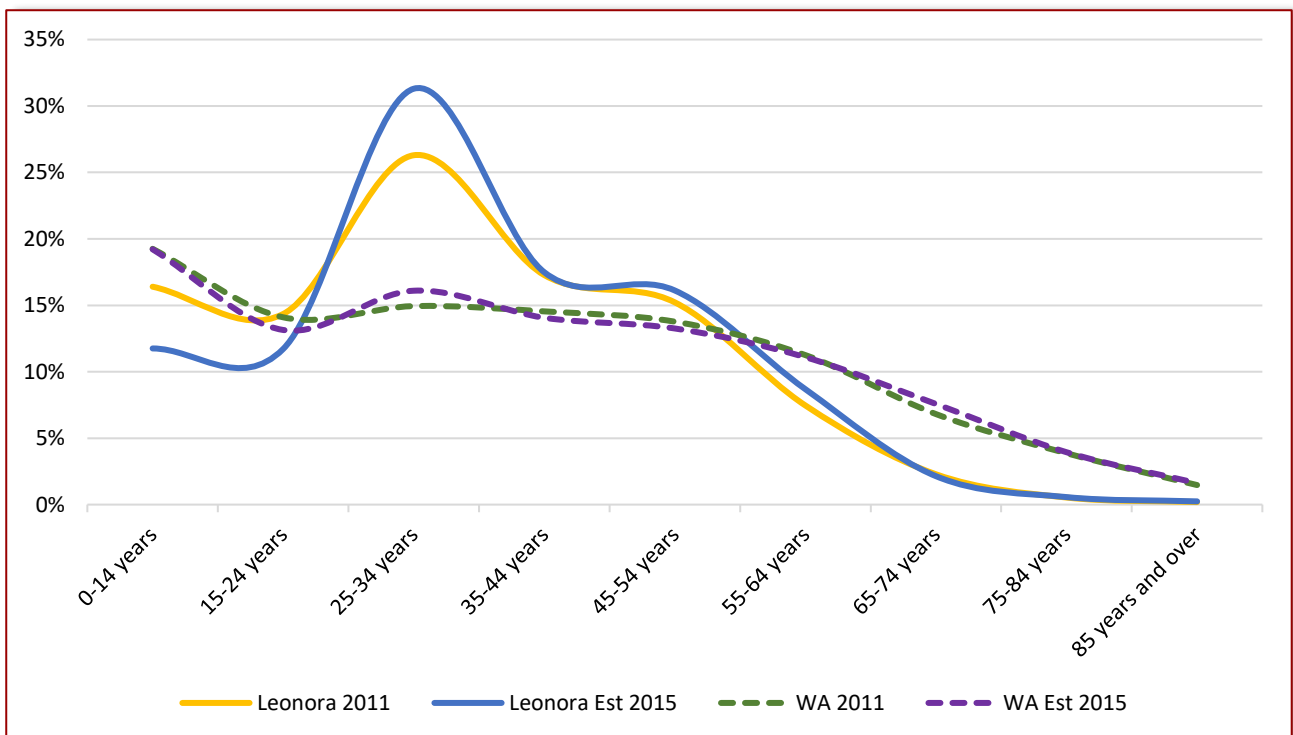
*“Leonora has an amazing
community spirit”*

Profile of the Shire of Leonora

Demographic Trend

In 2015, the Shire of Leonora estimated resident population was 2,476³. The age demographic of the resident population illustrates the Shire of Leonora has a high proportion of working age persons, with 88% of the population under 55 years of age and 31% in the 25-34 year age group as indicated by the yellow (2011 demographic) and blue (2015 demographic) lines in the chart below. This is 15% higher than the Western Australian state average and reflects the level of employment opportunities in the district.

% of Population by Age Group



When comparing the Shire’s demographic to Western Australia, (reflected by the dotted green and purple lines) there is lower proportion of younger residents in the 0-24 year old age, indicating a low percentage of families and many in this age group leaving for schooling. Making up 64% of the resident population, residents aged between 25 and 54, there is large scope for the growth, development and leadership of this community. The over 55 age group is below the state average at 11% of the district’s population, indicating a lower percentage retire in the district.

³ Australian Bureau of Statistics Census 2011 (Est 2015)

Leonora Natural and Built Environment

The Natural Landscape

The Shire of Leonora is situated within the Northern Goldfields region, covering an area of 32,189km² and is a service centre for the mining, exploration and the pastoral industry.

The Shire's main township is Leonora, 832 kilometres northeast of Perth and 230 kilometres north of Kalgoorlie. Neighbouring Shires include Wiluna, Laverton, Sandstone and Menzies.

As part of the golden outback and one of the gateways to the Outback Way, Leonora's natural attractions are drawing an increase in visitors with a number of self guided drive tours promoted through the region. Attractions include 'The Terraces' 40 kilometres north-east of Leonora, a fine example of so-called 'break-away' formations, created through the erosion of plateaux by wind and rain.

The Built Environment

The establishment of the twin townships of Leonora and Gwalia originated in 1896 after the discovery of gold within the region. Leonora then became the largest centre on the north eastern Goldfields and by 1908 had up to 7 hotels, general stores, chemists, tailors and bakeries.

In 1963 the closure of the Sons of Gwalia mine substantially effected the population in the Gwalia town site, as demand for commercial and business enterprises decreased as the mining population departed. The population in Gwalia became negligible however, the townsite of Leonora survived the closure of the mine as a result of the alternative economic revenue streams from district administration, as well as being a rail head and supply centre.

Leonora is a service centre for mining exploration, mining services and the pastoral industry. The Shire hosts approximately 7 gold mining companies, as well as several nickel mining companies. The pastoral sector is the primary form of agricultural within the Shire. Large scale pastoral stations within the Shire include Leinster Downs, Pinnacles, Yakabindie, Yeelirrie and Weebo. The primary stock for the Shire pastoral stations is largely cattle. Tourism is a growing and developing industry within the Shire, with attractions such as visiting the historic Gwalia Museum and Village.

Today, the town consists of some 350 houses, 100 industrial sites, 3 mining type accommodation camps, a shady caravan park, 2 hotels with a-la-carte dining and 1 motel. Shopping facilities include a supermarket, butchers, newsagent/liquor/hardware and general store, post office, 2 roadhouses/service stations (including restaurants), nursery/garden centre, furniture/nicknacks store, cafe, accountant and TAB. A well-equipped purpose built modern recreation centre is situated in the CBD and caters for health and fitness requirements.

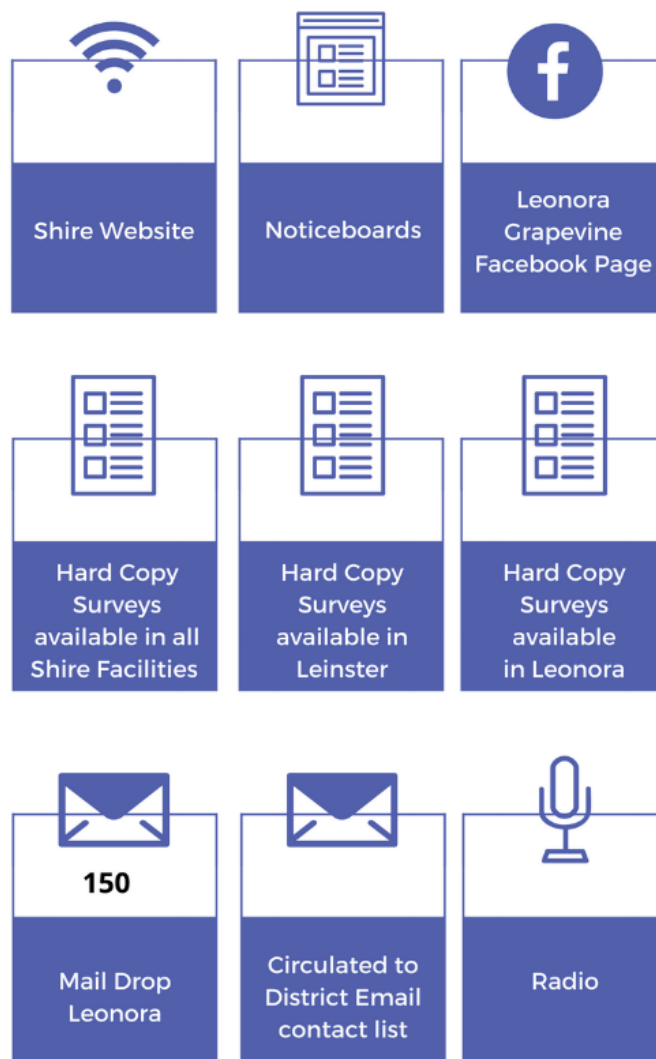


*"The beauty of the bush
environment, the
freedom..."*

Community Engagement

The Strategic Community Plan review process commenced in February 2017, focused on obtaining feedback in relation to Shire services and facilities.

The campaign was promoted and advertised on local notice boards, radio, email community distribution list, mail drop and the Shire of Leonora website and community Facebook page with a link to the electronic survey provided.

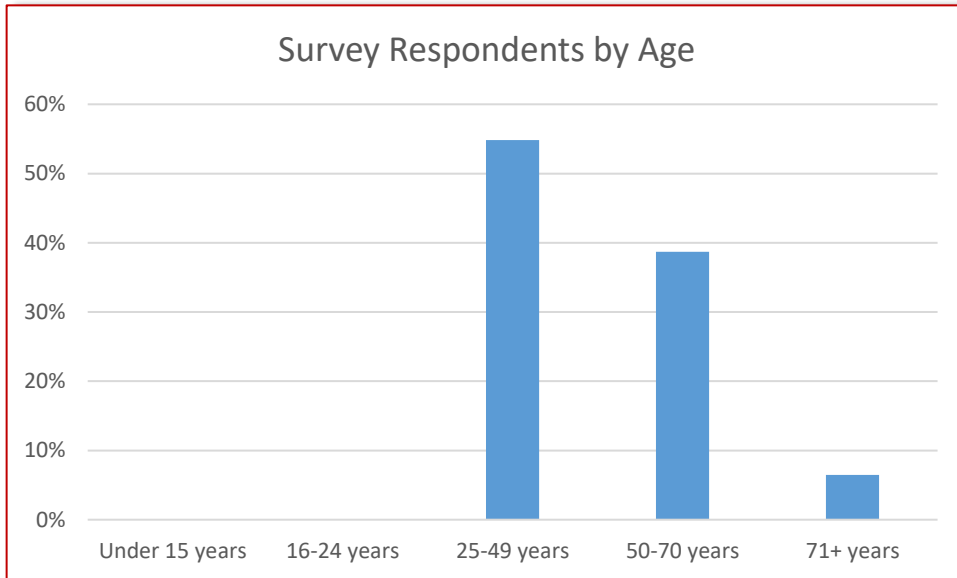


A community workshop was held on 20^h March 2017, at the Shire Office. Responses were received from 44 individuals, either completing the survey or attending the community workshops.

A summary of the community communications and engagement is provided on the following page.

Community Response

The community engagement has provided valuable insight into the key issues and aspirations as identified by the residents and ratepayers. Importantly for the Council, these views have established clear priorities and subsequently shaped the visions, values, objectives and strategies documented in this report. The community survey responses were from several different age groups, as represented in the chart below. Whilst there were no survey responses received from the under 15 and 16-24 years age groups, the Shire is undertaking alternative engagement methods to consult with these groups.



A summary of the community responses received from the two engagement processes is provided below.

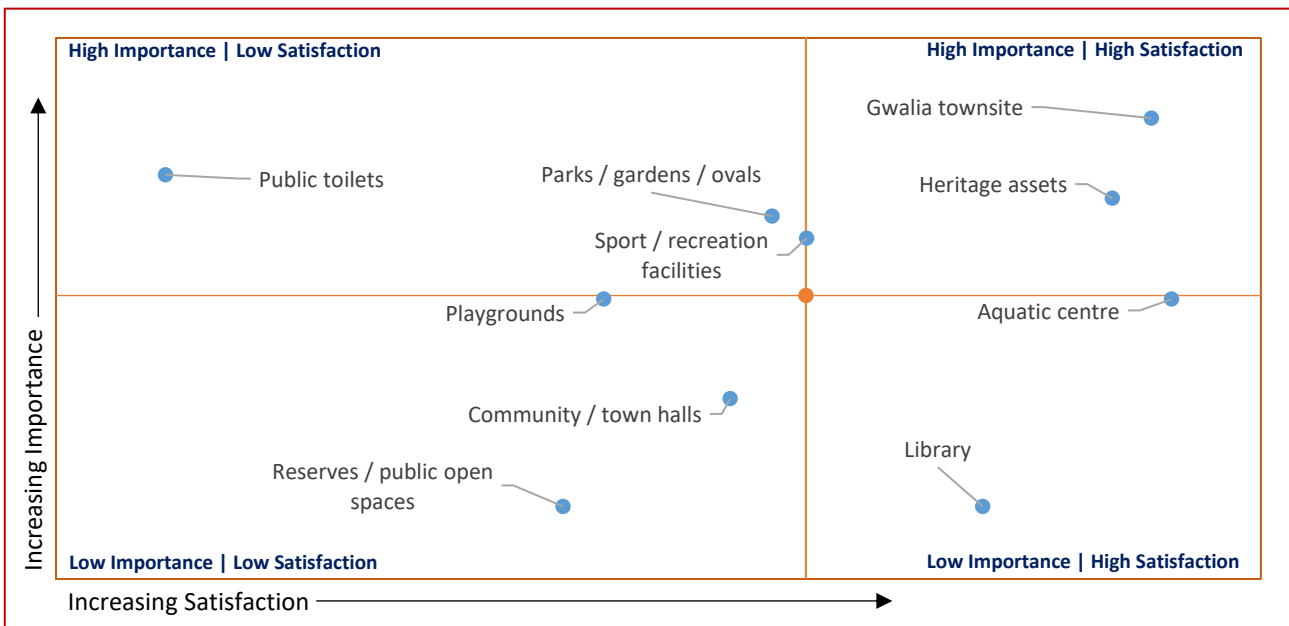
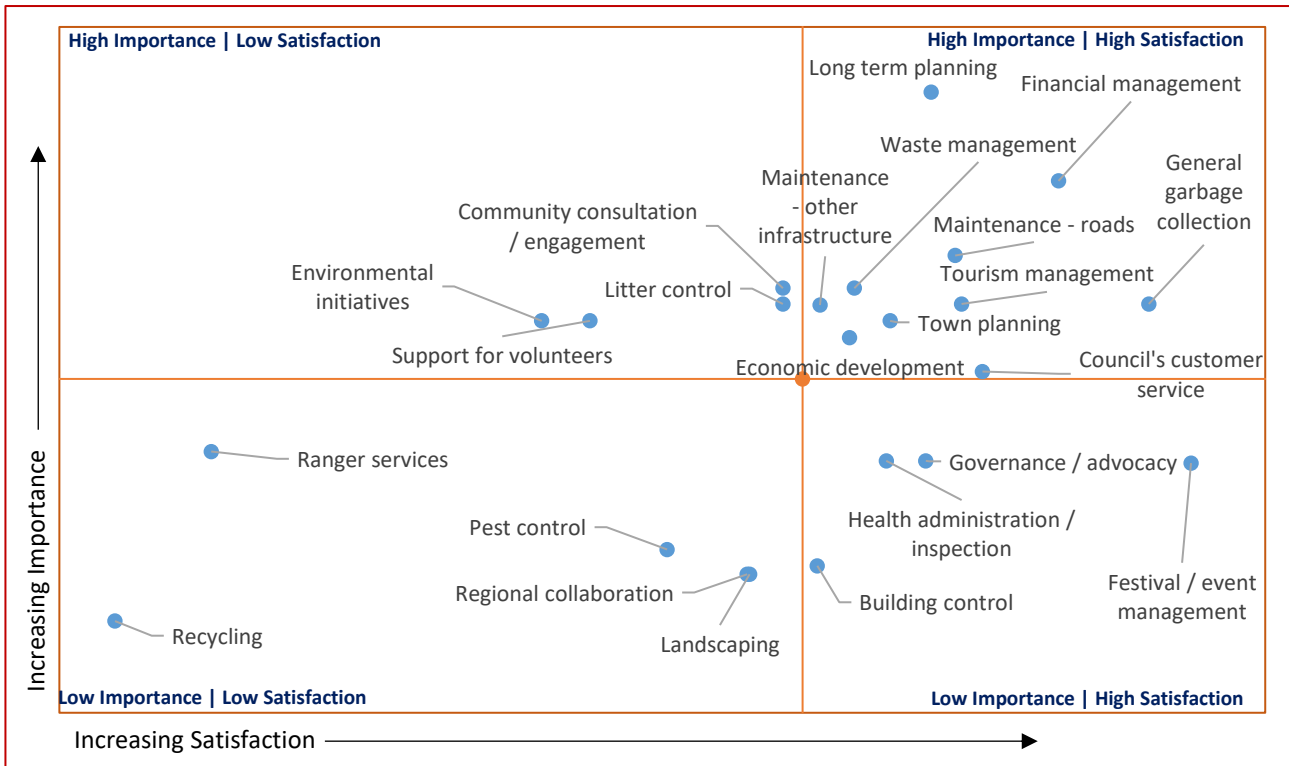


Community Response (continued)

Survey respondents rated their perspective of the importance and their level of satisfaction with current and anticipated Shire services. Based on the survey results, the relative importance and satisfaction with various Shire services, community facilities and infrastructure is presented in the charts below.

Services and facilities with a higher than average importance to the community are reflected in the top half of the charts below. Services and facilities the community is most satisfied with are reflected in the right half of the charts below.

Relative Importance and Satisfaction with the Shire Services and Facilities



Objectives and Outcomes

The Shire of Leonora has set out four key objectives within this Plan as it delivers services to the community. An objective has been defined for each of four key themes, being: social, economic, environment and leadership. Each of the four objectives has a number of desired outcomes the Shire is aiming to achieve over the 10+ years of this Plan.

The following summarises the desired outcomes of working toward the strategic objectives in achieving the Shire’s vision. The tables on the following pages detail the strategies developed to achieve these desired outcomes and the key performance measures to provide an indication of whether the Shire is meeting the objectives and will be monitored and reported.

	<p>SOCIAL <i>An empowered and spirited community</i></p>	<p>1</p>	<p>Outcome 1.1 Foster a greater sense of community Outcome 1.2 Support our senior residents in their community</p>
	<p>ECONOMIC <i>Economic hub of the Northern Goldfields</i></p>	<p>2</p>	<p>Outcome 2.1 Become the economic focal point for business and industry in the Northern Goldfields Outcome 2.2 Increase awareness of the district and region’s attractions</p>
	<p>ENVIRONMENT <i>Forward thinking management of the built and natural environment</i></p>	<p>3</p>	<p>Outcome 3.1 Sustainable and effective environmental management Outcome 3.2 Plan for continuous improvement of infrastructure and services</p>
	<p>LEADERSHIP <i>Innovative and proactive Shire and Councillors</i></p>	<p>4</p>	<p>Outcome 4.1 Efficient service offerings to the Community Outcome 4.2 Effective and open engagement with all sections of the community Outcome 4.3 Innovative and safe working environment Outcome 4.4 Diversify and strengthen revenue streams Outcome 4.5 Strong leadership and planning</p>

As the Shire strives to achieve these outcomes, the community will be kept informed of the progress by means of the Annual Report.



Social Objective

An empowered and spirited community

Comments from the Community:

“The people, the history”

“...the social connections, the opportunities to contribute directly to the community.”

“Leonora has an amazing community spirit. We rally together in good and bad times.”

Community Feedback

A strong sense of community and the friendly, welcoming atmosphere was highly valued by residents. An important part of this is the contribution made by the volunteers that underpin the sporting and community groups. The quality sporting and recreational facilities available were highlighted as important to the strong social fabric of the district.

The community expressed their pride in the history of the district and wish for it to be protected for future generations, and increase awareness of this history both to current residents and potential visitors.

The anti-social impacts of alcohol and drug abuse are of major concern to the community, including the associated level of crime and violence.

Social Aspirations and Opportunities

The community wants to retain its community lifestyle and welcoming feel. As part of protecting this, addressing the mental health and crime issues was noted as a priority of the community.

Support and promotion of new and current community events, was identified to showcase the districts attractions and encourage social interaction and cohesion.

Retention and development of education and early childhood services, community support services and programs were identified as important, with opportunities to attract families to stay and be part of the community.



Social Objective

An empowered and spirited community

The following outcomes and strategies have been identified to achieve this objective.

Foster a greater sense of community

1.1.1	Exhibit the community spirit and showcase attractions of the Shire by facilitating events attracting community members and other visitors.
1.1.2	Promote a sense of community through encouraging and motivating citizens and advocate the coordination of relevant government agencies to provide the required services.
1.1.3	Support the community in sporting, recreational and volunteering initiatives through direct financial assistance, the utilisation of Shire facilities, or the leverage of Shire expertise in a mentoring role.

Outcome 1.2 Support our senior residents in their community

1.2.1	Ensure there is appropriate infrastructure and facilities to service the health and social needs of the Shire's senior residents.
-------	---

Strategic Performance Indicators:

Social media activity
(increase posts and engagement rate)

Community participation levels in recreation activities and events
(increase number of participants / attendees)

Recreation facilities usage rates
(increase in usage of centres)



Comments from the Community:

“Economic prosperity based on mining alternatives i.e. tourism.”

“To improve the history to keep the tourist industry coming to town.”

“Continued growth and development”

“More training programs for the local unemployed”

Economic Objective

Economic hub of the Northern Goldfields

Community Feedback

Mining and its associated industries dominates the Leonora economy.

Given its isolation, transport and the associated high cost of living are critical issues to the Shire of Leonora community. The frequency and cost of air services was identified in feedback as an inhibitor on the local economy. This is particularly important to residents and businesses who rely on the tourism industry and those impacted by high freight costs.

Economic Aspirations and Opportunities

The Leonora community would like to see an increase in economic diversity. Tourism is a highly desired alternative economic driver for Leonora. With such a strong history and location on the Great Central highway, Leonora has a lot to offer. This creates many opportunities for cultural tours and history tourism. The development of infrastructure to support economic prosperity is viewed by the community as key to the district’s future.



Economic Objective

Economic hub of the Northern Goldfields

The following outcomes and strategies have been identified to achieve this objective.

Outcome 2.1 Become the economic focal point for business and industry in the Northern Goldfields

2.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business.
2.1.2	Develop Leonora as a transportation hub for the Northern Goldfields and alternate route to the Pilbara.
2.1.3	Become the regional service hub for the Northern Goldfields.
2.1.4	Improve essential infrastructure and services to promote growth.
2.1.5	Support the continuation and establishment of business operations within the Shire to ensure sustained economic benefit.

Outcome 2.2 Increase awareness of the district and regional attractions

2.2.1	Promote the district and assist to develop tourism initiatives.
2.2.2	Enhance and maintain local attractions and associated infrastructure.

Strategic Performance Indicators:

Population statistics
(stable / increasing population base)

No. of development approvals
(increase)

Assessed vacancy rates (business and residential)
(decrease)

No. of building approvals
(increase)

Visitor statistics
(increase)



Environment

Objective

Forward thinking management of the built and natural environment

Comments from the Community:

“Being proud of living in a town that is kept so clean...”

“The beauty of the bush environment, the freedom...”

“The natural bush is at our doorstep for camping, swimming hunting, great parks, oval, swimming pool, golf, need safer bicycle paths”

Community Feedback

The community appreciate and value the natural bushland. The remote wilderness qualities of the inland areas are host to an abundance of unique wildlife and flora, which the community view as a precious gift to be protected.

The town’s history and the reflection of this in the architecture and built form is also enjoyed, largely because this is a key part of Leonora’s identity and style and gives the heritage of the area a living quality.

Environment Aspirations and Opportunities

There are opportunities to further develop the built environment and provide increased facilities and services to the community, whilst also protecting the natural environment. Increasing amenities and accommodation for both resident and the transient population remains a focus of the Shire.



Environment Objective

Forward thinking management of the built and natural environment

The following outcomes and strategies have been identified to achieve this objective.

Outcome 3.1 Sustainable and effective environmental management

- | | |
|-------|---|
| 3.1.1 | Identification and establishment of facilities for waste management to meet growing demand. |
| 3.1.2 | Identify opportunities for management of hazardous materials and waste minimisation |
| 3.1.3 | Continue the reduction in the adverse effects of mining activity around and near the town. |

Outcome 3.2 Plan for continuous improvement of infrastructure and services

- | | |
|-------|--|
| 3.2.1 | Continue to implement the asset management improvement plan and document the asset management policies and procedures that are currently undertaken. |
| 3.2.2 | Ensure the Shire's historic Gwalia buildings remain for future generations of the community by specific asset management planning. |
| 3.2.3 | Ongoing assessment of services and infrastructure. |

Strategic Performance Indicators:

Statutory asset management ratios
(maintain healthy ratios)

Compliance with statutory reviews required by the Local Planning Framework
(maintain compliance)



Leadership Objective

Innovative and proactive Shire and Councillors

Comments from the Community:

“To co-ordinate the various agencies, services and external input so that as a whole we can work more cohesively together to impact the issues (social) which we face as a community.”

“Encourage mines to employ locals and stop FIFO”

Community Feedback

The Leonora community values small town character including its welcoming and friendly community. In order to retain these important traits, the community acknowledges unity is essential. Anti-social behaviour is an increasing concern and the community seeks it to be proactively addressed in partnership with key stakeholders and agencies.

The community wants on its behalf, the Shire to continue to advocate for increased services and infrastructure.

Leadership Aspirations and Opportunities

The Leonora community would like the Shire to continue to service the needs of the district. This Strategic Community Plan will provide the mechanism to ensure the services delivered are aligned to our community's expectations. Council is committed to strategic forward thinking, strong representation and providing the community with leadership. We will proactively communicate and acknowledge local feedback to ensure the services we deliver are representative of our community's needs.

Opportunities exist to work to leverage partnerships through greater collaboration, including regional collaboration. Whilst maximising our efforts to advocate and lobby for funding, resources and better services and attracting investment, we aim to continually enhance our capacity.



Leadership Objective

Innovative and proactive Shire and Councillors

The following outcomes and strategies have been identified to achieve this objective.

Outcome 4.1 Efficient service offerings to the Community

- | | |
|-------|---|
| 4.1.1 | Continue to support effective delivery of services by Federal and State Government agencies by providing a shared work space. |
| 4.1.2 | Provide appropriate regulatory services |

Outcome 4.2 Effective and open engagement with all sections of the community

- | | |
|-------|---|
| 4.2.1 | Clearly engage and communicate with all sections of the community to promote Shire initiatives and ensure the Shire remains connected with the needs and requirements of the community. |
|-------|---|

Outcome 4.3 Innovative and safe working environment

- | | |
|-------|---|
| 4.3.1 | Create an environment that promotes and encourages best practice, with an emphasis on safety. |
|-------|---|

Outcome 4.4 Diversify and strengthen revenue streams.

- | | |
|-------|---|
| 4.4.1 | Endeavour to attain the maximum grant assistance available to ensure the greatest benefit to the community. |
| 4.4.2 | Plan for the adequate supply of residential and commercial land to meet the requirements of the community. |

Outcome 4.5 Strong leadership and planning


- | | |
|-------|--|
| 4.5.1 | Support the provision of opportunities for future leadership, develop and assist staff to reach their potential. |
| 4.5.2 | Support and develop Councillors (and prospective Councillors) to represent the community effectively. |
| 4.5.3 | Continue to develop strategic plans and ensure legislative compliance. |

Strategic Performance Indicators:

Statutory financial ratios
(maintain healthy ratios)

Employee retention rates
(maintain / increase)

Volunteer levels
(increase)







HOOVER
HOUSE

1898

*“The history of Leonora
and Gwalia ...”*

Services and Facilities

Services and facilities provided by the Shire has been linked with the relevant strategy in the Plan in the following table. The table provides a connection between the services and facilities and the desired outcomes and community vision for the Shire of Leonora.

 SHIRE SERVICES	Strategic Reference	 COMMUNITY FACILITIES	Strategic Reference
Building control	3.2.1 3.2.3 4.4.2	Aquatic centre	1.1.3 3.2.1
Community consultation engagement	1.1.2 1.1.3 1.2.1 4.2.1	Community town halls	1.2.1 3.2.1
Council's customer service	4.1.1 4.2.1	Gwalia townsite	3.2.2
Economic development	22.1.1 2.1.2 2.1.3 2.1.4 2.1.5	Heritage assets	3.2.2
Environmental initiatives	3.1.1 3.1.2 3.1.3	Library	1.1.2 1.2.1
Festival event management	1.1.1	Parks gardens ovals	1.1.3 3.2.1
Financial management	4.1.1 4.4.1 4.5.3	Playgrounds	1.1.3 3.2.1
General garbage collection	3.1.1	Public toilets	2.2.2 3.2.1
Governance advocacy	4.1.1 4.2.1 4.3.1 4.4.1 4.4.2 4.5.1 4.5.2 4.5.3	Reserves public open spaces	3.2.1
Health administration inspection	4.1.2	Sport recreation facilities	1.1.3 3.2.1
Landscaping	1.1.1 2.2.2	 INFRASTRUCTURE	
Litter control	1.1.1 2.2.2		
Long term planning	4.5.3	Airstrip	3.2.1
Maintenance – other infrastructure	3.2.1 3.2.3	Cemetery	3.21
Maintenance – roads	2.1.2 3.2.1	Drainage storm water	3.2.1
Pest control	4.1.2	Employee housing	3.2.1 4.4.2
Ranger services	4.1.2	Quality of town centre	1.1.1 2.2.2
Recycling	3.1.2	Retirement units	1.2.1 2.1.3
Regional collaboration	1.1.1 1.1.2 1.2.1 2.1.1 2.1.2	Roads verges footpaths	2.1.2
Support for volunteers	1.1.2 1.1.3	Street lighting	3.2.1
Tourism management	1.1.1 2.2.1 2.2.2	 COMMUNITY SUPPORT & SERVICES	
Town planning	1.2.1 4.4.2		
Waste management	3.1.1. 3.1.2		
		Strategic Reference	
		Aged care	3.2.1
		Child care	3.2.1
		Community resource centre	3.2.1
		Crime prevention	1.1.2
		Information centre	3.2.1
		Youth services	3.2.1

Resource Capacity

This Strategic Community Plan was developed with an understanding of our current resource capacity, both financial, workforce and asset resources. Whilst future resource capacity is not known, expectations of relative future resource capacity were considered.

Current Resource Capacity

At the 30 June 2016, the Shire had the following resource profile⁴.

Resource	Level
Workforce	28 FTE
Infrastructure Assets	\$57,997,277
Property, Plant and Equipment	\$17,455,835
Cash Backed Reserves	\$2,027,361
Borrowings	\$-
Annual Rates Revenue	\$5,239,642
Annual Revenue	\$8,829,449
Annual Expenditure	\$8,425,019

Future Resource Capacity

Future resource capacity is partially dependent on other levels of government however the following long term trends are expected in each resource level.

Resource	Trend
Workforce	Stable
Infrastructure Assets	Increasing
Property, Plant and Equipment	Stable
Cash Backed Reserves	Increasing
Borrowings	Stable / Increasing
Annual Rates Revenue	Stable / Increasing
Annual Revenue	Stable / Increasing
Annual Expenditure	Stable / Increasing

Review and further development of Asset Management Plans, the Workforce Plan and the Long Term Financial Plan will further influence expected future resource levels for consideration during Corporate Business Planning and Annual Budget processes.

⁴ Shire of Leonora Annual Financial Report 2015-16

Strategic Risk Management

It is important to consider the external and internal context in which the Shire of Leonora operates, relative to risk, in order to understand the environment in which the Shire seeks to achieve its strategic objectives.

The external and internal factors identified and considered during the preparation of this Plan are set out below:

External Factors
Increasing community expectations in relation to service levels and service delivery.
Rapid changes in information technology changing the service delivery environment.
Increased compliance requirements due to Government Policy and Legislation.
Cost shifting by Federal and State Governments.
Reducing external funding for infrastructure and operations.
Increasing population and economic development resulting in greater pressure on the natural environment and its resources.
Resource development and the associated social impacts.
Increasing community expectations and regulations in relation to waste management.
Native title processes and determinations.
Aboriginal Heritage.
Government responses in relation to social services (including itinerants).
Delivery of services to remote communities.
Climate change and subsequent response.

Internal Factors
The objectives and strategies contained in the Council's current Strategic Community Plan.
The timing and actions contained in the Council's Corporate Business Plan.
Organisational size, structure, activities and location.
Human resourcing levels and staff retention.
Current organisational strategy and culture.
The financial capacity of the Shire.
Allocation of resources to achieve strategic outcomes.
Maintenance of corporate records.
Current organisational systems and processes.

References and Acknowledgements

Acknowledgement and a thank you is made to the people of the Shire of Leonora for their time and effort in being a part of our community engagement and for their invaluable input into our Strategic Community Plan.

The Shire of Leonora Draft Strategic Community Plan 2017 - 2027, has been developed by engaging the community and other stakeholders. Council's Elected Members, management and staff have also had input to the development of the Plan. Much of the information contained in this Plan has been derived from documents in the public domain and liaison with key stakeholders and the community.

Reference to the following documents or sources was made during the preparation of the Plan:

- Shire of Leonora Strategic Community Plan 2012 - 2022;
- Council website: www.leonora.wa.gov.au;
- Australian Bureau of Statistics; and
- Shire of Leonora Annual Financial Report 2015-16.

Review of the Plan

In accordance with statutory requirements the Strategic Community Plan is reviewed and updated on a four-year review cycle including community consultation, with a desktop review being undertaken every two years.

Document Management

Status: Draft | V1.3
Date of Adoption: XX June 2017



For further details on the Strategic Community Plan please contact

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10.0 REPORTS OF OFFICERS
10.2 DEPUTY CHIEF EXECUTIVE OFFICER
10.2(E) POLICY REVIEW

SUBMISSION TO: Meeting of Council
Meeting Date: 20th June 2017

AGENDA REFERENCE: 10.2 (E) JUN 17

SUBJECT: Policy Review

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 1.40

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 9th June 2017

BACKGROUND

The Policy Manual was extensively reviewed in close consultation with the Chief Executive Officer and other relevant staff in 2011, with the result being an overhaul of the document. Since that review, there have been some new policies adopted by Council, which have been included in the enclosed document. Annually, senior staff endeavour to review the document and recommend changes as operational requirements evolve etc.

Most recently, the new local price preference policy was adopted and is included within the attached document.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy Review.

FINANCIAL IMPLICATIONS

There are no financial implications that have not been considered in the current budget resulting from the recommendation of this report.

STRATEGIC IMPLICATIONS

The policies have been assessed in relation to their implications to the strategic community plan and there does not appear to be any conflicts.

RECOMMENDATIONS

That the Council adopt the Policy Manual as attached.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr RM Cotterill, Seconded Cr AE Taylor that the Council adopt the Policy Manual as attached.

CARRIED (7 VOTES TO 0)



Shire of Leonora

POLICY MANUAL

Reviewed

20th June, 2017

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A.1.1

AGENDA ITEMS
Policy Adopted 16th December 2011

Objective

To ensure that reports and agendas are able to be prepared and circulated to members in a manner that will enable the Council to give appropriate consideration to the issue under consideration.

Policy Statement

1. Items for inclusion on the Council's Agenda's for an ordinary meeting must be in writing, and be in the hands of administration staff at the administration office of the Shire no later than 4pm on the Friday at least one week prior to the meeting.
2. Any matters which come to the attention of the CEO requiring the Shire to take action prior to the next following Council meeting will be received up to 4pm on Monday at least one week prior to a Council meeting for inclusion on the agenda, provided that any necessary research can be completed in time for the meeting.
3. Where considered urgent, the CEO may prepare a late item for presentation to the Council meeting and at the discretion of the Shire President or a majority of Councillors in accordance with standing orders, the Council may consider the items received.

A.1.2

CHAMBERS

Policy Adopted 15th July 1997 and amended 16th December 2011

Objective

To ensure that the Council Chambers are used only for appropriate purposes.

Policy Statement

The Council Chambers are only to be used during working hours for meeting purposes when there is a Councillor or Shire Officer present and/or by the invitation of the Shire President or Chief Executive Officer.

The Chief Executive is empowered to approve the use of the Council Chamber for other functions and meetings when special circumstances exist, however, it is Council's Policy that the Council Chambers are used only for Council functions and meetings, and community groups or other organisations should not use the Council Chambers but should be directed to other Council owned public buildings.

Smoking is not permitted within the confines of the Council Chambers, meeting room or foyer.

A.1.3**LEGAL REPRESENTATION**Policy Adopted 22nd November 2000**Objectives**

This policy is designed to protect the interests of Council members and Shire employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions.

Policy Statement

The Shire may assist individual Councillors and Staff in meeting reasonable legal expenses and any liabilities incurred in relation to those proceedings where they become involved in civil legal proceedings because of their official functions.

The Shire may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

The Shire may provide such assistance in the following types of legal proceedings:

- proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
- proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (eg refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions)]; and
- statutory or other inquiries where representation of members or employees is justified.

The Shire will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the Shire may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services the subject of assistance under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because a conflict of interest, then the service may be provided by other solicitors approved by the Shire.

Applications for Financial Assistance

- (a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- (b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.

- (c)** An application to the Shire is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf, of the Chief Executive Officer (CEO).
- (d)** A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- (e)** Where there is a need for the provision of urgent legal services before an application can be considered by the Council, the CEO may give an authorisation to the value of \$5000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*.
- (f)** Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

Repayment of Assistance

- (a)** Any amount recovered by a member or employee in proceedings, whether for costs damages, will be offset against any moneys paid or payable by the local government.
- (b)** Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- (c)** Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

A.1.4**DISCLAIMER**Policy adopted 15th July 1997 and amended 16th December 2011**Objective.**

This policy is to advise that an applicant cannot rely on any verbal advice and prior to undertaking any action in relation to that advice should have written confirmation of that advice Council has adopted as policy the following Disclaimer which is to be displayed in the Administration Office in a prominent position. Visitors to the Shire and customers must be made aware of the Disclaimer.

Policy Statement

No responsibility whatsoever is implied or accepted by the **Shire of Leonora** for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with Staff. The **Shire of Leonora** disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the **Shire of Leonora** during the course of any meeting is not intended to be and is not taken as notice of approval from the **Shire of Leonora**. The **Shire of Leonora** warns that anyone who has an application lodged with the **Shire of Leonora** must obtain and should only rely on Written Confirmation of the outcome of the application, and any conditions attaching to the decision made by the **Shire of Leonora** in respect of the application.

A.1.5

WELL WISHES FROM COUNCIL

Policy Adopted 15th July 1997

Objective

To provide guidance for the conveyance of well wishes from Council.

Policy Statement

It is the Council's Policy to send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, close affiliates of Council or their Families.

In so doing, assistance with the procedure is to be encouraged from staff and Councillors, but due regard is to be had always to such things as length of service (staff or Councillors), community attitudes, input and involvement from others.

A.1.6 MEETINGS OF COUNCIL – GUEST SPEAKERS

Policy Adopted 15th July 1997

Objective

To define appropriate parameters for guest speakers at Council meetings.

Policy Statement

Council's Policy is to support the scheduling of guest speakers at Council meetings where the subject matter is one of guest speakers at Council meetings where the subject matter is one of general information for all Councillors and not requiring any Council decision.

Guest speakers will be limited to approximately twenty minutes duration with an allowance of approximately ten minutes for questions from Councillor's.

This Policy is not to be construed so as to allow persons to make submission for or against items on the agenda, or canvas issues that may be addressed by Council in the near future.

The Shire President be authorised to approve or disapprove requests to address Council meetings.

A.1.7 PUBLIC RELATIONS – PRESS RELEASES

Policy Adopted 15th July 1997

Objective

To clearly set out persons authorised to address the media on behalf of the Shire of Leonora.

Policy Statement

The Local Government Act 1995 provides that the role of the Shire President is to speak on behalf of the Local Government and accordingly, the Shire President is the official spokesperson for the Council. If approached by the media for formal comment on any issue, Councillors and staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council's official spokesperson.

When the media does not make direct contact with the Shire President and a member of staff is asked to respond/comment to the media, the staff member will direct the enquiry to the Chief Executive Officer who will liaise with Shire president to determine who will respond/comment on the nature of the response/comment. If the Shire President is unable to be contacted, the Chief Executive Officer will determine who is to respond and the nature of the response.

Without express authority from the Shire President, staff and Councillors are not to offer a Council view, attitude, stance, etc. on any issue, this clearly being the function of the Shire President

A Councillor's right to express a personal opinion on any issue of public interest is recognised.

A.1.8

EXECUTION OF DOCUMENTS

Policy Adopted 15th July 1997

Objective

Provides guidance on procedure for ensuring that documents are properly executed.

Policy Statement

It is Council's Policy that, for a document to be validly executed, the common seal is to be affixed to the document and the President and the Chief Executive Officer attest the affixing of the seal

A.2.1**INVESTMENTS**Policy Adopted 17th November 1998 and amended 16th December 2011**Objective**

This policy outlines the requirements for investing the Shires funds in accordance with the Financial Management Regulation 19

Policy Statement

The following processes & procedures are the policy of the Shire in relation to the establishment & documentation of internal control over the Shires investments. All investments are to be made within the scope of the Act & Regulations governing the types of investments and institutions local government is permitted to hold investments in.

1. All funds surplus to the day to day operations of the Shire, in the opinion of the CEO, are to be placed in a cash management account with the Shire's bank. Funds withdrawn from the facility can only be deposited directly into the Shires bank account.
2. Funds in Reserves are to be placed in term deposits with the bank or other interest bearing on call accounts. The term is to be determined by when the funds are most probably going to be required to be used and the best interest available for a given term.
3. Deposits into investments are to be made by cheque or electronic transfer. A letter showing amount and term is to be presented with the cheque/transfer request to the bank establishing the deposit. The receipt is to be matched with the letter on file.
4. All deposits are to be recorded in the cashbook each month.
 - Renewals of deposits are to be made under the same conditions laid out in 2.
 - The renewal is to be recorded in the cashbook in a manner that can be traced from one deposit to the next.
 - The record is to show maturity details, transfers, interests and charges.
 - Each investment must be separately shown.
 - Bank receipts & renewals are to be kept on file to match the investments as recorded.
 - All deposits are to have a different number.
5. Where there is a proposed change to investment strategy or process, a report is to be prepared for consideration by the Council.

A.2.2**CORPORATE CREDIT CARDS**Policy adopted 20th May 2008**Objective**

This policy is to outline the requirements and conditions for the issue and use of any Shire credit card

Policy Statement

The Council shall have sole discretion in issuing a credit card and the limitation of credit available on the card to the CEO and the credit card will only be issued with the following conditions.

1. The CEO shall have sole discretion in issuing a credit card to other staff and the limitation of credit available on the card. Such discretion should not exceed the limits set by the Council in the issuing of a credit card to the CEO.
2. Credit cards should only be used for purchasing goods and services on behalf of the Shire of Leonora.
3. When prior arrangements can be made a Purchase Order should be used in preference to the credit card.
4. Personal expenditure on a corporate credit card is prohibited.
5. The credit card is not to be used for cash withdrawals.
6. A transaction slip for every transaction on a credit card must be provided to the Accounts Officer upon returning to the office.
7. The Accounts Officer shall maintain records of credit cards issued including expiry date, credit limit and details of purchases on the cards.
8. If a credit card holder ceases employment with the Shire of Leonora for any reason the card shall be handed to the Deputy Chief Executive Officer prior to departure. The Deputy Chief Executive Officer will cancel and destroy the card and make a file note on the employees file to the effect of the action taken.
9. If a credit card is lost or misplaced the holder must immediately notify the Accounts Officer.
10. Credit cards are not to be transferred to other users.
11. In the event that a “reward scheme” operates in conjunction with the credit card, then the rewards are not to be used privately by the card holder. If reward credits do accumulate, where possible they should be used to the advantage of the Shire of Leonora.

12. Non compliance with the above processes will result in the cancellation of the credit card at the discretion of the Council or the CEO as appropriate.

13. Credit card holders are to sign an acknowledgement of the above conditions as shown below.

I acknowledge and understand that having been issued with a corporate credit card by the Shire of Leonora, in accordance with the above policy statements, that should the above conditions not be complied with then the credit card can be cancelled at any time by the Council or the CEO as appropriate.

.....
Name of Card Holder

.....
Signature of Card Holder

...../...../.....
Date

A.2.3**PURCHASING POLICY**

Policy Adopted 20th February 2007 and amended 16th December 2011, 15th April 2014, 17th February 2015 & 16th February 2016

Objective

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

Policy Statement

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

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

ETHICS AND INTEGRITY

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

- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

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

PURCHASING THRESHOLDS

- a) Legislative/Regulatory Requirements: The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.
- b) Policy: Purchasing that is **below \$150,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (such as a WALGA Preferred Supply Contract).

Purchasing that **exceeds \$150,000** in total value (excluding GST) must be put to public tender **unless** a regulatory Tender exemption is utilised by the Shire. Tender exemptions apply in the following instances:

- an emergency situation as defined by the *Local Government Act 1995*;
- the purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Local Government sector.
- the purchase is from a Department of Finance Common Use Arrangements (where Local government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or

- any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.

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

- The actual or expected value of a contract over the full contract period (including all options to extend); or
- The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, service or works and what total value is or could be reasonably expected to be purchased.

PURCHASING THRESHOLDS - REQUIREMENTS

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

Up to \$10,000	<p>Direct purchase from suppliers requiring only two (2) verbal quotations (can be arranged by delegated officers)</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.</p>
\$10,001 to \$ \$25,000	<p>Obtain at least two (2) written quotations (eg email, fax or original copy). (Deputy CEO & Manager Works delegated to approve)</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.</p>
\$25,001 to \$149,999	<p>Obtain at least three (3) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to based on all value for money considerations in accordance with the definition stated within this Policy. (CEO delegated to approve)</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
\$150,000 and above	<p>Conduct a public tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this policy. (Full Council to approve)</p> <p>OR</p>

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

Where considered necessary, a Local Government may consider calling public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$150,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a public Tender for contracts of less than \$150,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

PURCHASING PROCEDURES

- a) Tender or Request for Quotation through Tender Exempt Panels (\$150,000 or over in value):
For the procurement of goods, services or works where the value exceeds \$150,000, the Shire must either undertake:
- (i) a public Tender process; or
 - (ii) a Request for Quotation process from a tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government Requirements) or State Government Common Use Arrangements (where Local government access is permitted).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Before Tenders are publically invited, the Shire must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.
- The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchases. For Tenders with a total estimated value (ex GST) of between \$25,001 and \$149,999, the Evaluation Panel must contain a minimum of two (2) members. For Tenders with a total estimated value (ex GST) of \$150,000 and above, the Evaluation Panel must contain a minimum of three (3) members.
- A Tender Notice must be advertised in a State wide publication e.g. “The West Australian” newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.
- The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.
- The Tender Notice must include:
 - a brief description of the goods or services required;
 - information as to where and how Tenders may be submitted;
 - the date and time after which Tenders cannot be submitted and
 - a contact person to supply more detailed information if required. Detailed information must include:
 - such information as the Shire decides should be disclosed to those interested in submitting a Tender response
 - detailed specifications of the goods or services required;
 - the criteria for deciding which Tender response should be accepted;
 - whether or not the Local Government has decided to submit a Tender response; and
 - whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.
- Tenders must not be made available (counter, mail, internet, referral or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. if clarifications, addendums or further communication are required prior to

the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire not to compromise its duty to be fair.

- If, after the Tender has been publically advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.
- A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.
- No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the tender Deadline.
- Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire Officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present.
- The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two (2) Shire officers present at the opening of Tender responses.
- Where the Local Government has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:
 - o a sufficient number of quotations are obtained;
 - o the process follows the guidelines for seeking quotations (see Request for Quotation process);
 - o the specification for goods and/or services remains unchanged; and
 - o purchasing is arranged within six (6) months of the closing date of the lapsed Tender.
- Tender responses that have not been rejected must be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.
- If after the Tender has been publically advertised and a successful Tenderer has been chosen, and before the Shire and Tenderer have entered into a contract, a minor variation may be made by the Local Government. A minor variation may **not** alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.
- Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:
 - o The name of the successful Tenderer.
 - o The total value of consideration of the winning offer.
- The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

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

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

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

- b) Request for Quotation (\$25,001 or over to \$149,999 in value): For the procurement of goods or services where the value exceeds \$25,001 but is less than \$149,999, it is recommended that at least three (3) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

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

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

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

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

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

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

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

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

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

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

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

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the

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

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

Verbal Requests for Quotations: For the procurement of goods or services where the value is under \$10,000 the Shire may undertake a verbal Request for Quotation process.

At least two (2) quotations must be obtained from the market or the Shire may purchase from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts.

The requirements relating to verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

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

RECORDS MANAGEMENT

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

For a Tender process, this includes:

- Tender documentation.
- Internal documentation.
- Evaluation documentation.
- Enquiry and response documentation.
- Approval documentation.
- Notification and award documentation.

For a Request for Quotation Process, this includes:

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

SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

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

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

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

BUY LOCAL AND REGIONAL PRICE PREFERENCEa) Buy Local:

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

A key goal in this policy is open and fair competition to ensure that Western Australian businesses are provided with every opportunity to bid for work. It is recognised that not every

category of goods, services or works that is purchased by the Shire will lend itself to supply by local businesses.

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

- ensure that buying practices, procedures and specifications do not unfairly disadvantage local businesses;
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

b) Regional Price Preference

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

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

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

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

PURCHASING FROM WA DISABILITY ENTERPRISES

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

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

LIMITS OF AUTHORITY

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

Officer:	Limit of Authority:
Senior Administration Officer	Up to and including \$1,000 as per the adopted budget. In the absence of other senior staff, purchase orders may be signed with the verbal approval of one of the other officers listed in this section, provided that the purchase order is counter signed by that officer upon their return.
Manager Works	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.
Deputy Chief Executive Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the relevant department.
Chief Executive Officer	As per the adopted annual budget, or by decision of Council for items not included in the budget, relating to expenditure within the organisation.

A.2.4**RATES RECOVERY**Policy adopted 16th December 2011**Objective**

This policy outlines the Shires process in relation to the payment by instalment and the collection of outstanding rates.

Policy Statement

Rates may be paid by instalments and will be recovered in accordance with the following

(1) Instalments:

- 1.1 The Shire will accept that there are ratepayers who cannot meet the mandatory instalment options as provided by under section 6.45 of the Local Government Act 1995.
- 1.2 The Shire will allow the Rates Clerk to accept, by application in writing, an alternative payment schedule (an 'Agreement') at the Rates Clerk discretion. The ratepayer is to specify the dates when, and the amounts that are to be paid.
- 1.3 Any agreements will ensure that rates are paid in full prior to the end of the current financial year.
- 1.4 Upon acceptance of any agreement, written confirmation will be provided to the applicant to formalise the agreement and commit the ratepayer to the payment schedule.
- 1.5 Failure by the applicant to adhere to the payment schedule will result in the issue of a Final Notice for the total of the amount outstanding.

(2) Overdue & Final Notices

- 2.1 Final Notices will be issued during a period generally not exceeding 30 days after the due date of a notice for payment of rates.
- 2.2 Final Notices will be issued when:
 - No payment has been made
 - No 'Agreement' has been made
 - Where there is no current valid instalment option (i.e. persons who have paid their first instalment option late).
- 2.3 Final Notices will indicate:
 - Rates are now overdue & payable; and
 - That penalty interest is being charged at the rate set by the Council

(3) Letters of Demand

- 3.1 Mining Tenements
 - A Letter of Demand will be issued, generally no later than 30 days after Final Notices have been generated, to the current owners of any registered lease within the Shire where no payments have been made.
 - The Letter of Demand will give the owner up to 14 days to respond at which time details will be forwarded to the Shire's debt collection agency without further notice.

3.2 General and Other Property

- A Letter of Demand will be issued no later than 31st January of the current financial year to all owners of property (excluding eligible pensioners) who have failed to make any payment within the financial year, and who have not contacted the Shire to make any special arrangement for payment, or have defaulted on an approved payment option.

(4) Issue of Summons

- Rates remaining unpaid after the due date shown on the Letter of Demand will be examined by Shire staff determining whether a summons will be issued. Shire's Collection Agency may be used to issue a Summons to those ratepayers who failed to pay by the date indicated on the Letter of Demand.
- Costs incurred as a result of the issue of a Summons will be applied to the ratepayers' assessment immediately as per section 6.56 of the Act.
- Following the issue of a summons, a reasonable offer to clear a rate account (including the costs incurred through the issue of a summons) should be accepted.
- Where a Summons has been issued and remains outstanding, action will be taken to pursue that summons by what ever means necessary to secure payment of the debt.
- Legal proceedings will continue until payment of rates and any other outstanding costs are secured. This includes the issue of a Warrant of Execution against goods and land if necessary.

(5) Collection of Rent Due

In cases where the owner of a leased or rented property on which rates are outstanding cannot be located or the owner refuses to settle the amount outstanding, notice will be served on the lessee. The lessee will then, under section 6.60 of the Local Government Act 1995, be required to pay the Shire any rent due until such time as the amount in arrears has been fully paid.

A.2.5

INSURANCE

Policy Adopted 16th December 2011

Objective

To ensure that the Shires assets are adequately protected

Policy Statement

It is Shire policy that all of the Shire's insurances are to be updated progressively during each financial year so that the acquisition or disposal of any insurable plant, equipment, building or other thing is appropriately noted on the Shire's insurance policies.

The Chief Executive Officer is to ensure an annual review of all the Shire's insurances by July of each year or earlier is carried out.

A.2.6 BUDGET MANAGEMENT – CAPITAL ACQUISITIONS

Policy Adopted 15th July 1997

Objective

To ensure that proper consideration is given to cash flow management when making large scale purchases.

Policy Statement

Owing to interim overdraft conditions which usually prevail in the early and closing parts of the financial year, it is Council's Policy to:

- i. Defer procurement of new budgeted plant items until approximately November each year.
- ii. Discourage the programming of materials intensive works in the early and closing parts of each financial year.
- iii. Require officers needing to order capital item in closely with the Chief Executive Officer.

Not to procure fixed assets within the last fiscal month of the year unless extenuating circumstance exist.

A.2.7

TAXATION EXEMPTIONS

Policy Adopted 15th July 1997

Objective

To ensure that local government exemptions from duties and any other relevant taxes are not misused.

Policy Statement

Under no circumstances is Council to become involved in the purchase of goods or assets of behalf of any group or organisation, unless those bodies are procuring fixed assets of a non-removable nature, which become the property of Council and the transaction complies in full with the legislation granting Council exemption from taxes such as stamp duty, i.e. the goods are for use in local government and are not for re-sale.

A.2.8**ASSETS ACCOUNTING**Policy Adopted 15th July 1997, amended 16th December 2011, & 18th June 2013**Objective**

To set out thresholds under which the Shire of Leonora will capitalise and depreciate assets.

Policy Statement1. Depreciation of Assets

Council's Policy is to depreciate only buildings, plant and equipment, furniture and tool on the basis of straight line depreciation over their estimated useful lives in accord with the following:

Building	30-50 Years
Plant and Equipment	5-15 Years

Furniture equipment

i. Basic item	2-15 Years
ii. E.D.P Network	10 Years

Tools	10 Years
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2. Capitalisation of Assets

The Shire of Leonora does not have any capitalisation threshold. Capitalisation of assets will be at the discretion of the Chief Executive Officer in accordance with good asset management practices and considerations.

3. Valuation Assets

Assets recognised, using AASB 116 criteria, will be recorded at Fair Value using AASB 13 (Fair Value Measurement), as per the following timetable prescribed by Financial Management Regulation 17A:

- Year ended 30 June 2013 – Plant and Equipment
- Year ended 30 June 2014 – Land & Building or Infrastructure
- Year ended 30 June 2015 – Land & Building or Infrastructure and all others
- Thereafter – three years from initial revaluation.

For asset classes not yet required to be recognised at fair value, these assets are to be recognised under previous valuation policy, using AAS27 criteria, and will be recorded at historical cost, until and unless disposed of.

A.2.9

LOANS – SELF SUPPORTING

Policy Adopted 15th July 1997

Objective

To ensure that Council recoups all fees associated with the provision of self supporting loans to third parties.

Policy Statement

Council's Policy is in respect of self-supporting loans raised on behalf of any external organisation, is to apply the following charges:

1. A legal agreement drafting fee;
2. A general administration fee on each loan or re-negotiation of a loan.

For the recoup of all other direct costs, e.g. stamp duty, draw down fees, advertising etc.

A.2.10**ASSET MANAGEMENT POLICY**Policy Adopted 21st August 2012**Objective**

The objective of this policy is to ensure that the Shire has sufficient structure, systems, processes, resources and organisational commitment in place to deliver service outcomes on a financially sustainable basis.

Service delivery may be via the provision of Shire owned Infrastructure Assets, in which case assets are to be optimally managed to support financially sustainable service delivery outcomes for the lowest whole of life cost.

Alternatively service delivery may be by via third party, in which case the Shire has a role in ensuring third party Infrastructure Assets are optimally provided and managed to achieve financially sustainable service delivery outcomes without the need commit the shire to significant capital expenditure.

The policy also assists the Shire to comply with the provisions of the State Government's Integrated Planning & Reporting Framework (IPR) by having an integrated approach to Planning for the Future.

Policy Statement*Scope & Limitations*

This policy covers all asset service delivery of the Shire and relates specifically to the management of infrastructure assets under the care, control and responsibility of the Shire that are used to deliver services and the infrastructure management regime of third parties where the Shire facilitates service delivery by a third party. This may include but is not limited to;

- Government Agencies
- Private Enterprise
- Contractors

Background

The community relies on the Shire to deliver services. The Shire has finite resources and limited income streams that can be targeted to fund service delivery. The Shire must ensure that service delivery is well targeted and aligns with the Community's aspirations identified via the development of the Strategic Community Plan.

To ensure that scarce resources are optimally allocated, it is important informed decisions are made when considering the acquisition, ongoing ownership, management and disposal of infrastructure assets. The Shire also needs to continuously consider whether it needs to provide and / or own assets in order to deliver services or whether it can simply facilitate the provision of the service by a third party, i.e. non-asset ownership service delivery.

To assist with making informed decisions in relation to this issue, the Shire will put in place the following;

- An Asset Management Framework that is consistent with national standards in Asset Management.

- Maintain a contemporary Asset Management Policy that is regularly reviewed (this Policy).
- Develop, maintain and regularly review an Asset Management Improvement Framework that clearly articulates a sustainable path for continuous improvement and identifies resources to implement via the budget process.
- Develop, maintain and regularly review Asset Management Plans.
- Asset Management Plans will document the Council adopted level of service that applies to Infrastructure Assets which will be derived from the Service Levels determined via community engagement and the Corporate Business Plan.
- Ensure processes are in place to train Councillors and Officers in key aspects of asset management.

Guiding Statement

KEY COMMITMENTS

Prior to making a decision to either deliver a new service, vary the current level of service (up or down) or cease the delivery of a service, the following key commitments are to be adhered to;

- The need for the service will be reviewed.
- The service must align with the Strategic Community Plan and fit within the Corporate Business Plan (Capital evaluation process to be developed and utilised to assess this).
- Options for the Shire to facilitate delivery of the service by a third party are to be identified and considered.
- If the service is needed, and the Shire or a third party cannot deliver the service, infrastructure assets that are required to deliver the service will be identified along with;
 - The whole of life cost of delivering the service
 - The whole of life planning, maintenance, operation, renewal and disposal cost of the asset required to support the service delivery.
- The service delivery and asset whole of life costs must fit within the 10 Year Long Term Financial Plan (once developed).
- Options to renew infrastructure asset before acquiring a new infrastructure assets are to be considered.
- Options to rationalise assets will be considered.
- A cross-functional, multidisciplinary team will be established and maintained to develop the systems and processes to comply with the above key commitments.

RESPONSIBILITY AND REPORTING

Council - is responsible for approving (including amendments to) the following documents;

- Asset Management Policy
- Asset Management Improvement Strategy
- Asset Management Plans

Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents.

In adopting asset management plans, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - is responsible for ensuring that systems are in place to develop, maintain and regularly review Council's AM Policy, AM Improvement Strategy, AM Plans. The CEO reports to Council on all matters relating to Asset Management.

Executive Management Group (EMG) – is responsible for monitoring the implementation of asset management across the organisation. The EMG will ensure that strategies are put in place to remove barriers to the successful implementation of Asset Management. The Executive Management Group reports to the CEO on all matters relating to Asset Management.

Asset Management Working Group (AMWG) – the Asset Management Working Group will be responsible for ensuring that Council’s Asset Management Improvement Strategy is achieved and that Asset Management Plans are prepared and maintained in line with Council’s Policy on Asset Management. Where changes to Council’s AM Policy, Improvement Strategy or Plans are identified, the AM Working Group is responsible for reporting this to the EMG for consideration. Where aspects of Council’s Policy, Improvement Strategy or Plans are not being achieved or adhered to, the AM Working Group is responsible for reporting non-compliances to the EMG for corrective action. The AMWG reports to the Executive Management Group on all matters relating to Asset Management.

Director Infrastructure Services (DIS) – is responsible for resource allocation (from Council approved resources) associated with achieving Council’s Asset Management Improvement Strategy. The DIS reports to the CEO in relation to Asset Management resource allocation.

Asset Management Co-ordinator (AMC) – is responsible for supporting the AMWG and ensuring that resources are commissioned (where appropriate) to assist the AMWG achieves its asset management objectives. The Asset Co-ordinator role is currently being fulfilled by the DIS.

All Directors – are responsible for ensuring that resources under their control are appropriately allocated to resource asset management and in particular the AMWG.

POLICY DEFINITIONS

“Asset” means a physical item that is owned or controlled by the Shire, and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual, and non-tangible assets).

“Asset Management” means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet the priorities of the Corporate Business Plan for service delivery.

“Asset Management Plan” means a plan developed for the management of an infrastructure asset or asset category that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

“Council” means the elected council (comprising Councillors) of the Shire.

“Infrastructure Assets” are fixed assets that support the delivery of services to the community. These include the broad asset classes of Roads, Drainage, Buildings, Parks and Bridges.

“Level of Service” means the combination Function, Design and Presentation of an asset. The higher the Level of Service, the greater to cost to deliver the service. The aim of asset management is to match the asset and level of service of the asset to the community expectation, need and level of affordability.

“Life Cycle” means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

“Whole of life cost(s)” means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

“Maintenance” means regular ongoing day-to-day work necessary to keep asset operating and to achieve its optimum life expectancy.

“Operations” – means the regular activities to provide public health, safety and amenity and to enable the assets to function e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

“New” means creation of a new asset to meet additional service level requirements.

“Resources” means the combination of plant, labour and materials, whether they be external (contractors/consultants) or internal (staff/day labour).

“Renewal” means restores, rehabilitates, replaces existing asset to its original capacity. This may include the fitment of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

“Risk” means probability and consequence of an event that could impact on the Council’s ability to meet its corporate objectives.

“Shire” means the collective Shire organisation. The Chief Executive Officer of the Shire is responsible for ensuring the Shire’s obligations and commitments are met.

“Stakeholders” are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

“Upgrade” means enhances existing asset to provide higher level of service.

Outcomes

Adherence to this policy will ensure that the Shire will continue to deliver (or facilitate the delivery) of financially sustainable services aligned with the aspirations of the community.

A.2.11 THE APPLICATION OF GROSS RENTAL VALUATION TO MINING PETROLEUM AND RESOURCE INTERESTS

Policy Adopted 20th May, 2014

Objective

To provide guidelines for the application of gross rental valuation (GRV) to *mining, petroleum, and other resource interests*.

Policy Statement

LEGAL CONTEXT

- 1) In terms of Section 6.28(1) of the *Local Government Act 1995* (the Act), the Minister can determine the method of valuation of land to be used by a local government as the basis for a rate.
- 2) In terms of Section 6.29 of the Act, the Minister can determine that gross rental valuation can apply to a portion of land defined as a *relevant interest* on which capital improvements are located.
- 3) The Minister for Local Government has the authority, in terms of the legal provisions above, to implement the guidelines.

LAND SUBJECT TO THE POLICY

- 1) The policy will apply to land defined as:
 - a) a *relevant interest* in Section 6.29(1) of the Act meaning:
 - i) a mining tenement held under the *Mining Act 1978* (whether within the meaning given to that term by that Act or by the *Mining Act 1904*); or
 - ii) a permit, drilling reservation, lease or licence held under the *Petroleum and Geothermal Energy Resources Act 1967*.
 - or
 - b) a *resource interest* used for:
 - i) the extraction, processing or refining of minerals as defined in the *Mining Act 1978*, Section 8; or
 - ii) the extraction, processing or refining of petroleum as defined in the *Petroleum and Geothermal Energy Resources Act 1967*, Section 5.

IMPROVEMENTS TO BE CONSIDERED FOR GROSS RENTAL VALUATION

1. Subject to the provisions of Section 6.28 and 6.29 of the Act, gross rental valuation will apply to *relevant interests* and *resource interests* only in respect of the following improvements:
 - c) All permanent (*in situ* for at least 12 months):
 - i) Accommodation, recreation and administration facilities and associated buildings; and
 - ii) Maintenance workshops existing within 100 metres of facilities listed in Section 4.1(a)(i).
2. Nothing in this Policy prevents a local government and a proponent from agreeing that other types of improvements shall also be included for gross rental valuation.

TRANSITIONAL ARRANGEMENTS

- The Policy will apply for a trial period of three years from July 1st 2014 to June 30th 2017.
- During the three year trial period, the following arrangements will apply:
 - The Policy will apply to all new mining, petroleum and resource interests as defined in Section 3.
 - The Policy will not affect existing arrangements between local government and proponents, unless both parties agree, through mutual consent, to adopt the Policy.
 - Projects that operate under existing State Agreements and are currently exempt from rates may apply the policy as part of their respective agreement variation processes.
 - All other relevant provisions under the Act will apply.

IMPLEMENTATION GUIDELINES

1. Government will review the success of the Policy against agreed key performance indicators and prepare recommendations in consultation with key stakeholders.
2. Subject to the findings and recommendations in 6.1, the Policy will apply to:
 - all projects, from the date determined in the recommendations;
 - projects operating under State Agreement Acts, as part of their respective agreement variation process.

TERMS USED

minerals means naturally occurring substances obtained or obtainable from any land by mining operations carried out on or under the surface of the land, but does not include —

- a. soil; or
- b. a substance the recovery of which is governed by the *Petroleum and Geothermal Energy Resources Act 1967* or the *Petroleum (Submerged Lands) Act 1982*; or
- c. without limiting paragraph (b), geothermal energy resources as defined in the *Petroleum and Geothermal Energy Resources Act 1967* section 5(1); or
- d. a meteorite as defined in the *Museum Act 1969*; or
- e. any of the following substances if it occurs on private land —
 - i. limestone, rock or gravel; or
 - ii. shale, other than oil shale; or
 - iii. sand, other than mineral sand, silica sand or garnet sand; or
 - iv. clay, other than kaolin, bentonite, attapulgite or montmorillonite;

petroleum means —

- a. any naturally occurring hydrocarbon, whether in a gaseous, liquid or solid state; or
- b. any naturally occurring mixture of hydrocarbons, whether in a gaseous, liquid or solid state; or
- c. any naturally occurring mixture of one or more hydrocarbons, whether in a gaseous, liquid or solid state, and one or more of the following, that is to say, hydrogen sulphide, nitrogen, helium and carbon dioxide, and includes any petroleum as defined by paragraph (a), (b) or that has been returned to a natural reservoir, but excludes oil shale.

A.2.12**VALUATION OF LAND - MINING**Policy Adopted 20th May, 2014**Objective**

This policy aims to provide guidance underpinning the Ministerial determination on the method of valuation of land for rating purposes where that land is subject to a mining tenement under the *Mining Act 1978* or a permit, drilling reservation, lease or licence held under the *Petroleum and Geothermal energy Resources Act 1967* (known as a “relevant interest”).

Policy Statement**LEGISLATIVE PROVISIONS – LOCAL GOVERNMENT ACT 1995****1) Basis of Rates**

- a) The Minister is to –
 - i) determine the method of valuation of land to be used by a local government as the basis for a rate; and
 - ii) publish a notice of determination in the ‘Government Gazette’.
- b) In determining the method of valuation of land to be used by a local government, the Minister is to have regard to the general principle that the basis for a rate on any land is to be –
 - i) where the land is used predominantly for rural purposes, the unimproved value of the land; and
 - ii) where the land is used predominantly for non-rural purposes, the gross rental value of the land.
- c) The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.
- d) Subject to subsection e) for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the *Valuation of Land Act 1978* as at 1st July in each financial year.
- e) Where during a financial year –
 - i) an interim valuation is made under the *Valuation of Land Act 1978*; or
 - ii) a valuation comes into force under the *Valuation of Land Act 1978* as a result of the amendment of a valuation under that Act; or
 - iii) a new valuation is made under the *Valuation of Land Act 1978* in the course of completing a general valuation that has previously come into force, the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.

2) Valuation and rates on mining and petroleum interests

- a) In this section –

Relevant interest means –

 - i) a mining tenement held under the *Mining Act 1978* (whether within the meaning given to that term by that Act or by the *Mining Act 1904*); or
 - ii) a permit, drilling reservation, lease or licence held under the *Petroleum and Geothermal Energy Resources Act 1967*.

- b) Regardless of any determination made under section 1(a), the basis for a rate on a relevant interest is to be the unimproved value of the land, except as provided for in subsection (c).
- c) Subsection (b) does not apply to a relevant interest in a portion of land on which capital improvements are located if –
 - i) the Minister has determined under section 1(a) that the gross rental value of the land is to be used as the basis for a rate on that interest; and
 - ii) the determination expressly excludes the application of subsection (b).
- d) The Minister cannot determine under section 1(a) that the gross rental value of the land is to be used as the basis for a rate on a relevant interest in a portion of land if another estate in that portion of land is rateable on the basis of gross rental value of the land.
- e) For the purpose of subsection (c)(ii) a determination is to be taken to expressly exclude the application of section (b) if the determination –
 - i) was made before the commencement of the *Local Government Amendment Act 2009* Section 38; and
 - ii) specifically applies to the particular relevant interest.
(That is, before 20th November, 2009)

POLICY

Effective from 1st July, 2012, the State Government endorsed a policy position which further defined, and limited, the definition of capital improvements.

The Policy limits the definition of capital improvements to all permanent accommodation, recreation and administration facilities and associated buildings, and maintenance workshops existing within 100 metres of these facilities. “Permanent is further defined as having been *in situ* for at least 12 months.

This Policy – ‘The Application of Gross Rental Valuation to Mining, Petroleum and Resource Interests’, and the accompanying Departmental Circular No 29-2011, is available on the Department of Local Government and Communities’ website.

PRINCIPLES

In making the decision, the following principles will be observed:

- Objectivity
- Fairness and equity
- Consistency
- Transparency
- Administrative Efficiency

APPLICATION OF PRINCIPLES TO THIS DETERMINATION

Section 2) establishes that mining and petroleum interests will be rated as unimproved value except that portion of the land on which capital improvements are located.

The fundamental decision to be made by the Minister is whether a portion of a mining or petroleum interest contains capital improvements.

To do this it must be established:

- whether there is a relevant interest (as defined above)
- whether a portion of the land contains capital improvements, and
- that no other portion of that land is rated as gross rental value.

Changes to the method of valuing land may have significant impacts on ratepayers and a local government's rates revenue. Accordingly, the council should consider any proposal for change before it is presented to the Minister for decision.

The following matters will be taken into consideration in making a determination under sections 1) and 2) to change the rating on a portion of land from Unimproved Value (UV) to Gross Rental Value (GRV)

Objectivity

- Is the land subject to a relevant interest? (That is, is there a mining tenement, petroleum permit, drilling reservation, lease or licence in place?)
- Has the holder of the relevant interest been accurately identified?
- Does a portion of that land contain capital improvements consisting of accommodation, recreation and administration facilities and associated buildings, and maintenance workshops existing within 100 metres of these facilities? Have these been in place for at least 12 months?
- Is any other portion of that relevant interest already rated as gross rental value?
- Has the portion of the land containing the capital improvements been clearly defined?
- Has the Valuer General's Office been contacted to obtain an indication of the notional values for use in modelling the effect of the changes for the ratepayers and local government?

Fairness and equity

- Has the holder of the relevant interest been given adequate opportunity to comment?
- Have they been informed of the reasons for seeking the change in method of valuation and been given an indication of the overall likely impact of the changes?
- What regard has been had to their feedback?
- Is there an existing arrangement between the local government and the holder of the relevant interest in place, such as for a payment in lieu of rates or similar contribution? If so, have both parties agreed to this change?

Consistency

- Are other relevant interests being rated in the same way? If not, why not?
- Is the rating proposal in accordance with the Policy – 'The Application of Gross Rental Valuation to Mining, Petroleum and Resource Interests'?

Transparency

- Has there been an opportunity for the holder of the relevant interest to comment on the proposed change?
- Are the systems and procedures for determining the method of valuation clearly documented and available for the public to inspect?
- Has the council considered the impact of the change in valuation method? If not, why?

Administrative efficiency

- Is this the most efficient way to raise the required rates revenue?
- Has consideration been given to phasing in significant changes?

INFORMATION TO BE PROVIDED WITH THE REQUEST FOR A DETERMINATION

It is expected that the above matters will be covered in an application to the Minister for determination. In particular, the following should be included:

- Copy of the relevant interest (mining tenement, permit, drilling reservation, lease or licence).
- Accurate and clear description of the affected land (Certificate of title details and plans/drawings clearly showing the area proposed to be subject to GRV, with the capital improvements marked and labelled).
- Description of the capital improvements.
- Information on the likely impact on the rate assessments on the affected land in comparison with the quantum of last year's rates.
- Details of the consultation that has occurred, including copies of the letter to the relevant interest holder, all responses received and the council's response to these.
- The date the changes are proposed to take effect (this cannot be retrospective).
- A copy of the officer's report to council, relevant Council minutes and Council resolution.

Application Form – Valuation of Land - Mining

(ss. 1 and 2)

Please use this form to apply for a Valuation of Land – Mining.

Should you require assistance with completing this form, please telephone the Department on (08) 6551 8700 or toll free for country callers on 1800 620 511 or

email info@dlgc.wa.gov.auFor alternative formats and more information, please visit the Department's website at www.dlgc.wa.gov.au

For a Translating and Interpreting Service (TIS) telephone 13 14 50.

Form

<p>The Shire of: Leonora</p> <p>applies to the Minister for Local Government to make a determination under Sections 6.28 and 6.29 of the Local Government Act 1995 as to the method of valuation of designated land in this district (as detailed below) for the purpose of rating.</p> <p>This application relates to properties proposed to be rated on the basis of Gross Rental Value.</p> <p>In support of this application, the following information is provided:</p> <p>(If the information is contained in an Attachment such as the Council Minutes, refer to that Attachment Number rather than repeating the information.)</p>
<p>1. Who is the holder of the relevant interest (mining tenement, permit, drilling reservation, lease or licence)?</p>
<p>[Click here to enter text.]</p>
<p>2. Provide an accurate and clear description of the affected land (Certificate of title details and plans/drawings clearly showing the area proposed to be subject to GRV, with the capital improvements marked and labelled, can be attached).</p>
<p>[Click here to enter text.]</p>

<p>3. Describe the capital improvements:</p> <p>[Click here to enter text.]</p>
<p>4. Have these been in place for twelve months or more? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Is any other portion of the relevant interest subject to gross rental value?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. Are other relevant interests rated in the same way? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain below:</p> <p>[Click here to enter text.]</p>
<p>7. Has the Policy – The Application of Gross Rental Valuation to Mining, Petroleum and Resource Interests been applied? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain below:</p> <p>[Click here to enter text.]</p>

<p>8. What is the likely impact on the rate assessments on the affected land in comparison with the quantum of last year's rates?</p> <ul style="list-style-type: none"> • Has the Valuer General's Office been contacted to obtain an indication of the notional values for use in modelling the effect of the changes for the ratepayers and local government? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
<p>9. Has consideration been given to phasing in significant changes? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain below:</p>	
<p>[Click here to enter text.]</p>	
<p>10. Details on consultation that has occurred, including the council's response.</p>	
<p>[Click here to enter text.]</p>	
<p>11. Is this the most efficient way to raise the required rates revenue? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>12. The date the changes are proposed to take effect on is (please note the date cannot be retrospective):</p> <p><input type="checkbox"/> Start of the next Financial Year <input type="checkbox"/> Date of Minister's approval</p> <p><input type="checkbox"/> Date of Gazettal <input type="checkbox"/> Other</p>	
<p>If Other, please state:</p>	<p>[Click here to enter text.]</p>

Attachments Checklist			
Attachment 1: A copy of the relevant interest			<input type="checkbox"/>
Attachment 2: A map clearly showing the affected portion of the relevant interest with the capital improvements marked and labelled			<input type="checkbox"/>
Attachment 3: Communication with holders of the relevant interest			<input type="checkbox"/>
Attachment 4: Copies of any responses/objections that have been received			<input type="checkbox"/>
Attachment 5: The council's response to these			<input type="checkbox"/>
Attachment 6: Officer's report to council			<input type="checkbox"/>
Attachment 7: Relevant council minutes			<input type="checkbox"/>
Attachment 8: Council resolution			<input type="checkbox"/>
Contact Details			
Contact person:	[Click here to enter text.]		
Email:	[Click here to enter text.]		
Telephone:	[Click here to enter text.]	Date:	[Enter text.]

Submissions

Please send your completed application form and relevant attachments to:

Executive Director

Sector Regulation and Support

Department of Local Government and Communities

GPO Box R1250, PERTH WA 6844

or Email: info@dlgc.wa.gov.au

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A.2.13**RISK MANAGEMENT POLICY**Policy Adopted 20th May 2014**Objective**

To outline 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.

Policy Statement

The Shire is committed to ensuring that effective risk management remains central to all its operations while delivering a wide and diverse range of services to its residents and visitors. The management of risk is the responsibility of everyone and should be an integral part of organisational culture and be reflected in the various policies, protocols, systems and processes used to ensure efficient and effective service delivery. The *Risk Management Framework* will reflect good practice and sound corporate governance and be consistent with *AS/NZS ISO 31000:2009 Risk management - Principles and guidelines*.

Application:

The Risk Management Policy and any associated frameworks, guidelines and protocols will apply across all operations of the Shire. All employees within the Shire are encouraged to develop an understanding and awareness of risk and contribute to the risk management process.

Definitions:

“risk” means the effect of uncertainty on objectives, as defined within *AS/NZS ISO 31000:2009*. An effect is a deviation from the expected; positive and/or negative. Risk is often expressed in terms of a combination of the consequences of an event and the associated likelihood.

“risk management” means the coordination of activities that direct and control an organisation with regard to risk, as defined within *AS/NZS ISO 31000:2009*.

“risk management framework” means a set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation; as defined within *AS/NZS ISO 31000:2009*.

Risk Management Outcomes:

Effective implementation of the Risk Management Framework will ensure that:

- a. Risks that threaten the delivery of services will be identified, recognised and described;
- b. Risks will be analysed to establish an understanding of their sources and causes and their likelihood and impact should they eventuate;

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- c. Risks will be evaluated to assist in making decisions about risk priorities and treatment plans;
 - d. Risk management processes will be regularly reviewed to ensure that controls are effective, new information is gathered, latest changes and trends are identified, successes and failures are recorded, lessons are learned, changes in internal and external context are detected and emerging risks are captured; and
 - e. Benefits are realised including;
 - Greater likelihood of achieving objectives;
 - Compliance with legislative and regulatory requirements;
 - Improved stakeholder trust and confidence;
 - Encouragement of decisive leadership rather than crisis management;
 - Better information for improved decision making;
 - Reduced unexpected and costly surprises;
 - Better results from projects and programs; and
 - More effective and efficient allocation of resources.

Responsibilities:

- All Senior Staff have the responsibility and accountability for ensuring that all staff are managing the risks within their own work areas. In each of these areas, risks should be anticipated and reasonable protective measures taken and staff encouraged with openness and honesty in the reporting and escalation of risks.
- All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All staff and employees will, as required, conduct risk assessments during the performance of their daily duties. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by staff to observe lawful directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- Council is committed morally and financially to the concept and resourcing of risk management.

Monitor and Review:

- The Organisation will implement a reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.
- Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored, by the Shire's CEO and Council as appropriate

This policy is to remain in force until otherwise determined by Council.

**A.2.14 REGIONAL PRICE PREFERENCE/BUY LOCAL
POLICY**Policy Adopted 16th May 2017**Objective**

This policy establishes the guidelines to promote local business partnerships within the Shire of Leonora by giving preferential consideration to regional suppliers in the procurement of goods and/or services.

Definitions

Quotation: Means a statement from a supplier setting out the cost for the supply of goods or services.

Local Business: in this Policy is a regional tenderer as defined in the Local Government Act (Functions and General) Regulations 1996 Part 4a 24(b).

regional tenderer means a supplier of goods or services who satisfies the criteria in subregulation (2).

(2) A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this Part if —

(a) that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or

(b) some or all of the goods or services are to be supplied from regional sources.

Region: is specified as the geographical area which comprises the whole of the Shire of Leonora.

Regional Price Preference: when applied in relation to a quotation or tender submitted by an Eligible Local Business, involves assessing the price component of the tender or quotation as if the tendered / quoted price were discounted in accordance with the Regional Price Preference Policy.

Tender: means a Tender required under Clause 11 of *the Local Government (Function and General) Regulations 1996* or other Tender Procedure as determined by Council.

Policy Statement

The Shire of Leonora will encourage local industry to do business with Council through the adoption of a regional price preference advantage in conjunction with standard tender and quotation considerations. This policy will apply to all Shire of Leonora tenders and quotations where prices are being sought from both local and non-local businesses..

Price Preference Levels:

A price preference may be given to a local business by assessing the tender from that local business as if the price bids were reduced by the values set out in the Local Government Act (Functions and General) Regulations 1996 Part 4a 24(D).1

(1) A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by —

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

Proof of eligibility:

Businesses who claim the regional price preference should indicate on their tender or quotation submission that they wish to claim the regional price preference and on which criteria they wish to claim it. Suitable proof of eligibility should be provided.

Where a price preference is being claimed by non-local business on the basis of goods or services being supplied from regional sources only those goods or services identified in the tender or quotation as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender or quotation when a regional price preference policy is in operation.

If, in the opinion of the Shire of Leonora, a supplier has deliberately provided false or misleading information so as to benefit from this policy, their quotation or Tender may be considered non-conforming and, as such, may be disqualified.

Competitive Purchasing:

Price is only one factor that the Shire of Leonora considers when evaluating a quotation or Tender. There is nothing contained within this policy that compels acceptance of the lowest price.

The Tender or quotation that is determined to be both cost effective and advantageous to the Shire of Leonora will be the most likely to be accepted.

Consequences:

This policy represents the formal policy and expected standards of the Shire of Leonora. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Shire.

Roles and Responsibilities:

Employees will use the local market for their procurement requirements to encourage economic growth and local business partnerships where it is practical and reasonable to do so.

Employees are to ensure that the application of a regional price preference is clearly identified within the Tender and quotation documents to which the preference is to be applied and that this policy is made available to businesses as part of the quotation or Tender.

Relevant Documents

External:

- Local Government Act 1995;
- Local Government (Functions and General) Regulations 1996;

Internal:

- Code of Conduct;
- Tendering Procedure;

A.3.1

GRATUITY PAYMENTS

Policy Adopted 17th February 1998

Objective

This policy is to determine the manner in which the Council may grant a gratuity payment to contract or award employees at the completion of their service with the Shire.

Policy Statement

Section 5.50(1) of the Local Government Act states that:

“A local government is to prepare a policy in relation to employees, whose employment with the local government is finishing, setting out:

- (a) The circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
- (b) The manner of assessment of the additional amount, and cause local public notice to be given in relation to the policy

Section 5.50(2) of the Act states that a local government may make a payment:

- (a) To an employee whose employment with the local government is finishing; and
- (b) That is more than the additional amount set out in the policy prepared by the local government under section (1), but local public notice is to be given in relation to the payment made.”

At a meeting of Council held on 17 February 1998 it was resolved that no payment be made to any employee irrespective of that person’s length of service with the Council.

A.3.2**CONFERENCES - STAFF
ATTENDANCE AND REPRESENTATION**Policy Adopted 16th December 2011**Objectives**

To determine the nature and extent of Shire employee's attendance at international, national and interstate conferences, study tours, seminars or conventions.

Policy Statement

The following guidelines are to be considered for any proposal for representatives of the Shire to attend conferences, study tours, seminars or conventions:

1. When it is considered desirable that the Shire be represented at an international national or interstate conference, study tour, seminar or convention, a maximum of one officer may attend;
2. In considering officers attendance at a conference, study tour, seminar or convention or the like, consideration should be taken into the possible benefits to the Shire, staff training requirements and professional development opportunities;
3. In recommending officers attendance, the Chief Executive Officer will take the appropriate budget allocation into consideration;
4. Following attendance at such a conference, study tour, seminar or convention, the officer shall within thirty days of their return submit a report (verbal or written as directed by the CEO);
5. A list of officers attendance at conferences and the like is to be maintained on the officers personal records;
6. All conference papers and/or information relating to the conference and the like become the property of the Shire and are to remain at the Shire in the event that the officer ceases employment with the Shire of Leonora;

A.3.3**CONFERENCES STAFF
TRAVEL & ACCOMMODATION EXPENSES**Policy Adopted 16th December 2011**Objectives**

To determine the travel and accommodation expenses payable in respect of officers travelling on official Shire business (eg conferences, seminars, study tours, conventions and the like).

Policy Statement

Officers travelling on official Shire business are to be reimbursed substantiated expenses in accordance with the following guidelines:

1. Approval for travel must, where appropriate and possible, be sought two months prior to departure;
2. Travel and accommodation will be arranged by the Chief Executive Officer and the appropriate Shire discount for travel and accommodation will be arranged;
3. Travel and accommodation standards will apply as follows unless varied with the prior approval of the Chief Executive Officer where circumstances necessitate eg international travel:
 - (i) An advance of up to \$75/day to cover meals, and incidentals where costs cannot be charged back to the Shire;
 - (ii) Reasonable costs for taxi fares will be reimbursed;
 - (iii) In the case of international travel, where it is necessary for staff to accompany Elected Members, the travel class will be that of the Elected Members;
 - (iv) Where, in particular circumstances, staff desire to travel interstate by private motor vehicle the officer is to be reimbursed up to the equivalent amount that would have been expended had arrangements been made to travel by air;
 - (v) Accommodation at overseas locations will be in accordance with the itinerary approved by the Chief Executive Officer;
 - (v) Advances for international travel will be separately determined by the Chief Executive Officer in each circumstance;

A.3.4**INTERNET & EMAIL USEAGE****Policy Adopted 16th December 2011****Objective**

To ensure that Shire employees usage of the internet and email is appropriate.

Policy Statement

Internet access is provided to employees as a business tool. Its purpose is to assist in research, training, communication and to provide better access to information.

All communication using the Shire's internet and facilities must be undertaken in a professional manner, while responsibly representing the goals, objectives and image of the Shire.

Inappropriate use of this technology is viewed as a serious disciplinary issue and will result in a reassessment of access privileges. Employees and other users of the Shire's internet resources should not access, and should have no cause to access, material considered objectionable or restricted under the Censorship Act 1996.

All files (work related or private) that are downloaded from the internet must be scanned for viruses immediately.

Employees may occasionally access the internet outside of normal working hours for appropriate private use.

Where employees receive electronic mail that is inappropriate, it is their obligation to immediately delete its contents and any attachments, and then advise the sender of its inappropriateness and instruct them not to send such correspondence again.

The Shire may monitor usage of the internet. There can be no expectation of personal privacy in the use of the Shire's internet and or email facilities.

A.3.5 OCCUPATIONAL HEALTH AND SAFETYPolicy Adopted 16th December 2011**Objective**

A safe and efficient place of work is the Shire of Leonora's goal, and all must be committed to reach this outcome.

Policy Statement

The Shire of Leonora regards the development and implementation of best practice Occupational Safety and Health systems as a common objective for the CEO, Managers, Supervisors, Team Leaders, Employees, Contractors and Volunteers.

The Policy of the Shire of Leonora is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

The employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- Comply with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements.
- Compliance with current Occupational Safety and Health Act 1984, and Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009, Codes of Practice and Guidance Notes.

Employees have a duty of care to

- Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- Reporting hazards, accidents, incidents and near misses to their supervisor.
- Co-operating positively in the fulfilment of the obligations placed on their employer.
- Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

A.3.6 ACTING CHIEF EXECUTIVE OFFICER**Policy adopted 16th December 2011****Objective**

To ensure a measure is in place for an Acting Chief Executive Officer to effectively carry out additional duties undertaken during the absence of the Chief Executive Officer

Policy Statement

In the absence of the Chief Executive Officer on periods of leave or absence for five or more consecutive working days then the Deputy Chief Executive Officer will be appointed Acting Chief Executive Officer for the period of the Chief Executive Officer's absence. In these circumstances any higher duties increase/provision in the salary of the Deputy Chief Executive Officer will be advised by the Chief Executive Officer.

In the absence of the Chief Executive Officer for periods of four days or less the deputy Chief Executive Officer will assume the role of Acting Chief Executive Officer for day to day decisions effecting the organisation. In these circumstances there will be no adjustment to the Deputy Chief Executive Officer's salary.

A.3.7 HARASSMENT, BULLYING AND DISCRIMINATIONPolicy Adopted 15th July 1997, amended 16th December 2011, 21st August 2012 & 14th December 2012**Objective**

- a) The Harassment, Bullying and Discrimination Policy aims to create an environment free from harassment, bullying and unlawful discrimination leading to a productive and positive workplace and educational setting. To achieve this objective the Shire of Leonora will:
- Implement effective procedures to manage complaints based on the principles of natural justice,
 - Promote and expect appropriate standards of conduct at all times.

Scope

- a) The Shire of Leonora does not condone harassment, bullying or unlawful discrimination and values diversity in employment and education. This policy applies to all officers, employees and elected members, as well as contractors or volunteers. Breaches of this policy will be treated as misconduct or serious misconduct and dealt with under the relevant staff policies and procedures.
- b) This policy applies in any Council context, including conferences, work functions, social and Christmas parties, as well as business trips.

Definitions***Harassment***

- a) Harassment is defined as behaviour that is directed at an individual or group of staff or students which, because of its severity and/or persistence, is likely to create a hostile or intimidating environment and detrimentally affect an individual's participation in employment or education. Harassment is determined by reference to the nature and consequences of the behaviour, not the intent of the initiator, and occurs in circumstances where a reasonable person would have expected the behaviour to be offensive, humiliating or intimidating.

Sexual Harassment

- a) Sexual Harassment is any behaviour of a sexual nature, which is unwelcome. It may involve a single incident or a series of incidents. The Commonwealth Sex Discrimination Act 1984 declares sexual harassment to be unlawful. The Shire of Leonora has a responsibility to protect all staff from sexual harassment. Sexual Harassment may include:
- physical contact - eg touching; patting; pinching; kissing or embracing someone; sexual assault and rape.
 - verbal comments - eg innuendo; smutty jokes; suggestive comments about someone's appearance or body; persistently inviting someone out; questions about a person's private life; requests for sexual favours.
 - nonverbal actions - eg leers; stares; displays of sexually explicit material; offensive

body and hand movements; suggestive letters and drawings, including email; indecent exposure, stalking.

- b) When identifying sexual harassment, the intent of the person whose behaviour caused offence is largely immaterial, as it is the effect of their behaviour that is relevant. If behaviour is unwelcome and is sexually oriented, and occurs in circumstances where a reasonable person would have anticipated the possibility that a person would have been offended, humiliated or intimidated by the conduct, then it is sexual harassment.
- c) Sexual harassment is not behaviour which is based on mutual attraction, friendship or respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

Bullying

- a) Bullying is defined as any on-going anti-social or unreasonable behaviour that offends, degrades, intimidates or humiliates a person, and/or has the potential to create a risk to health, safety and wellbeing. Overt or covert bullying refers to activities that create an environment of fear through acts such as:
- cruelty, belittlement or degradation,
 - public reprimand or behaviour intended to punish, such as isolation and exclusion from workplace activities,
 - ridicule, insult or sarcasm,
 - trivialisation of views and opinions, or unsubstantiated allegations of misconduct,
 - physical violence such as pushing, shoving or throwing of objects.

Discrimination

- a) Discrimination occurs when a person is treated less favourably than another person because of certain attributes. Under federal and state laws, it is against the law to discriminate against people or to harass them, in various areas of public life because of their:
- race, including colour, ethno-religious background or nationality,
 - sex or pregnancy,
 - transgender,
 - marital status,
 - disability,
 - carers' responsibilities,
 - homosexuality, or
 - age.
- b) It is also against the law to treat people unfairly, or harass them, because of the age, disability, carers' responsibilities, homosexuality, marital status, race, sex or transgender of any relative, friend or colleague.
- c) Direct discrimination is where someone is treated less favourably because of their sex, age, race, disability, pregnancy or any of the other grounds covered by anti-discrimination legislation. Indirect discrimination occurs when a requirement (or rule) that is the same for everyone has an effect or result that is, or is likely to, disadvantage staff because of their sex, race, disability etc.

Policy Statement

- a) Harassment or bullying of or unlawful discrimination against staff or Councillors by any employee or Councillor of the Shire of Leonora is unacceptable. Harassment, bullying and unlawful discrimination may:
- create an intimidating hostile, offensive or distressing work or study environment;
 - adversely affect the performance of individual staff;
 - adversely affect an individual's recruitment, level of appointment, promotion and progression opportunities;
 - adversely affect an individual's access to and/or participation in the range of professional development opportunities, support services, social and recreational facilities provided by the Shire of Leonora;
 - adversely reflect on the integrity and standing of the Shire of Leonora;
 - increase the risk of the Shire of Leonora as an employer to be exposed as being vicariously liable.
- b) The Shire of Leonora expects all members of staff, students, contractors and individuals who enter into particular relationships with the Shire of Leonora, to ensure that their behaviour meets appropriate standards and contributes to a productive workplace and learning environment.

Principles, Obligations and Responsibilities

- a) Reports and complaints of harassment, bullying and unlawful discrimination will be treated seriously by the Shire and will be investigated promptly in a sensitive, thorough and confidential manner ensuring that complainants and witnesses are not victimised.
- b) The principles of natural justice apply and will guide the application of this policy and associated procedures. This means that before a decision is taken about them, staff have the right to be informed about the nature and content of the issue, have the right to be heard and have the right to have an unbiased decision maker.
- c) All managers have a leadership role in ensuring the Harassment, Bullying and Discrimination Policy is adhered to and in taking appropriate action in circumstances where they become aware of existing or possible harassment, bullying or unlawful discrimination.
- d) The complaint resolution process is carried out in good faith and complaints that are frivolous, vexatious, misconceived or lacking in substance will be rejected if a preliminary investigation of the facts indicates this.

Resolution Options

- a) The Shire of Leonora encourages staff to endeavour to resolve issues directly and informally through a process of discussion and conciliation where possible. This may involve seeking advice from a supervisor, or Senior Manager. At any stage, strategies used to resolve a grievance may include, but need not be limited to, mediation, counselling or conciliation meetings between the parties.
- b) If the informal options do not work or are not appropriate, staff can make a formal complaint in writing under the Grievance Policy for Shire Staff.

- c) Staff may also refer their complaint to an external body at any time.
- d) In cases of assault or other criminal activity, staff should contact the Police.

Relevant Legislation

- [Age Discrimination Act 2004](#) (Cth)
- [Disability Discrimination Act 1992](#) (Cth)
- [Equal Opportunity for Women in the Workplace Act 1999](#) (Cth)
- [Equal Opportunity Act 1984 \(WA\)](#) (Cth)
- [Fair Work Act 2009](#) (Cth)
- [Human Rights and Equal Opportunity Commission Act 1986](#) (Cth)
- [Racial Discrimination Act 1975](#) (Cth)
- [Sex Discrimination Act 1984](#) (Cth)

A.3.8

SUPERANNUATION

Adopted by Council 16th December 2011

Objective

In order to be competitive in attracting suitable staff the Shire will make additional contributions to employee's superannuation where the employee also makes an additional contribution.

Policy Statement

The Shire acknowledges its legal obligations to meet superannuation contributions on behalf of its employees based on the following:

Superannuation Guarantee: The Shire meets its statutory obligation at the rate set by the Superannuation Guarantee Legislation. The contribution is paid by Shire for all employees, determined by applying the set rate to the employee's base salary.

In addition, the Shire will make an additional contribution to employee superannuation based on the following:

Contributory Superannuation: For employees who have elected to become a member of the Contributory Scheme, the Shire will contribute an additional 6% to the scheme where it is matched by a 6% contribution by the employee.

A.3.9 PROTECTION FROM THE SUN FOR OUTDOOR WORK

Policy adopted 15th July 1997

Objective

To protect employees from being exposed to long periods of ultra violet radiation from the sun

Policy Statement

It is the Shire's policy that employees exposed to long periods of ultra violet radiation from the sun be encouraged to take adequate precautions against its harmful effects. Employees are required to wear appropriate clothing and apply protective measures as follows:

- wear wide brimmed sun hat
- apply sunscreen at least twice daily to all exposed skin
- wear long sleeve light weight collared shirts; sleeves are not to be rolled up.
- wear long trousers or coveralls.

Shire will issue all of the above.

The type of equipment to be selected will be after consultation with all employees.

No less than the minimum standard of U.V. protection is to apply to all clothing and protective equipment selected.

A.3.10**EQUAL OPPORTUNITY**Policy Adopted 15th July 1997**Objective**

To ensure that the Shire actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

Policy Statement

The Shire recognizes its legal obligations under the Equal Opportunity Act, 1984, and actively promotes equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.

All employment training with the Shire is directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such training.

All promotional policies and opportunities with the Shire are directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within the Shire are directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagements.

The Shire does not tolerate harassment within its workforce. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, age, sex, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal employment opportunity goals of the Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

The Shire in no way deems that the adoption of this policy as meaning that the Shires current attitude, or those of its current employees, as requiring to be changed or modified.

A.3.11**STAFF TRAINING**Policy Adopted 15th July 1997**Objective**

To improve the services provided by the Shire by training and enhancing the skills of its employees.

Policy Statement

In order to enhance the skill of its employees the Shire has adopted the following policy in relation to staff training:

- 1 Management has a responsibility to organise its labour resources in the most efficient manner possible so as to maximise the services provided in an effective, economic and efficient manner.
- 2 The Shires workforce is its most important resource necessary for the achievement of the Shires objectives and the skills of the workforce are of the most fundamental significance.
- 3 Education which is the acquisition of general tertiary and professional skills and qualifications is the responsibility of the individual employee. This does not preclude the Shire from assisting an employee (eg study leave) but such assistance extended at the discretion of the Shire is not an employee right.
- 4 Training is an extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or provide for future progression and is the joint responsibility of the Shire and the employee.
- 5 The Shire recognises the need for attention to and investment in staff training and authorises the allocation in each year's draft budget an appropriate amount for staff training.
- 6 The Chief Executive Officer is responsible for the management of the funds allocated for staff training in each department and any expenditure may, subject to provision being made in the budget, be endorsed by the Chief Executive Officer without reference to the Council.
- 7 Funds allocated by the Council for staff training may be directed towards any "training or professional development expenditure" and without limiting the generality of this clause, may include:
 - a) Cost of salaries, registration & course fees, travelling and accommodation involved in attending training courses and where appropriate, exams, seminars or conferences.
 - b) The wages and overheads associated with the employment of training officers and similar appropriate persons for the provision of internal and external training courses and on the job training.
 - c) Purchase of videos, books and other appropriate training & educational aids.
 - d) Other appropriate training and professional development initiatives at the Chief Executive Officer's discretion.

8. As a general guide the Shires preference for staff training activities are:
 - a) Utilisation of any local training opportunities or courses.
 - b) Co-ordination with other local training exercises (eg with local businesses and with government departments).
 - c) In-house training activities.

A.3.12

SMOKE FREE ENVIRONMENT

Policy Adopted 15th July 1997

Objectives

To protect the health of all employees and the public users of the Shire's facilities.

Policy Statement

The Shire recognizes that passive smoking is hazardous to health and that non-smokers should be protected from the inhalation of tobacco smoke.

To protect the health of all employees and the public users of Shires facilities, it is the Shires Policy that no one is permitted to smoke in any enclosed Shire work place, meeting room or vehicle.

All employees, public facilities users and visitors to work places where the Shires smoking policy applies must be informed of the Smoke Free Policy and encouraged not to smoke by use of strategically located and well designed signage; or if they wish to smoke, to do so in an open area outside the building or vehicle, but away from open windows or doors.

A.3.13

STAFF – SENIOR EMPLOYEES

Policy Adopted 15th July 1997

Objective

To set out “senior employees” as defined under section 5.37 of the Local Government Act 1995 for the Shire of Leonora.

Policy Statement

For the purpose of section 5.37 of the Local Government Act 1995, the Council designates the following employees to be “senior employees”-

Chief Executive Officer
Deputy Chief Executive Officer
Manager Works

A.3.14 STAFF – PRESENTATIONS ON TERMINATION

Policy Adopted 15th July 1997

Objective

To ensure a consistent approach to presentations on staff terminations is applied across the organisation within reasonable limits.

Policy Statement

That the Council present a gift to staff upon termination, and also provide light refreshments and drinks, where appropriate in the opinion of the Chief Executive Officer, but subject to :

- i. Staff contributing also to the gift, or another separate gift.
- ii. Service to Council being not less than two years.

Reference to Council where unusual circumstances are involved.

A.3.15 SALARIES AND WAGES – MODE OF PAYMENT

Policy Adopted 15th July 1997

Objective

To ensure consistency and efficiency in the issuance of salaries and wages.

Policy Statement

Council's policy is to pay its employees' salaries and wages by direct lodgement to the employee's bank account. This policy is to be condition of employment.

A.3.16 PAYROLL DEDUCTION OF UNION SUBSCRIPTIONS

Policy Adopted 15th July 1997

Objective

To assist employees to meet their subscription obligations.

Policy Statement

Council's policy is to support the payment of Union fees by employees through a system payroll deduction.

A.3.17 STAFF INCENTIVE – SICK LEAVE BONUSPolicy Adopted 15th March 2005, amended 16th March 2010**Objective**

The sick leave incentive bonus scheme is designed to encourage staff not to take unnecessary sick leave, thereby increasing productivity and minimizing the disruption to Shire operations and unfair burden on employees required to cover for absent fellow workers.

Policy Statement

- The sick leave bonus is available to all permanent employees (full-time and part-time)
- The sick leave bonus will comprise a payment of up to one weeks sick leave, based on the employees sick leave history for the preceding 12 months

For example, if an employee has taken no sick leave, they will receive one weeks sick leave bonus

If an employee has taken say, three days sick leave the bonus will be equivalent to 2 days sick leave.

- The bonus cuts out if the employee takes 5 or more day's sick leave in the preceding 12 months.
- The bonus will be paid in the first pay period in December each year. The first bonus payment to be made in December 2005.
- The employee has the right to not accept payment of the bonus and retain the accrual.
- Any such leave bonus payments made to an employee will be deducted from their sick leave accrual.
- The employee is responsible for any taxation implications associated with the payment
- The bonus is not available to any Council employee who takes time off without reason and who does not claim that time off as sick leave.

A.3.18 FITNESS FOR WORK (INCLUDING ALCOHOL, DRUGS & ILLEGAL SUBSTANCE USE IN THE WORKPLACE)

Policy Adopted 21st August 2012, and amended 14th December 2012

Objective

The objectives of introducing a Fitness for Work Policy and the associated procedure is to address the risk posed to the Shire's employees by the abuse of alcohol, drugs and substances or impaired work performance. The policy is directed towards the welfare of individual employees and the safety and health of other people.

The purpose of this procedure is to detail the guidelines and actions required to manage fitness for work within the workplace, including:

- Illicit drug use
- Alcohol use
- Prescription medication
- Other medication
- Fatigue
- Any other factors where concentration and agility of an employee is affected.

Scope

It is the intent of the Shire of Leonora that this policy applies to all employees (including office and managerial employees), contractors, volunteers and consultants to the operations. Contractors performing services for the Shire will be required to adhere to these standards to ensure their behaviour does not adversely affect the safety of employees or members of the public.

Definitions

For the purpose of this policy, the abuse of alcohol and/or other drugs includes:

- *Impaired work performance* – sudden or gradual deterioration in a person's ability to function appropriately at work;
- *Unfit for work* – being impaired for work and therefore unable to perform duties in a safe manner;
- *Use* – eating, drinking, inhaling, injecting or dermal absorption of any substance or drug;
- *Misuse* – inappropriate use of a substance on a Shire premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice;
- *Alcohol* – any beverage containing alcohol;

- *Drugs* – Amphetamines, Cannabinoid's THC, Opiates, Barbiturates, Cocaine, Methadone, Benzodiazepines, alcohol and/or other substances (including, “hangovers” and/or “come downs”, etc);
- *Fit for work* – means that an individual is in a state (physically, mentally and behaviourally) which enables the employee to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.

Policy Statement

The Shire recognises there are many factors that have the potential to affect a person's ability to concentrate or function appropriately whilst at work. This risk could adversely affect the safety and health of the direct employee, other employees or members of the public. This procedure outlines guidelines and expectations of the Shire to control the incidence of risk or injury or accident as a result of an employee being unfit for work. All employees of the Shire of Leonora will be subjected to undertake random drug and alcohol screening (paid by the Shire). If the employee refuses to comply with the requirement to undertake drug and alcohol screening then the employee places himself at serious risk of dismissal. Any employee of the Shire found to be under the influence of or suffering from the adverse effects of drugs, alcohol or any other substance whilst at work will be disciplined appropriately. Serious offences will place the employee at serious risk of dismissal.

ALCOHOL

Being under the influence of alcohol will not be permitted whilst working on the premise or property of the Shire. Any employee who records an alcohol reading during a random onsite breath test, will be stood down from their duties and either taken to the nearest police station for a blood alcohol test or to the Shire's medical provider for a blood alcohol test. Should an employee's blood alcohol level be deemed to be 0.05 and over, the employee will be suspended from work without pay for the remainder of the day. As the employee will be over the legal limit to drive, alternative transport will be required.

If the blood alcohol level is under 0.05, employees will be prohibited to operate Shire machinery, plant or equipment until a blood alcohol content of 0.00 is reached. If the employee refuses to comply with the requirement to undertake drug and alcohol screening then the employee places himself at serious risk of dismissal.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of employment at the Shire that employees make alternative arrangements to get home. The Shire accepts no responsibility for employees during travel to and from the function.

DRUGS AND PRESCRIPTION MEDICATION**Illicit drugs and other substances**

Illicit drugs and other substances are strictly prohibited by the Shire. Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on Shire property or premise will result in disciplinary action and the employee being at serious risk of dismissal. All employees of the Shire of Leonora will be subjected to undertake random drug and alcohol screening (paid by the Shire).

If the drug screen proves positive on the first offence, the employee will receive a written warning and will be unable to return to the workplace until a clear reading is obtained and provided to the Shire at the employee's expense. If an employee is found to give a positive result on the second offence, they will receive a second written warning and will be unable to return to the workplace until a clear reading is obtained and provided to the Shire at the employee's expense. On the first and second offence, the employee has up to three months in which to provide a negative test. Failure to provide a negative test will place the employee at serious risk of dismissal. The employee must also agree to be submitted for subsequent drug testing whenever random screening is performed for a period of twelve months following their return to the workplace. The employee will be instantly dismissed if a subsequent test is undertaken with a positive result during this time.

Repeated offences will place the employee at serious risk of dismissal.

Prescription and other medication

It is an employee's responsibility to inform their supervisor of any medication they are taking. It is also a requirement of employees to advise their supervisor of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day. This information is to be recorded on their personnel file for reference in the event of an emergency. It is also necessary for the employer to record any known allergic reactions to any medication an employee may have (ie penicillin).

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations.

Failure to follow these requirements will result in disciplinary action and will place the employee at serious risk of dismissal.

Fatigue

Fatigue can be the result of many different situations. Due to this, this policy will directly reflect the implications of fatigue through (but not limited to) the following external triggers:

- Lack of sleep;
- Voluntary work; and
- External work commitments.

In the interests of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgment, therefore increasing the potential to cause injury or harm to themselves, other employees or members of the public.

It is the policy of the Shire to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside of their employment with the Shire.

Depending on the circumstances, the Shire may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire, sleep / rest and additional hours worked elsewhere (including paid and voluntary work). If this agreement is reneged by the employee, disciplinary action may result.

If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen will be required. If positive, disciplinary action will result.

In circumstances where the employee is, in the judgement of the Shire, unfit to remain at work, the employee will be stood down from work without pay for the remainder of the day.

EMPLOYEE ASSISTANCE PROGRAMME (EAP)

The Shire understands employees may be experiencing difficulties external to work that may influence their behaviour and health whilst at work. To assist with the recovery of the employee, the Shire has in place a confidential employee assistance programme. For the purpose of this policy, this programme will be offered to first offence employees through ratification of the Chief Executive Officer. This programme will also be offered on the second confirmed screening. The Shire will offer a total of six (6) counselling sessions; if further sessions are required, approval is to be obtained from the Chief Executive Officer.

If an EAP is offered as a result of a first offence and the employee declines the offer, they must attend the EAP on the second offence or face possible dismissal. Due to the confidentiality of the EAP, it is the responsibility of the employee to provide the Shire with proof that the employee attended the EAP.

Employees who have not failed to meet the guidelines of this policy and feel an EAP would benefit them due to personal circumstances may utilise these services. Such employees do not contravene the guidelines of this policy if they volunteer for the EAP service.

DISCIPLINARY ACTION

If this policy is in any way contravened by an employee the following will result.

General guidelines

Any employee who tests positive to an alcohol breath screen or urine drug screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work. Any person who demonstrates the signs of being significantly fatigued will be subjected to a random drug and alcohol screen and will be stood down from work until such time as they have proven they are fit for work.

First offence

- The employee will be immediately suspended from duty if found unfit for work.
- The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- The employee will not be permitted to return to work until they have been tested again and proved negative for all proscribed substances and the results provided to the Shire at the employee's expense. The employee has up to three months to provide a negative test. Failure to provide a negative test will place the employee at serious risk of dismissal.
- The employee will receive a written warning.
- The employee will be counselled by their supervisor focussing on:
 - The unacceptability of the employee's behaviour;
 - The risk that such behaviour creates for the safety of the individual and other employees or members of the public;
 - The employee's responsibility to demonstrate that the problem is being effectively addressed; and
 - The understanding that any future breach of the policy will place the employee at serious risk of dismissal.

The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and cannot be made mandatory. However, refusal to accept counselling will place the employee at serious risk of dismissal. The employee will be required to undertake compulsory screening, paid by the Shire, when any random alcohol and/or drug screening is undertaken for the period of twelve months following their return to the workplace.

The Shire will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

Second and Subsequent Offences

- The employee will be immediately suspended from duty if found unfit for work.
- The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances and the results provided to the Shire at the employee's expense. The employee has up to three months to provide a negative test. Failure to provide a negative test will place the employee at serious risk of dismissal.
- The employee will receive a written warning.

- The employee will be counselled by their supervisor and the Deputy or Chief Executive Officer focussing on:
 - The unacceptability of the employee's behaviour;
 - The risk that such behaviour creates for the safety of the individual and other employees or members of the public;
 - The employee's responsibility to demonstrate that the problem is being effectively addressed; and
 - The understanding that any future breach of the policy will place the employee at serious risk of dismissal.

Counselling will be offered. The employee will be instantly dismissed without notice if he/she declines the offer to the EAP on second offence. Due to the confidentiality of the EAP, it is the responsibility of the employee to provide the Shire with proof that the employee attended the EAP. The employee will be submitted to undertake compulsory screening when any random alcohol and/or drug screening is undertaken for the period of twelve months following their return to the workplace paid by the Shire. If the employee refuses to comply with the requirement to undertake drug and alcohol screening then the employee places himself at serious risk of dismissal. The Shire will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed at the sessions before they are permitted to return to work.

SUMMARY DISMISSAL

The following are guidelines to circumstances that will result in summary dismissal without notice:

- Any attempt to falsify the drug and alcohol screen;
- Cultivating, selling or supplying drugs and/or other substances;
- Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period;
- Unlawful behaviour that has the effect of irretrievably damaging the employer/employee relationship.

OTHER

If an employee is found to be heavily intoxicated, above the legal limit to drive, register a positive drug reading, or extremely fatigued and they are to be sent home without pay, it is a requirement of their supervisors to:

- Contact the employee's next of kin to arrange pick up;
- If next of kin is unable to be contacted or unable to take employee home, the supervisor will take them home. The employee is to be advised that their vehicle must be safely collected that day at no responsibility to the Shire. Additionally, the Shire takes no responsibility for any vehicles that are not collected.

NEW EMPLOYEES

All potential new employees will be required to undergo a pre-employment medical examination or complete a pre-employment medical statement. Part of this examination will include a drug and alcohol screen. If a prospective new employee has a positive reading on any of the tested substances, they will not be eligible to be offered the position they have applied for.

C.4.1 ENVIRONMENT – COUNCIL RECOGNITION

Policy Adopted 15th July 1997

Objective

The good management of the environment is a primary task of the Council and should be considered in all of its conditions.

Policy Statement

The term ‘environment’ means living things, their physical, biological and social surroundings, and interaction between all of these.

The council decisions affecting the environment shall be based on the development of sound policies developed through consultation with the community.

A co-ordinated approach to all environmental matters is required. Activities of the Council should be co-ordinated with each other as well as those of outside bodies wherever necessary to ensure that maximum benefit is obtained.

The Council will initiate measures to identify environmental issues important to the residents of the Shire and will take action as necessary to address those issues.

The Council will inform the public of issues concerning the environment through press releases, and other methods as appropriate.

C.4.2

LIBRARY CHARGES

Policy Adopted 15th July 1997

Objective

To ensure that appropriate cost recovery is undertaken on a fee for service basis.

Policy Statement

The Council supports the principle of a free public library service with no charge being made for obtaining, displaying and lending books and related materials, other than charges levied through the Rates.

Council's Policy is that any additional services provided through its libraries should be paid for by the users of any such services.

C.4.3 UNRULY BEHAVIOUR IN COUNCIL FACILITIES

Policy Adopted 15th July 1997

Objective

To provide a safe, enjoyable environment for users of Council owned facilities.

Policy Statement

Shire of Leonora officers operating Council owned facilities, such as the Recreation Centre, Swimming Pool, Youth Centre etc, in prior consultation with the Chief Executive Officer have delegated power to ban individuals from using or entering the facility should the officer deem any person to have maliciously caused damage or otherwise behaved in an offensive manner (including verbal or physical assault etc), that person be informed both verbally and by formal correspondence that they are not permitted to enter the facility grounds or building.

Where appropriate, liaison with the offender and/or family (if the offender is a young person), will be undertaken in an effort to prevent future occurrences.

The Chief Executive Officer will have the final determination of the length of time to which persons are prohibited from entering facility grounds or buildings.

C.4.4 USE OF COMMUNITY BUS AND/OR OTHER VEHICLES

Policy Adopted 16th December 2011

Objective

To ensure that appropriate arrangements are in place for the hire of the community bus and other vehicles that may be available.

Policy Statement

The Chief Executive Officer will set out conditions to be imposed on the hire of the community bus and/or other vehicles.

These conditions will consider that properly licensed drivers only operate the vehicle, and that the vehicle is returned in a proper manner.

The Chief Executive Officer will also set out hire fees and bonds etc that will apply to the vehicle.

C.4.5**GWALIA COLLECTION POLICY**Policy Adopted 17th December 2012**Objective**

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

Background

Gwalia is owned and operated by the Shire of Leonora and operates under the guidance of the Gwalia Reference Group.

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

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

Policy Statement**1. Vision**

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

2. Mission

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

3. Aim

Our aim is to:

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

4. Principal themes and storylines

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

4.1 Principal Theme 1: Gwalia

Storyline 1: The Mine Town

Storyline 2: Sons of Gwalia Mine(s)

Storyline 3: Transient nature of mining and ghost towns, with a focus on those within the Shire of Leonora.

4.2 Principal Theme 2: Regional Leonora

Storyline 1: Indigenous

Storyline 2: Pastoral

Storyline 3: Towns and settlements

5. Purpose of the Collection

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

We will achieve this by acquiring, conserving and sharing:

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

6. Acquisitions

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

6.1 Acquisitions criteria

Proposed new acquisitions for the collection will:

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

6.2 Physical condition

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

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

6.3 Accepting items for consideration

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

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

The decision whether to accept an item is made by the Gwalia Reference Group.

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

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

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

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

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

Suitable documentation is to be kept for transfers and purchases.

6.4 Considering items for acquisition

The Curator will prepare an acquisitions proposal for each item to be considered by the Gwalia Reference Group. The Reference Group will make a recommendation to Council as to whether or not to accept the item.

6.5 Acceptance of items

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

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

6.6 Accession register

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

6.7 Catalogue of items

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

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

6.8 Object files

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

6.9 Decline of offer

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

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

7. Loans

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

The Curator will prepare a Loan Request form for all inward and outward loans to be considered by the Gwalia Reference Group. The Reference Group will make a recommendation to the Shire of Leonora whether to accept the loan or not.

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

7.1 Inward loans

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

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

7.2 Outward loans

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

Loans will not be made to individuals.

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

7.3 Loan agreements

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

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

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

7.4 Condition reports

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

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

8. Access to the collection

8.1 Telephone, email, fax & web enquires

All enquiries will be:

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

8.2 Physical access

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

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

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

8.3 Requests for copies of material

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

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

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

9. Conservation

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

9.1 Preventative conservation

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

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

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

9.2 Interventive conservation

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

Statutory approvals will be sought prior to the commencement of work

10. Disposal and de-accessioning

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

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

Items can only be disposed of in the following ways:

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

10.1 Disposal criteria

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

- 10.1.1 it does not meet the mission and aims of this policy;
- 10.1.2 it is damaged or deteriorated beyond repair;

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

10.2 De-accessioning procedures

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

Proposal and relevant minutes will be kept in the Object File for information.

11. Winding up of operations

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

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

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

12. Disaster preparedness

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

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

The Disaster Plan will be updated every two years.

13. Collection and policy review

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

M.5.1**CONFERENCES – MEMBERS
ATTENDANCE AND REPRESENTATION****Policy Adopted 16th December 2011****Objectives**

To determine the nature and extent of the Shires attendance at international, national and interstate conferences, study tours, seminars or conventions.

Policy Statement

The following guidelines are to be considered for any proposal for representatives of the Shire to attend conferences, study tours, seminars or conventions:

1. When it is considered desirable that the Shire be represented at an international national or interstate conference, study tour, seminar or convention, a maximum of one Elected Member and one officer may attend;
2. Following attendance at such a conference, study tour, seminar or convention , the Elected Member shall within thirty days of their return submit a report detailing the proceedings for the Shire's information and records;
3. In considering Elected Members attendance at a conference, study tour, seminar or convention or the like, the Council will take into consideration previous attendance at similar events and possible benefits to the Shire for an elected member to attend the event;
4. All conference papers and/or information relating to the proceedings become the property of the Shire and will be returned to administration staff should the Elected Member no longer remain a Councillor.

M.5.3**PUBLIC QUESTION TIME**Policy Adopted 17th November 1998 and amended 16th December 2011**Objective**

To provide a process which will address questions by the public in a timely manner?

Policy Statement**(1) Prior to the meeting.**

The Shire will provide a register and question form for people who wish to ask a question at public question time. The register and forms will be available at least 30 minutes prior to commencement of the meeting.

(2) During the meeting

The procedure for dealing with question from the public during the meeting will be as follows-

- (a) The presiding person opens question time with a brief statement on the rules including-
 - (i) the period of time set aside for public question time;
 - (ii) the availability of the written rules in the chamber;
 - (iii) the Shire policy that people will be called to ask their question in the order they have registered;
 - (iv) any person who has not registered will be given an opportunity to ask a question after those who have registered;
 - (v) the Shire policy that each person is allowed a certain number of questions or a set amount of time;
 - (vi) the right of each person, if they have further questions, to return to the end of the queue;
- (b) persons are requested to come forward in the order they have registered;
- (c) give their name;
- (d) read out their question;
- (e) before or during the meeting each person is requested to provide a written form of their question to the CEO;
- (f) the presiding member will determine who is to respond to the question;
- (g) the question is responded to, taken on notice or not accepted;
- (h) the person having used up their allowed number of questions or time is asked by the presiding member if they have more questions; if they do then the presiding member notes the request and places them at the end of the queue; the person resumes their seat in the gallery;
- (i) the next person on the registration list is called;
- (j) the original registration list is worked through until exhausted; after that the presiding member calls upon any other persons who did not register if they have a question. (people may have arrived after the meeting opened);
- (k) when such people have asked their questions the presiding member may, if time permits, provide an opportunity for those who have already asked a question to ask further questions;
- (l) public question time is declared closed following the expiration of the allocated time period or where there are no further questions.

3) Following the meeting

It is a requirement that the minutes of the meeting contain a summary of each question asked and the response given. Questions taken on notice will be researched and a written response provided to the questioner, assuming they have provided a name and contact details. Responses to questions taken on notice must be included in the minutes of the following meeting.

T.6.1 PLANT AND VEHICLE REPLACEMENT PROGRAMPolicy Adopted 16th December 2011**Objective**

To determine a plant and vehicle replacement program that provides for the economical replacement of, or purchase of additional, plant and vehicles.

Policy Statement

To ensure that the Shire has the most advantageous process for the replacement of, or purchase of additional, plant and vehicles, senior staff shall prepare a ten year purchase and replacement program.

The ten year programme shall be prepared in time to allow Council consideration for inclusion for long term planning documents for the ensuing 9 years and draft budget etc.

In determining the Vehicle Purchase and Replacement Programme of plant, machinery and light vehicles, the Manager of Works should use the guide below to determine their changeover date.

Plant is to be sold, replaced or changed over when:

- An optimum return is possible.
- The cost of maintenance, repairs and parts are considered excessive.
- The plant has reached the end of its useful life.
- It no longer meets the operational requirements of the Shire

Generally, graders and other heavy duty items (e.g. loaders) will be changed over every five years, prime mover and other trucks every ten years, light vehicles (except administration sedans) every two years or 40,000km, and administration sedans every year or 20,000km.

The Shire will purchase ANCAP four (4) and five (5) star rated motor vehicles where practicable.

T.6.2

**SHIRE PLANT AND EQUIPMENT
AFTER HOURS USE**

Policy adopted 16th December 2011

Objective

To establish the criteria for the after hours use of Shire plant and equipment where it is to be used for a local community organisation or sporting body.

Policy Statement

The Chief Executive Officer is authorised to permit the after hour's use of the Shires plant and equipment at no cost provided that the plant and equipment:

1. Is used to facilitate works for a local community organisation or sporting body;
2. Is operated by appropriately trained and authorised Shire employees only;
3. Does not leave the Shire of Leonora;
4. Is available at the relevant depot and does not involve unnecessary transportation.
5. Is returned to the relevant depot in time for normal Shire operations.

T.6.3

OPERATION OF SHIRE PLANT

Policy Adopted 16th December 2011

Objective

To ensure the appropriate use of Shire plant and equipment

Policy Statement

That all Shire plant and equipment is to be operated only by authorised personnel, and that the Chief Executive Officer and / or Manager of Works are the only persons permitted to provide that authorisation.

T.6.4 REFUSE COLLECTION CHARGES

Policy Adopted 16th December 2011

Objective

To set guidelines for the imposition of refuse collection charges on properties in the Shire of Leonora.

Policy Statement

Refuse collection charges are used to offset the costs of the waste collection and disposal service operated by the Shire. These costs include but are not limited to the following:

• Wages of refuse truck driver	• Refuse site annual maintenance
• Replacement of collection trucks	• Dozer hire for new trenches
• Refuse truck operating costs	• Landfill license from the DEC
• Supervision by Manager of Works	• Covering waste with fill
• Administration of refuse service	• Provision of fencing
• Street bin refuse collection	• Litter cleanup around site
• Maintenance of street bins	• Burning green waste
• Cost of providing a refuse site	

The Shire will identify the costs of providing the refuse collection and disposal service and impose fees and charges that reflect the cost of providing the waste management service.

When determining the fees, the Council will take into consideration that the income received from the refuse collection fees should offset the annual cost for the provision of waste management within the Shire.

In order to ensure that all landowners contribute equitably to the provision of the waste management service, the following category of fees will apply.

Category	Rate	Number
Vacant Residential Land	N/A	Nil
Vacant Commercial Land	N/A	Nil
Vacant Industrial Land	N/A	Nil
Residential Property	Residential collection rate	Min 1 - 240L bin
Commercial Property	Commercial collection rate	Min 1 - 240L bin
Industrial Property	Commercial collection rate	Min 1 - 240L bin

Note: Fees are set by the Council annually at the adoption of the budget

Caretaker's residences on commercial or industrial property will require an additional bin to service the residence.

A reduction in refuse collection charges will not be considered.

T.6.5**VENDOR / TRADING LICENCE**
Policy Adopted 15th July 1997, amended 20th October 1998**Objective**

To set out guidelines for the issuance of Vendor/Traders Licences.

Policy Statement

The applicant should firstly submit an application for a Traders/Vendors Licence in writing addressed to:

The Chief Executive Officer
PO Box 56
Leonora WA 6438

Giving details of:

Name (Owner/Proprietor)
Business Name
Business Address and Postal Address
Nature of Business and type of goods sold
Duration of stay (usually no more than three days)

Then the Application and details are presented to the next Ordinary Meeting of Council held on the third Tuesday of every month. It is therefore important to make application no later than one week prior to the Council Meeting to allow the Council Staff to prepare the submission into the regular format for presentation to Council for consideration.

After the meeting day presentation, the applicant will be advice of Council's decision by telephone / fax and also in writing. The applicant will be advised if the submission is rejected and the reasons for rejection.

Fees: an annual fee set by Council each year in its schedule of fees and charges is payable to the Shire of Leonora.

Location for trading: Currently the vacant land south of the Leonora Motor Inn car park is suitable for trading, however this can be subject to Council discretion and may change from time to time.

Reviewed at Council meeting held on 20th October 1998 to include:

The Chief Executive Officer is delegated authority to negotiate with traders/vendors and when considering an application the Chief Executive Officer is to consider:

- i. The nature of business and type of goods sold;
- ii. The effect the business has local traders;
- iii. The duration of the stay

If a trader/vendor is unable to obtain suitable premises from which to operate within the central business area, the Chief Executive Officer is delegated authority to approve suitable location within the town site provided no nuisance is created by the nature of that business.

T.6.6	BUILDING CONTROL
FREE STANDING GARDEN SHEDS, PATIOS AND PERGOLAS	
Policy Adopted 15 th July 1997	

Objective

To set out guidelines for ratepayers as to whether a building permit is required or not.

Policy Statement

The Council does not require the submission of an application for Building Licence for the following structure provided they are constructed in new materials and in a workmanlike manner.

1. Free Standing Garden Sheds

Garden sheds of a maximum area not exceeding 15m², subject to the following conditions:

- a) To be located at the rear of the dwelling or unit;
- b) To be located at least 1m from the rear and side boundaries. In the case of a corner block, to be located no less than 6m from the secondary street;
- c) To be a maximum height of 2.1m;
- d) To be located no less than 1.8m from the dwelling or unit

Where there already exists two separate outbuildings on the site, Council approval is the required for a garden shed.

2. Patios

A “patio” is a structure attached to the exterior of a dwelling or unit and is roofed, but not enclosed.

Patios located at the rear of the dwelling or unit will permitted provided the structure does not exceed the area occupied in length by the rear of the dwelling or unit and no wider than 2.4m.

The structure is to be no wider than 1.2 to any boundary.

3. Pergolas

A “pergola” is a structure attached to the exterior of a dwelling and is partially roofed, but not enclosed.

Open-sided pergolas are not to be permitted at the rear of the dwelling under the same conditions as patios.

T.6.7 BUILDING CONTROL - DURATION
Policy Adopted 15th July 1997

Objective

To ensure that building applications are carried out in a timely manner, so as not to impose long term on the amenity of the area.

Policy Statement

It is Councils Policy that all Building Licences issued are to be valid for a maximum period of 24 months.

An extension of time or renewal of Building Licence is to be limited to 12 months per extension.

The fee payable on the renewal of a Building Licence is to be in proportion to the extent of the building to be completed, eg:

If 50% completed then 50% of fee charged

If 75% completed then 25% of fee charged

<p>T.6.8</p> <p>BUILDING CONTROL</p> <p>BUILDINGS – SET OUT BY LICENSED SURVEYOR</p> <p>Policy Adopted 15th July 1997</p>

Objective

To ensure buildings are correctly set out within lot boundaries.

Policy Statement

It is the Council's policy that the following condition be imposed on all building licences issued for all developments, excluding single residential buildings, outbuildings, etc. That is, the condition is to be imposed on duplexes, group residential, commercial, industrial and the like.

All buildings are to be set out by a licensed surveyor. The set out is not to occur unless the boundaries of the lot have been re-established by a licensed surveyor who confirms that they pegs determining the lot boundaries are correctly positioned.

T.6.9**BUILDING CONTROL
RELOCATED DWELLINGS**Policy Adopted 15th July 1997**Objective**

To ensure that second hand dwellings are of a quality standard and do not impose negatively on the amenity of the area.

Policy Statement

This policy is to apply for any dwellings proposed for relocation into any part of the Shire.

All relocated dwellings are to comply with relevant provisions of the Building Code of Australia, Health Act and Town Planning Scheme.

The dwellings are to be inspected by a Council Building Surveyor at the expense of the applicant (to be paid in advance) and a list of required work will be made. Alternatively, Council will consider a written report from the appropriate Local Authority Building Services Department or a Structural Engineer.

For the assessment of the proposed relocation, the Council requires the submission of a Building Licence Application, together with plans, site plans and photographs of the dwelling.

The council may seek comment from adjoining and affected landowners.

If any approval is granted, the following additional requirements may be imposed and applicants are to be advised accordingly:

1. The formal submission of an application for both a building licence and septic tank (where applicable).
2. The building is to be completely restumped.
3. The underside of the building is to be enclosed.
4. The exterior claddings, walls and roof are to be brought up to as new standard (this may entail brick veneering).
5. Council will consider the effect on surrounding properties and may require alterations to the design and site location so as to complement the surrounding properties.
6. The applicant will be required to complete all specified required works within 12 weeks of the relocated building being placed on site.
7. A bank guarantee to the value of \$5,000 will be required to be lodged with Council, which will be released when the work is either completed or on a pro rata basis and refunded at the discretion of the Building Surveyor
8. Asbestos to be removed prior to transporting the dwelling to the Shire.

T.6.10**BUILDING LICENCES****Policy Adopted 15th July 1997****Objective**

To ensure that the customer is aware of fees that may be incurred when lodging a building application.

Policy Statement

It is Council policy that Building Licence applications be assessed before approval to determine the estimated value of the proposed construction in accordance with Regulation 24 of the Building Regulations 1989, for the purpose of setting Building Licence fees. Council's Building Surveyor is authorised to set minimum estimated rates for various methods of construction to assist in its assessment of applications.

If an applicant does not agree with the estimated value which has been calculated, the applicant may be required to submit such things such supporting evidence on construction value as considered necessary by the Building Surveyor to enable a revision of the estimated value.

T.6.11 CONDITIONS FOR SURFACE CLEARING AND DRILLING ACTIVITIES WITHIN THE LEONORA TOWNSITE

Policy Adopted 21st July 1998

Objective

To ensure minimal disruption occurs when clearing and drilling activities within the Leonora townsite are carried out.

Policy Statement

1. Drilling is to be conducted during daylight hours between the hours of 7.00am and 5.00pm excluding Sundays and Public Holidays.
2. The residents living within 500 metres of any drill site to be consulted prior to the commencement of any drilling.
3. The Department of Environmental Protection Regulations in regards to noise and dust are complied with.
4. Implementation of appropriate compliance audit to ensure compliance with DME guidelines, Mining Act 1978 and Regulations 1981 requirements.
5. All drill holes on land to be developed are to be backfilled with sand.
6. Clearing lines of vegetation for access should be done after reasonable alternatives accesses have been considered. Where clearing is necessary, equipment blades are to be above ground level so as to minimise soil displacement and erosion potential.
7. Grid lines and cross that have been cleared are to be closed off at the completion of the programme to prevent them being used as thoroughfare by vehicles. Cleared vegetative material can be used as a barrier for this purpose.
8. Damage to the environment is to be kept to a minimum.
9. Should groundwater be incepted whilst drilling, appropriate measure must be taken to contain the material being ejected/discharged (ie, sumps, or tanks). Drilling must cease immediately upon the discharge of water until appropriate and approved containment facilities have been implemented.
10. Prevention of hydrocarbon discharge and removal with suitable remediation of all contaminated soils.
11. At the completion of any drilling, all drill holes are to be securely capped immediately and plugged below ground level (preferably with conical concrete plugs) within three months of completion of the approved drilling programme.
12. Within three months of completion of the approved drilling programme, all plastic bags, grid pegs and other artificial debris and waste are to be removed from the site and compacted areas ripped on the contour and seeded with locally occurring native flora species.

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2 (F) PROPOSED 2017/18 SCHEDULE OF FEES AND CHARGES

SUBMISSION TO: Meeting of Council
Meeting Date: 20th June 2017

AGENDA REFERENCE: 10.2 (F) JUN 17

SUBJECT: Proposed 2017/18 Schedule of Fees and Charges

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 1.6

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 9th June 2017

BACKGROUND

At the beginning of May 2017, the executive management team met to discuss reviews of fees and charges that had been underway since the 2016/17 budget review. To properly review and engage all staff and ensure that all considerations had been undertaken, each department was contacted with the relevant section from the 2016/17 fees and charges schedule and they were invited to participate in the review and offer comments for consideration etc. This particularly included close review of associated legislation and regulatory references that dictate many of the fees and charges by Council.

Although the fees and charges will not be adopted until Council considers the 2017/18 draft annual budget, with the early completion of the review, it was considered an opportune time to review with the Council, so that any final adjustments can be made to schedule and relevant budget considerations undertaken prior to the draft annual budget being presented.

Attached for information, is the proposed 2017/18 schedule of fees and charges. Some information is noted below to assist with the notable changes and considerations within the document:

- Animal Control – all fees have been reviewed against legislation and updated accordingly (if required)
- Caravan Park Registrations – all fees have been reviewed against legislation and updated accordingly (if required)
- Child Care Centre Income – a comparison of like neighbouring centres was undertaken, which revealed that the fees at the Leonora Childcare facility are very competitive. Given that the centre is currently operating under an exemption at minimal times, it was decided to leave the fees for the first six months of the years, and then increase by 1.5% from the 1st January 2018, at which time more staff will have achieved the desired higher level qualification.
- Sanitation Household – a nominal increase of 1.5% is being recommended to both domestic refuse and commercial refuse collections
- Cemetery – an increase to application fees of \$100 is being recommended. This still leaves the Shire of Leonora's application fee at the lower end of the scale in comparison to other local governments, and is more reflective of the increased services at the cemetery (more bins etc)
- Swimming Pool – A review of neighbouring pools was undertaken and the Leonora Aquatic Centre's fees sit in the middle of the range. When consideration is given to the age, standard, condition of the facilities and the users within the community, the current fee structure remains fair and no further increase is proposed for this year.

- Aerodrome Landing and Passenger Fees – fee increases have been applied in previous years at various levels, in recognition of development and expansion works at the facility. This year, a small increase of 1.3% is being recommended for landing fees and passenger head tax
- Aerodrome Refuelling Callouts – rates have been reviewed and adjusted to recognise the minimum three hour penalty rate callout for after hours refuelling assistance
- Building Control - – all fees have been reviewed against legislation and updated accordingly (if required)
- Gwalia & Hoover House – several rates have been reviewed and amended in line with recommendations from recent business plan review/development from Economic Transitions. These charges will apply as soon as renewal works are completed at Gwalia, with upgrades to furniture etc recommended also in the 2017/18 budget. Other fees have been increased to cover staff costs with functions etc
- NGROAC – Rental rates have been amended to reflect most recent independent valuation carried out earlier this year, which has already been built into proposed lease agreements to commence in the new financial year
- Private Works – With the withdrawal of licencing concessions and stamp duty exemptions for local governments, all rates were reviewed to consider necessary increases. After examination of other published rates, it was elected to let rates remain as they are, as they still accurately reflect internal costs etc. Given the works crew have limited opportunity to be able to perform private works due to existing workloads, this will have little impact on operations during the 2017/18 year.

The attached schedule of proposed fees and charges is not being recommended for adoption, but rather for discussion to highlight any further amendments. It will still be presented for adoption when the 2017/18 draft annual budget is presented for consideration.

STATUTORY ENVIRONMENT

Section 6.2(4) (k) of the Local Government Act 1995 highlights that a local government is to prepare an annual budget that incorporates a schedule of fees and charges to be imposed by the local government

Section 6.15(1) (a) (iii) of the Local Government Act 1995 allows a local government to receive revenue / income from fees and charges.

Section 6.16 (3) of the Local Government Act 1995 provides for the imposition of fees and charges by a local government, at the time of adopting the annual budget (absolute majority required).

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 that will have any detrimental effect on the Shire's finances.

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the attached Proposed 2017/18 Schedule of Fees and Charges be included for consideration with the 2017/18 draft annual budget early in the new financial year.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr LR Petersen, Seconded Cr GW Baker that the attached Proposed 2017/18 Schedule of Fees and Charges be included for consideration with the 2017/18 draft annual budget early in the new financial year.

CARRIED (7 VOTES TO 0)



Shire of Leonora

Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I03 - GENERAL PURPOSE FUNDING					
I031 - Rates					
I030010 - Charges - Admin. - Instalments			\$24.00	FRE	
I030013 - Rates - General Enquiries			\$50.00	FRE	
I030013 - Rates - Reprint Rate Notice			\$11.00	GST	
I030013 - Rates - Payment Arrangement Fee			\$24.00	GST	
I04 - GOVERNANCE					
I041 - Governance - Membership					
I041426 - Nomination Deposit			\$80.00	FRE	
I041429 - Reimbursements					
Council Minutes - Per Copy			\$5.50	GST	free if attending the relevant meeting
Council Minutes - Annual Charge			\$66.00	GST	free if attending the relevant meeting
Council Meeting Agenda			\$10.00	GST	free if attending the relevant meeting
Annual Report			\$15.00	GST	free if attending the relevant meeting
Budget			\$15.00	GST	free if attending the relevant meeting
Strategic Community Plan			\$10.00	GST	free if attending the relevant meeting
Freedom of Information					
Fee - Personal info about the applicant			\$0.00	FRE	no charge
Fee - App. fee under Sec 1 (e) of Act			\$30.00	FRE	
Charge-time taken to deal with applic.			\$30 per hour	FRE	Pro rata for a part of an hour
Charge-access time supervised by staff			\$30 per hour	FRE	Pro rata for a part of an hour
Charge-staff time for photocopying			\$30 per hour	FRE	Pro rata for a part of an hour
Charge-per photocopy			\$0.50	FRE	
Duplicating a tape, film or computer info			Actual Cost	FRE	
Delivery, packaging and postage			Actual Cost	FRE	
Advance Deposit (Section 18(1) of Act)			25%		
Advance Deposit (Section 18(4) of Act)			75%		
I05 - LAW ORDER & PUBLIC SAFETY					
I052 - Animal Control					
I052400 - Fines & Penalties			assorted	FRE	as per Dog Act and relevant Local Laws
I052410 - Fees - Impounding					
Pound fees per dog per day			\$20.00	FRE	per day
Pound Release fee			\$75.00	FRE	per cat or dog
Microchipping (if required)			\$55.00	FRE	per cat or dog
I052420 - Fees - Dog Registrations					
<u>Non Working Dogs</u>					
Unsterilised 1 year			\$50.00	FRE	per dog* refund of excess fees will be provided if sterilised
Unsterilised 3 years			\$120.00	FRE	per dog* refund of excess fees will be provided if sterilised
Unsterilised lifetime			\$250.00	FRE	per dog* refund of excess fees will be provided if sterilised
Sterilised 1 year			\$20.00	FRE	per dog* refund of excess fees will be provided if sterilised
Sterilised 3 years			\$42.50	FRE	per dog* refund of excess fees will be provided if sterilised
Sterilised lifetime			\$100.00	FRE	per dog* refund of excess fees will be provided if sterilised



Shire of Leonora

Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I05 - LAW ORDER & PUBLIC SAFETY					
I052420 - Fees - Dog Registrations					
Working Dogs - 25% of stated fee					a refund of excess fees will be provided.
Pensioners - 50% of stated fee					
1 year after 31st May of that year 50% of stated fee					
I052421 - Fees - Cat Registrations					
1 year			\$20.00	FRE	per cat
3 years			\$42.50	FRE	per cat
Lifetime			\$100.00	FRE	per cat
Pensioners - 50% of stated fee					
1 year after 31st May of that year 50% of stated fee					
Annual application for approval to breed			\$100.00	FRE	per cat
I07 - HEALTH					
I074 - Admin. & Inspections			\$534.00	FRE	
I074422 - Caravan Park Annual Registration			\$100.00	FRE	
Minimum Fee			\$200.00	FRE	
Long Stay Sites			\$6.00 per site	FRE	
Short Stay Sites			\$6.00 per site	FRE	
Camp Site			\$3.00 per site	FRE	
Overflow Site			\$1.50 per site	FRE	
Additional fee for renewal after expiry			\$20.00	FRE	
Temporary licence			Minimum \$100.00	FRE	
Transfer of licence			\$100.00	FRE	
I076 - Other					
I076470 - Fees - Lodging House Registration			\$180.00	FRE	
Hairdressing Establishment			\$50.00	FRE	
I076471 - Fees - Food Premises & Eating House Registrations			\$100.00	GST	
Renewal (annual)			\$50.00	GST	
I08 - EDUCATION & WELFARE					
I081 - Childcare Centre Fees					
I080008 - Childcare Centre Income					
Full day fee (per child) 01/07/17-31/12/17			\$76.00	GST	per day
Weekly booking (per child) 01/07/17-31/12/17			\$340.00	GST	per week
Half day fee (per child) 01/07/17-31/12/17			\$57.00	GST	per day
Full day fee (per child) 01/01/18-30/06/18			\$77.00	GST	per day
Weekly booking (per child) 01/01/18-30/06/18			\$345.00	GST	per week
Half day fee (per child) 01/01/18-30/06/18			\$58.00	GST	per day



Shire of Leonora

Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I09 - HOUSING					
I091 - Staff Housing					
I091423 - Staff Housing			\$65.00	INP	per week
I091424 - Single Persons Quarters			\$25.00	INP	per week
I091428 - Fully Furnished Staff Housing			\$100.00	INP	per week
I10 - COMMUNITY AMENITIES					
I101 - Sanitation - Household					
I101410 - Charges Domestic Refuse Removal			\$188.00	FRE	per bin
I101504 - Charges - Sale of Bins			\$88.00	GST	per bin
I102410 - Charges - Commercial Refuse			\$408.00	FRE	per bin
I103 - Sewerage					
I103430 - Fees - Septic Tank Fees - Application			\$118.00	FRE	application fee only
Local Govt Report			\$118.00	FRE	
Permit to Use			\$118.00	FRE	
I103431 - Liquid Waste Disposal Fee					
Liquid Waste Disposal Fee Townsite			\$0.03 per litre	FRE	per litre of liquid waste
Other (mine)			\$0.06 per litre	FRE	
I107 - Other					
I107412 - Fees - Cemetery					
Application Fee			\$400.00	FRE	
Grave Preparation			\$710.00	GST	
Grave Preparation - extra depth			\$110.00	GST	
Funeral Director Annual Fee			\$50.00	FRE	
Funeral Director Single Licence			\$25.00	FRE	
Reopening			\$550.00	FRE	
Monumental Contractor Annual Fee			\$100.00	FRE	
Monumental Contractor Single Fee			\$50.00	FRE	
I106 - Other - Town Planning					
I106001 - Town Planning Fees					
1. Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is -					
A) not more than \$50,000			\$147	FRE	
B) more than \$50,000 but not more than \$500,000			0.32% of estimated cost of development	FRE	
C) more than \$500,000 but not more than \$2.5 million			\$1,700+0.257% for every \$1 in excess of \$500,000	FRE	
D) more than \$2.5 million but not more than \$5 million			\$7,161+0.206% for every \$1 in excess \$2.5m	FRE	
E) more than \$5 million but not more than \$21.5 million			\$12,633+0.123% for every \$1 in excess of \$5 million	FRE	
F) more than \$21.5 million			\$31,196	FRE	



Shire of Leonora

Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I10 - COMMUNITY AMENITIES					
I106 - Other - Town Planning (cont'd)					
I106001 - Town Planning Fees (cont'd)					
2. Determining a development application (other than for an extractive industry) where the development has commenced or been carried out			The fee in item 1 plus, by way of penalty, twice that fee	FRE	
3. Determining a development application for an extractive industry where the development has not commenced or been carried out			\$739	FRE	
4. Determining a development application for an extractive industry where the development has commenced or been			The fee in item 3 plus, by way of penalty, twice that fee	FRE	
5. Providing a subdivision clearance for –				FRE	
A) not more than 5 lots			\$73 per lot	FRE	
B) more than 5 lots but not more than 195 lots			\$73 per lot for the first 5 lots and then \$35 per lot	FRE	
C) more than 195 lots			\$7,393	FRE	
5A. Determining an application to cancel or amend development approval			\$295	FRE	
6. Determining an initial application for approval of a home occupation where the home occupation has not commenced			\$222	FRE	
7. Determining an initial application for approval of a home occupation where the home occupation has commenced			The fee in item 6 plus, by way of penalty, twice that fee	FRE	
8. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires			\$73	FRE	
9. Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired			The fee in item 8 plus, by way of penalty, twice that fee	FRE	
10. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out			\$295	FRE	
11. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out			The fee in item 10 plus, by way of penalty, twice that fee		
12. Providing a zoning certification			\$73		
13. Replying to a property settlement questionnaire			\$73		
14. Providing written planning advice			\$73		



Shire of Leonora

Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I11 - RECREATION & CULTURE					
I114 - Recreation Facilities					
I114450 - Charges - Facility Hire		No Alcohol	Alcohol		
Rec Centre & Sport Complex					
Level 1 - Non Profit Groups		\$60.00	\$120.00		
Level 2 - Commercial Hire		\$150.00	\$220.00		
Level 3 - Balls/Weddings/Functions		\$180.00	\$330.00		
Level 4 - Funerals		\$120.00			
Bond		\$150.00	\$350.00		
Leonora Town Oval					
Night time use - Lights			\$55.00	GST	per hour
Tennis Courts					
Tennis - Night - Lights			\$15.00	GST	per hour
Tennis - Day			\$10.00	GST	per hour
Tennis Racquet Hire			\$2.00	GST	includes ball
Squash Courts					
Half Hour			\$8.00	GST	
One Hour			\$15.00	GST	
I114451 - Charges - Sport Hire					
Participation fees for Events at the Hall		Adults	School/Non Comp		
Sport - Player Entry		\$5.00	\$2.00	GST	
Sport/Comm. Group - Nom./Game/Group/Team Fee		\$15.00		GST	
Equipment - Hire (Per item)		\$5.00	\$2.00	GST	
Fitness - Exercise Class		\$5.00	\$2.00	GST	
Fitness - Exercise Class (10 passes)		\$40.00		GST	
I114451 - Charges - Sport Hire					
Gym Membership		Adult	School Students		
1 month		\$45.00	\$20.00	GST	
3 months		\$80.00	\$40.00	GST	
6 months		\$150.00	\$80.00	GST	
12 months		\$250.00	\$120.00	GST	
12 months - Staff		\$125.00		GST	
Casual		\$8.00	\$4.00	GST	
Key Deposit		\$25.00	n/a	FRE	
Corporate Membership - All Facilities (except pool)					
1-4 Members			\$400.00	GST	per year
5-8 Members			\$600.00	GST	per year
9+ Members			\$750.00	GST	per year



Shire of Leonora

Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I11 - RECREATION & CULTURE					
I114 - Recreation Facilities					
I114465 - Charges - Swimming Pool					
Adults		\$3.50		GST	
Children		\$2.50		GST	
Pensioners		\$2.50		GST	
Children under 3 years		free		FRE	
Spectators		\$2.00		GST	
Seasons Tickets					
Adult		\$100.00		GST	
Staff		\$80.00		GST	
Children 14 years and younger		\$50.00		GST	
Pensioners and Seniors		\$50.00		GST	
Family - 2 adults and 2 children		\$200.00		GST	
Seasons Ticket - Half Season					
Adult		\$60.00		GST	
Children 14 years and younger		\$30.00		GST	
Pensioners and Seniors		\$30.00		GST	
Family - 2 adults and 2 children		\$120.00		GST	
Monthly Tickets					
Itinerant Residents only		\$40.00		GST	
Pool Facility Hire - private exclusive use		\$150.00		GST	outside normal opening hours and no alcohol
Pool Facility Hire - Birthday Parties		\$22.00		GST	for 2 hours use of grassed area plus entry fee per person
I117 - Community Resource Centre					
I117004 - CRC Membership					
Membership (24 hour access)		Individual	Corporate/Family		
1 month		\$40.00	\$50.00	GST	
3 months		\$60.00	\$80.00	GST	
6 months		\$90.00	\$130.00	GST	
1 year		\$140.00	\$220.00	GST	
10 hour block		\$20.00		GST	
20 hour block		\$40.00		GST	
Membership (business hours access)		Individual	Corporate/Family		
1 month		\$25.00	\$37.50	GST	
3 months		\$50.00	\$75.00	GST	
6 months		\$80.00	\$120.00	GST	
1 year		\$120.00	\$180.00	GST	
10 hour block		\$20.00		GST	
20 hour block		\$30.00		GST	
Card Deposit		\$25.00	\$25.00	FRE	
I117006 - Computer Usage					
Log on fee			\$1.50	GST	
Per Minute		- 199 -	\$0.10	GST	



Shire of Leonora

Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I11 - RECREATION & CULTURE					
I117007 - Secretarial Services					
Secretarial & Design Services			\$30.00 per hour	GST	
Photocopying, Printing, Scanning (B&W)		Members	Non Members		
A4 1-50 pages		\$0.15	\$0.25	GST	price is per page
A4 51+ pages		\$0.15	\$0.15	GST	price is per page
Scans/Page		\$0.10	\$0.10	GST	price is per page
A3 1-50 pages		\$0.20	\$0.40	GST	price is per page
A3 51+ pages		\$0.20	\$0.20	GST	price is per page
Scans/Page		\$0.15	\$0.15	GST	price is per page
Photocopying, Printing, Scanning (Colour)		Members	Non Members		
A4 1-50 pages		\$0.30	\$0.60	GST	price is per page
A4 51+ pages		\$0.30	\$0.30	GST	price is per page
Scans/Page		\$0.30	\$0.30	GST	price is per page
A3 1-50 pages		\$0.60	\$0.90	GST	price is per page
A3 51+ pages		\$0.60	\$0.60	GST	price is per page
Scans/Page		\$0.30	\$0.30	GST	price is per page
Photo Printing					
Photo 6 x 4			Individual	GST	
Single Print			\$0.50	GST	price is per print
Photo 5 x 7				GST	
Single Print			\$2.20	GST	price is per print
2-9 prints			\$1.80	GST	price is per print
10+ prints			\$1.40	GST	price is per print
Faxing			Individual		
Local			\$1.00	GST	
Interstate			\$2.00	GST	
Faxing			Individual		
International			\$5.00	GST	
Extra Pages - Local			\$0.10	GST	price is per page
Extra Pages - Interstate			\$0.20	GST	price is per page
Extra Pages - International			\$0.50	GST	price is per page
Laminating		Members	Non Members		
A4		\$1.00	\$1.00	GST	
A3		\$2.00	\$2.00	GST	
Roll / metre	plus \$5.00 set up fee	\$6.00	\$6.00	GST	
I126 - Aerodrome					
I126410 - Fees - Landing at Airport			\$13.00 per tonne	GST	
I126420 - Passenger Head Tax			\$13.00 per person	GST	For all aircraft with a maximum takeoff weight >5700kg
I126430 - Charges - Fuel at Airport drum			Actual Cost	GST	As per purchase price by Council, plus staff labour
Refuelling - Office Hours (inc reset of AirBP bowser)			\$27.50	GST	Between 6am and 6pm weekdays
Refuelling - After hours (inc reset of AirBP bowser)			\$245.00	GST	Times not included above



Shire of Leonora

Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I13 - ECONOMIC SERVICES					
I132 - Tourism/Area Promotion					
I132003 - Advertising for Leonora Information Bay					
= to or < than 1 square metre			\$275.00	GST	
> than 1 square metre			\$550.00	GST	
I136490 - Tower Street Times			\$3.00	GST	
I133 - Building Control					
I133410 - Charges - Building Permits					
a) certified application for a Class 1 or Class 10 building or incidental structure	0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$97.70			FRE	
b) for building work for a Class 2 to Class 9 building or incidental structure	0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$97.70			FRE	
c) uncertified application for a building permit	0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$97.70			FRE	
d) application for a demolition permit					
1. for demolition work in respect of a Class 1 or Class 10 building or incidental structure			\$97.70	FRE	
2. for demolition work in respect of a Class 2 to Class 9 building		\$97.70 for each story of the building		FRE	
e) application to extend the time during which a building or demolition permit has effect			\$97.70	FRE	
f) application for an occupancy permit for a completed building			\$97.70	FRE	
g) application for a temporary occupancy permit for an incomplete building			\$97.70	FRE	
h) application for modification of an occupancy permit for additional use of a building on a temporary basis			\$97.70	FRE	
i) application for a replacement occupancy permit for permanent change of the buildings use			\$97.70	FRE	
j) application for an occupancy permit or building approval certificate for registration of Strata Scheme, plan of re-subdivision			\$107.70	FRE	
k) application for an occupancy permit for a building in respect of which unauthorised work has been done			\$97.70	FRE	
l) application for a building approval certificate for a building in respect of which unauthorised work has been done			\$97.70	FRE	
m) application to replace an occupancy permit for an existing building			\$97.70	FRE	



Shire of Leonora

Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I13 - ECONOMIC SERVICES					
I134 - Gwalia Historic Precinct					
I134452 - Hoover House Accommodation					
Gold Room					
Single			\$170.00	GST	price is per night
Double			\$190.00	GST	price is per night
Twin			N/A	GST	price is per night
Extra Person			\$50.00	GST	price is per night
Blue Room					
Single			\$170.00	GST	
Double			\$190.00	GST	
Maroon Room					
Single			\$160.00	GST	price is per night
Double			\$170.00	GST	price is per night
Engineer's House					
Single			N/A	GST	price is per night
Double			N/A	GST	price is per night
Extra Person			N/A	GST	price is per night
Family			N/A	GST	
RV			\$0.00	GST	Donation optional
Famils (tourist industry)			N/A		
I134454 - Merchandise Sales					
Publications, maps & guides					
110° In The Water Bag			\$40.00	GST	
Gwalia Unearthed guide			\$14.95	GST	
Leonora Loop Trail Guidebook			\$6.00	GST	
Gwalia School: The Missing Years			\$15.00	GST	
Hoovers Gold DVD			\$32.00	GST	
Gwalia Unearthed DVD			\$15.00	GST	
Looking Back			\$32.00	GST	
Mullock, Mulga & Memories			\$25.50	GST	
And Be Home Before Dark			\$35.95	GST	
Now You Can Eat Father Xmas			\$20.00	GST	
Front Line Policing			\$32.50	GST	
Tall Timber			\$29.50	GST	
Heart of Gold			\$7.95	GST	
Golden Quest Discovery Trail			\$39.95	GST	
Goats Need Space			\$12.00	GST	
Answering a Call			\$12.00	GST	
An Unlucky Oasis			\$40.00	GST	
Historical Cookbook			\$20.00	GST	
Gwalia			\$30.00	GST	
Digging Up the Past			\$15.00	GST	
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Shire of Leonora Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I13 - ECONOMIC SERVICES					
I134454 - Merchandise Sales					
Gold & Jewellery					
Boxed nugget			Various	GST	
Gold nugget ornament			\$5.50	GST	
Gold nugget earrings			Various	GST	
Gold nugget necklace			Various	GST	
Gold nugget hat badge			\$5.50	GST	
Iron ore jewellery			Various	GST	
Souvenirs - Gwalia/Leonora					
Engraved pen			\$5.95	GST	
Iron on cloth badge			\$7.95	GST	
Sketch of cottage - photocopy			\$2.00	GST	
Sketch of cottage - photocopy (Arlene Collins)			\$12.00	GST	
Miner poem - mounted			\$4.00	GST	
Embroidered cap			\$14.50	GST	
Straw hat			\$10.00	GST	
Photograph - framed			\$19.95	GST	
Photograph - historic			\$5.00	GST	
Car sticker			\$4.50	GST	
Stubby holder A			\$8.00	GST	
Stubby holder B			\$9.50	GST	
Poster			\$2.00	GST	
Fridge magnet A			\$2.50	GST	
Fridge magnet B			\$5.50	GST	
Postcard			\$1.00	GST	
Keyring - Leonora			\$8.00	GST	
Glass - Scotch			\$11.00	GST	
Glass - Beer			\$12.00	GST	
Glass - Champagne			\$12.00	GST	
Glass - White wine			\$13.00	GST	
Glass - Red wine			\$14.00	GST	
Glass - Shot			\$10.00	GST	
Mug - Coloured, gold embossed			\$6.00	GST	
Spoon			\$7.00	GST	
Lanyard			\$3.50	GST	
Souvenirs - Other					
Mt Morgans print			\$5.00	GST	



Shire of Leonora

Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I13 - ECONOMIC SERVICES					
I134454 - Merchandise Sales					
Souvenirs - Other					
Wildflowers of WA Calendar			\$21.95	GST	
Tea Towel - various designs			\$8.00	GST	
Spring Wildflowers Part 1			\$21.95	GST	
Australia Mail It Map - small A			\$7.00	GST	
Australia Mail It Map - large A			\$12.95	GST	
Australia Mail It Map - small B			\$13.00	GST	
Australia Mail It Map - large B			\$14.00	GST	
Collection Access			\$25.00	GST	Research (per hour)
Photocopying					
A4 Black & white			\$1.00	GST	per page
Photographs - Digital files provided on CD					
Personal Use			\$11.00	GST	per image
Scholarly Use			\$11.00	GST	per image
Commercial Use			\$22.00	GST	per image
Postage - within Australia			\$3.00	GST	per order
Postage - Overseas			\$22.00	GST	per order
Commercial Filming & Photography					
Filming			\$500.00	GST	per day or part thereof
Photography			\$250.00	GST	per day or part thereof
I134455 - Catering & Coffee Sales					
Bed & Breakfast					
Continental Breakfast			\$8.00	GST	per person
Morning/Afternoon Tea					For Meetings & Workshops
Tea, coffee, slice			\$8.00	GST	per person
Espresso, slice or scones			\$8.00	GST	per person
Lunch Sandwiches, fruit, tea or coffee			\$22.00	GST	per person
Sandwiches, tea or coffee			\$18.00	GST	per person
Cafe Sales					
Espresso or hot chocolate - mug			\$4.50	GST	
Espresso or hot chocolate - cup			\$4.00	GST	
Tea or instant coffee - cup			\$4.00	GST	
Iced coffee, chocolate or milkshake			\$5.00	GST	
Soft drink			\$3.00	GST	
Bottled water			\$2.50	FRE	
Cheesecake - Various			\$5.00	GST	
Slice various - large			\$5.00	GST	
Slice various - small			\$3.00	GST	
Muffin - various			\$3.50	GST	
Toasted sandwich			\$4.50	GST	
Chips & gravy			\$7.00	GST	
		- 205 -			



Shire of Leonora Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I13 - ECONOMIC SERVICES					
I134460 - Facility Hire					
Function Hire					
Hoover House, lawns & kitchen			\$600.00	GST	plus \$200.00 security deposit
Lawn Area - day function			\$300.00	GST	
Lawn Area - evening function			\$400.00	GST	plus \$100.00 security deposit
BBQ Hire			\$50.00	GST	
Kitchen Hire			\$100.00	GST	
Tables and Chairs			\$2.00	GST	per person
Hire of Meeting Room or Verandah					
Full Day			\$300.00	GST	
Half Day			\$180.00	GST	
Two hour meeting			\$100.00	GST	
Evening			\$400.00	GST	
Hire of Projector and Screen			\$50.00	GST	
P/A Lectern Hire			\$30.00	GST	
I136 - Other Economic Services					
I136451 - Charges - Photocopying					Shire Office
A4 Plain			\$0.55	GST	
A4 Colour			\$1.65	GST	
A3 Plain			\$1.10	GST	
A3 Colour			\$3.30	GST	
I137 - Shared Office Administration Centre					
I137009 - Office 1			\$11,220.00	GST	per annum plus outgoings
I137010 - Office 2			\$10,615.00	GST	per annum plus outgoings
I137011 - Office 4			\$34,815.00	GST	per annum plus outgoings
I137012 - DCPFS (Office 3) & Facility Rental			\$118,166.40	GST	per annum plus outgoings
I137014 - Office 5			\$26,840.00	GST	per annum plus outgoings
I137013 - Casual Office Rental					
Office 1			\$55.00	GST	per day
Office 2			\$55.00	GST	per day
Consultant Room			\$55.00	GST	per day
Conference Room			\$165.00	GST	per day
Webcam Room			\$55.00	GST	per day
Training Room			\$55.00	GST	per day
Small Meeting Room			\$55.00	GST	per day
Family Interview Room			\$55.00	GST	per day



Shire of Leonora Fees and Charges for 2017 - 2018



	2017-18	2017-18	2017-18	GST Ind	Comments
I14 - OTHER PROPERTY & SERVICES					
I141 - Private Works					
I141450 - Charges - plant hire					
Front End Loader			\$220.00	GST	per hour
Prime Mover and Low Loader			\$247.50	GST	per hour
Road Grader			\$220.00	GST	per hour
Road Sweeper			\$113.30	GST	per hour
Forklift			\$113.30	GST	per hour
Utility			\$86.90	GST	per hour
Welder			\$66.00	GST	per hour
Mitsubishi Bus					
Bond - refundable			\$200.00	FRE	
first 100km			\$110.00	GST	
over 100km			\$1.01 cents per km	GST	
Prime Mover - 1 Trailer			\$220.00	GST	per hour
Prime Mover - 2 Trailer			\$234.30	GST	per hour
Tiptruck - 10m3			\$170.50	GST	per hour
Tractor			\$93.50	GST	per hour
International Garbage Truck - driver only			\$176.00	GST	per hour
International Garbage Truck - 2 operators			\$200.20	GST	per hour
I14 - OTHER PROPERTY & SERVICES					
I141 - Private Works					
Water Tanker & Truck (27,000L)			\$220.00	GST	per hour
Water Truck (4,000L)			\$110.00	GST	per hour
Labour Hire (Gardens & General Labour)			\$55.00	GST	per hour (normal working hours only)
Labour Hire (Gardens & General Labour)			\$82.50	GST	per hour (overtime hours/penalty rates)
Labour Hire (Plant Operators etc)			\$93.50	GST	per hour

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2 (G) RELATED PARTY TRANSACTIONS AND DISCLOSURES

SUBMISSION TO: Meeting of Council
Meeting Date: 20th June 2017

AGENDA REFERENCE: 10.2 (G) JUN 17

SUBJECT: Related Party Transactions and Disclosures

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 1.8

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 9th June 2017

BACKGROUND

In accordance with AASB 124 *Related Party Disclosures*, local governments must disclose in the annual financial statements related party relationships, transactions and outstanding balances (including commitments) from 1 July 2016. Related parties include Key Management Personnel (KMP), which in the Shire of Leonora's case will include all elected members and executive staff, their close family members and any entities that they control or jointly control.

The disclosure requires any transactions with these parties, whether monetary or not, to be identified and assessed whether disclosure is required or not. A disclosure may be in aggregate and will only occur where a transaction has actually occurred.

For larger local governments and perhaps local governments that are located in the metropolitan region, this disclosure would be fairly simple given the variety of suppliers and operators available, and as such, the reporting aspect would not be too onerous on staff. With smaller local governments located in more remote areas however, the circumstances are different in that family businesses operate extensively within small communities, there are fewer alternatives available, and that inevitably family members and connections are much more prevalent due to the smaller employment pool and population base. In this respect, not only is it important to properly disclose and declare related party transactions, the data collection and evidence trail is likely to be much more labour intensive.

Recently, Moore Stephens held a Financial Reporting Workshop in Perth, which went into the requirements surrounding AASB 124 fairly extensively. Although staff have been aware of this requirement for some eighteen months to two years, little guidance has been available as to the level of detail required. The workshop in Perth was most informative, and Moore Stephens are to be congratulated for the effort and lengths that they have gone to in order to provide clarity and guidance to the industry. Although our staff have already commenced preparations to report on this disclosure, it became apparent at the training that we had underestimated the level of detail and disclosure actually required. Fortunately, work is already underway to address this ready for the end of the financial year. A workshop will be held at the next Audit and Risk Committee meeting to gain more understanding into the Related Party Disclosures, and to clarify what declarations are required from KMP.

With regard to the disclosures, the following approach has been considered to ensure that management can properly address the requirements of the accounting standard:

- A procedure / guide for related party disclosures to be established
- Establishment of a system to identify and record related parties of KMPs
- Establishment of a system to identify and record related party relationships of KMPs

- Establishment of a system to identify and record related party transactions
- Identify 'Ordinary Citizen Transactions' (OCTs) that will not be disclosed by Council
- Create declaration forms to be completed by KMPs
- Set a materiality threshold for management to apply when assessing transactions for inclusion in the financial statements

Further detail on this approach will be detailed at the workshop to be held at the next Audit and Risk Committee meeting.

The types of services or transactions that would normally require disclosure would include:

- Paying rates
- Fines
- Use of Shire of Leonora owned facilities, such as Recreation Centre, Oval Complex, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire of Leonora for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire of Leonora owned property or property sub-leased by the Shire of Leonora through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire of Leonora and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Leonora (trading arrangement)
- Sale or purchase of any property owned by the Shire of Leonora, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire of Leonora
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Ordinary Citizen Transactions are considered to be the types of transactions or provision of services that are provided on the same terms and conditions and are no different than what applies to the general public. When considering the OCT provision, it is easy to see that many of the above listed transactions and services are provided in exactly the same way to KMPs as they are to all other members of the public. As a result, some of these transactions and services mentioned are highly unlikely to influence the decisions made by the KMPs. These OCTs are to be identified and recommended to Council on annual basis, which will not be required to be disclosed. It should be noted however that any time a transaction or service occurs that is not at arm's length and under the same terms and conditions applying to the general public, KMP will still need to include the disclosure within their declaration.

The following transactions and services are being recommended as OCTs, as management has assessed that they are provided on the same terms and conditions that are no different to those applying to the general public:

- Paying rates
- Fines
- Use of Shire of Leonora owned facilities, such as Recreation Centre, Oval Complex, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public

When assessing materiality, the threshold being recommended is \$300. This will mean that any transactions that would normally require disclosure within the financial statements will not be included if they are \$300 or less. The purpose behind the assessment of the \$300 limit, is that this is the same limit as a prohibited gift, however further consideration to the threshold will be undertaken at future Audit and Risk Committee Meetings, where a standing agenda item will be created for KMPs to complete declarations on a quarterly basis to allow staff to progressively collate data and correspondence financial transactions and details.

STATUTORY ENVIRONMENT

Accounting Standard AASB 124 Related Party Disclosures was extended in July 2015 to include application by not for profit entities, including local governments. Disclosures are required 1 July 2016, with the first disclosures to be made in the Financial Statements for the year ended 30 June 2017.

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 that will have any detrimental effect on the Shire's finances.

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council adopt the following transactions and provision of services as 'Ordinary Citizen Transactions' in relation to AASB 124 Related Party Disclosures:

1. Paying rates
2. Fines
3. Use of Shire of Leonora owned facilities, such as Recreation Centre, Oval Complex, library, parks, ovals and other public open spaces (whether charged a fee or not)
4. Attending council functions that are open to the public; and

That Council adopt a materiality threshold of \$300 for transactions declared by KMP not included in the list above on declarations submitted in relation to AASB 124 Related Party Disclosures.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr AE Taylor, Seconded Cr RM Cotterill that Council adopt the following transactions and provision of services as 'Ordinary Citizen Transactions' in relation to AASB 124 Related Party Disclosures:

1. Paying rates
2. Fines
3. Use of Shire of Leonora owned facilities, such as Recreation Centre, Oval Complex, library, parks, ovals and other public open spaces (whether charged a fee or not)
4. Attending council functions that are open to the public; and

That Council adopt a materiality threshold of \$300 for transactions declared by KMP not included in the list above on declarations submitted in relation to AASB 124 Related Party Disclosures.

CARRIED (7 VOTES TO 0)

10.0 REPORTS OF OFFICERS

10.3 ENVIRONMENTAL HEALTH AND BUILDING OFFICER

Nil

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

A. ELECTED MEMBERS

Nil

Moved Cr LR Petersen, Seconded Cr RM Cotterill that late item 11.0 B (i) Accounts for Payment be introduced as a late item for consideration.

CARRIED (7 VOTES TO 0)

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

11.0 B. OFFICERS

11.0 B (i) ACCOUNTS FOR PAYMENT

SUBMISSION TO: Meeting of Council
Meeting Date: 20th June, 2017

AGENDA REFERENCE: 11.0 B (i) JUN 17

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: 19th June, 2017

BACKGROUND

Attached statement consists of accounts paid by Council Authorisation represented by cheques numbered from **22749** to **22782** totalling **\$502,177.83**.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That accounts paid Council Authorisation represented by cheques numbered from **22749** to **22782** totalling **\$502,177.83** are accepted.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr RM Cotterill, Seconded Cr GW Baker that accounts paid Council Authorisation represented by cheques numbered from **22749** to **22782** totalling **\$502,177.83** are accepted.

CARRIED (7 VOTES TO 0)

Shire of Leonora**Monthly Report - List of Accounts Paid by Authorisation of Council****Submitted to Council on the 20th June, 2017**

Cheques numbered from **22749** to **22782** totaling **\$502,177.83** submitted to each member of the Council on 20th June, 2017 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
22749	20/06/2017	Barbeque Bazaar	Gas BBQ for rec centre and swimming pool	6,799.99
22750	20/06/2017	Building Commission	Building Services Levy - Calimo Pty Ltd - Office building and car park	7,025.84
22751	20/06/2017	Bunnings Building Supplies Pty Ltd	Goods and services for Leinster play group - community grant	592.63
22752	20/06/2017	Butson Group Pty Ltd	Refreshments and meals for entertainers performing at GG 2017	794.20
22753	20/06/2017	City Of Kalgoorlie/Boulder	RRF Member Contribution for Regional Records Facility - 01/01/2017-30/06/2017	8,800.00
22754	20/06/2017	Cockburn Cement Limited	2 x pallets of GP cement	1,031.89
22755	20/06/2017	Colas WA Pty Ltd	Bitumen sealing work	208,646.42
22756	20/06/2017	Construction Training Fund-	BCITF payment - Calimo Pty Ltd - Office Building and Car Park	10,255.75
22757	20/06/2017	Constructive PD Pty Ltd	Gwalia mine head frame restoration - Progress Draw 40% Deconstruction of headframe 100% complete...	180,171.20
22758	20/06/2017	Covs Parts Pty Ltd	Filters and oils for sweeper	224.45
22759	20/06/2017	Custom Creative Carpentry	Works on playground at childcare centre, assist with GG setup and pack up, install BBQ at rec centre/pool, replace roof sheets in shade structure at pool	12,820.00
22760	20/06/2017	Dave Hadden	Health/building Invoice 82 as per contract - 06/06/2017-16/06/2017	8,712.00
22761	20/06/2017	Downer EDI Engineering Electrical P/L	WAPOL CCTV Strategy grant funding - final claim	25,101.21
22762	20/06/2017	Eagle Petroleum (WA) Pty Ltd	Motorpass charges - period ending 12/06/2017	386.45
22763	20/06/2017	Elaine Labuschagne	Reimbursement for tablecloths - Hoover House	466.12
22764	20/06/2017	Elite Gym Hire	Hire of gym equipment 01/06/2017-01/07/2017	1,072.50
22765	20/06/2017	Goldfields Records Storage	RRF member contribution for regional records facility 01/07/2016-31/12/2017	8,800.00
22766	20/06/2017	Goldline Distributors	Cleaning products for airport, rec centre, shire office	886.60
22767	20/06/2017	J.R. & A. Hersey Pty Ltd	Line marking equipment and paint, clothing for Harley	2,095.53
22768	20/06/2017	Journey Jottings	Starter pack special - for re-sale at museum	224.10
			Sub Total	\$484,906.88

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$484,906.88
22769	20/06/2017	Leonora Drive Connectors	Parts and labour for water tanker	616.48
22770	20/06/2017	Leonora Motor Inn	Accommodation - Greg Doherty - 05/06/2017-09/06/2017	813.50
22771	20/06/2017	Leonora Supplies WA	Supplies for Shire Office, Museum, and Childcare Centre - June 2017	505.47
22772	20/06/2017	Michael Bargerbos	Parts to lock tennis courts electrical box	31.53
22773	20/06/2017	Mr W V Holloran A/C Shire of Leonora	Malcolm Dam Rubbish Removal - Rates Payments	1,600.00
22774	20/06/2017	Multiple Trades and Maintenance	Check public toilet for blockages	112.75
22775	20/06/2017	Netlogic Information Technology	Remote consulting and work on setting up new CRC in NGROAC building	6,480.00
22776	20/06/2017	Office National Kalgoorlie	Service Depot, Office and CRC photocopiers	264.00
22777	20/06/2017	Penns Cartage Contractors	Freight 2 x gensets NOV - Shire depot	74.80
22778	20/06/2017	Quick Corporate Australia	Stationery order June, 2017	633.72
22779	20/06/2017	Telstra	Camping requisites June/July, 2017	105.00
22780	20/06/2017	The Food Van	Elderly folks morning tea - 28/05/2017 & 13/06/2017	120.00
22781	20/06/2017	WA Commercial Kitchens & Bars	Industrial fridge for Rec Centre and Pool	4,913.70
22782	20/06/2017	WA Police & Community Youth Centre - Kal	Donation - Fuel for Leonora School Holiday Program	1,000.00
			Grand Total	\$502,177.83

12.0 NEXT MEETING

Tuesday 18th July, 2017, in the Shire of Leonora Council Chambers.

13.0 CLOSURE OF MEETING

There being no further business, Shire President Cr PJ Craig declared the meeting closed at ***11:14am***.