

SHIRE OF LEONORA

NOTICE OF AN ORDINARY COUNCIL MEETING



**MINUTES OF ORDINARY MEETING HELD
IN SHIRE CHAMBERS, LEONORA
ON TUESDAY 19TH JUNE, 2018
COMMENCING AT 9:38 AM**

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

1.1 President Peter Craig declared the meeting open at 9:38am.

1.2 Visitors or members of the public in attendance
Nil

1.3 Financial Interests Disclosure
Nil

2.0 DISCLAIMER NOTICE

3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

3.1 Present	
President	PJ Craig
Deputy President	RA Norrie
Councillors	LR Petersen
	AE Taylor
	AM Moore
	F Harris
Chief Executive Officer	JG Epis
Deputy Chief Executive Officer	T Browning

3.2 Apologies
Nil

3.3 Leave Of Absence (Previously Approved)
Councillor RM Cotterill

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

Cr RM Cotterill has submitted an application for leave of absence from the ordinary meeting of council to be held 19th June, 2018

Moved Cr RA Norrie, Seconded Cr LR Petersen that Cr RM Cotterill be granted a leave of absence from the Ordinary Meeting of Council to be held 19th June, 2018.

CARRIED (6 VOTES TO 0)

7.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS

Moved Cr RA Norrie, Seconded Cr AM Moore that the Minutes of the Ordinary Meeting held on 15th May, 2018 be confirmed as a true and accurate record.

CARRIED (6 VOTES TO 0)

9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

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: 19 June 2018

AGENDA REFERENCE: 10.1 (A) JUN 18

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: 8th June 2018

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 2018, was circulated to local governments on 10th April 2018. 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 economic climate and 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 two years ago, with a set range being specified for band 3 local governments, however the President's allowance remained unchanged. 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 2017):

Description:	Currently paid (17/18):	Minimum (band 3) 18/19:	Maximum (band 3) 18/19:
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.

It should also be noted that meetings of a WALGA zone, Regional Road Group, meetings where elected members attend at the request of a Minister of the Crown, or where the Council member is representing their local government as delegate elected or appointed by that local government, are considered prescribed meetings as per regulation 30(3A) of the Local Government (Administration) Regulations 1996. These meetings are entitled to be claimed as 'committee meeting' fees by elected members attending such meetings.

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) and (2A)(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 2018/19 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 2018/19 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 LR Petersen, Seconded Cr F Harris that the Council set meeting attendances fees and allowances for 2018/19 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 (6 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: 19th June, 2018

AGENDA REFERENCE: 10.2 (A) JUNE 18

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: 11th June, 2018

BACKGROUND

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

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

Monthly Financial Statements for the month ended 31st May, 2018 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity –31st May, 2018
- (c) Material Variances – 31st May, 2018

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, 2018 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity –31st May, 2018
- (c) Material Variances – 31st May, 2018

be accepted.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr AE Taylor, Seconded Cr RA Norrie that the Monthly Financial Statements for the month ended 31st May, 2018 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity –31st May, 2018
- (c) Material Variances – 31st May, 2018

be accepted.

CARRIED (6 VOTES TO 0)

Level 15 Exchange Tower
2 The Esplanade
Perth, WA 6000

PO Box 5785
St Georges Terrace, WA 6831

T +61 (0)8 9225 5355

www.moorestephenswa.com.au

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

COMPILATION REPORT TO THE SHIRE OF LEONORA

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Leonora, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 May 2018. 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

Moore Stephens (WA) Pty Ltd
Chartered Accountants



RUSSELL BARNES
DIRECTOR

8 June 2018

**SHIRE OF LEONORA
MONTHLY FINANCIAL REPORT
For the Period Ended 31 May 2018**

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

TABLE OF CONTENTS

Statement of Financial Activity by Program	12
Summary Graphs - Financial Activity	13
Note 1 Significant Accounting Policies	14-16
Note 2 Net Current Funding Position	17
Note 3 Capital - Acquisitions, Funding and Disposal	18-21
Note 4 Cash and Investments	22
Note 5 Receivables	23
Note 6 Payables	24
Note 7 Cash Backed Reserves	25
Note 8 Rating Information	26
Note 9 Information on Borrowings	27
Note 10 Grants and Contributions	28
Note 11 Budget Amendments	29
Note 12 Trust	31
Note 13 Material Variances	32

SHIRE OF LEONORA
STATEMENT OF FINANCIAL ACTIVITY
Statutory Reporting Program
For the Period Ended 31 May 2018

	Note	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		4,480	4,146	1,040	(3,106)	(75%)	
General Purpose Funding - Rates		5,488,040	5,491,403	5,627,505	136,102	2%	▲
General Purpose Funding - Other		676,406	674,933	587,782	(87,151)	(13%)	▼
Law, Order, Public Safety		9,615	9,507	8,922	(585)	(6%)	
Health		30,718	28,326	29,864	1,538	5%	
Education and Welfare		228,415	219,665	273,197	53,532	24%	▲
Housing		38,750	35,549	37,427	1,878	5%	
Community amenities		402,565	332,065	505,694	173,629	52%	▲
Recreation and Culture		176,812	174,471	229,020	54,549	31%	▲
Transport		578,069	542,384	743,341	200,957	37%	▲
Economic Services		465,533	430,945	362,432	(68,513)	(16%)	▼
Other Property and Services		197,999	192,832	247,889	55,057	29%	▲
Total Operating Revenue		8,297,402	8,136,226	8,654,113	517,887		
Operating Expense							
Governance		(644,755)	(488,340)	(429,906)	58,434	12%	▼
General Purpose Funding		(397,655)	(364,722)	(311,568)	53,154	15%	▼
Law, Order, Public Safety		(172,666)	(152,297)	(153,285)	(988)	(1%)	
Health		(826,547)	(637,667)	(692,292)	(54,625)	(9%)	▲
Education and Welfare		(643,201)	(590,664)	(572,228)	18,436	3%	▼
Housing		0	(11)	0	11	100%	
Community Amenities		(329,840)	(309,826)	(217,249)	92,577	30%	▼
Recreation and Culture		(1,257,365)	(1,117,209)	(986,782)	130,427	12%	▼
Transport		(3,222,590)	(2,853,355)	(2,937,207)	(83,852)	(3%)	▲
Economic Services		(2,015,617)	(1,640,905)	(1,419,006)	221,899	14%	▼
Other Property and Services		(57,964)	(54,917)	(261,140)	(206,223)	(376%)	▲
Total Operating Expenditure		(9,568,200)	(8,209,913)	(7,980,663)	229,250		
Funding Balance Adjustments							
Add back Depreciation		1,209,703	1,108,894	1,413,597	304,703	27%	▼
Adjust (Profit)/Loss on Disposal		140,552	140,552	(4,118)	(144,670)	(103%)	▲
Adjust Provisions and Accruals		0	0	(94,834)	(94,834)	0%	
Net Cash from Operations		79,457	1,175,760	1,988,095	812,336		
Capital Revenues							
Grants, Subsidies and Contributions	10	4,324,131	3,855,698	2,648,987	(1,206,711)	(31%)	▼
Proceeds from Disposal of Assets	3	198,181	198,181	285,283	87,102	44%	▲
Total Capital Revenues		4,522,312	4,053,879	2,934,270	(1,119,609)		
Capital Expenses							
Land and Buildings	3	(1,391,124)	(1,391,124)	(770,163)	620,961	45%	▼
Infrastructure - Roads	3	(4,020,531)	(3,920,531)	(3,429,041)	491,490	13%	▼
Infrastructure - Other	3	(1,775,382)	(1,741,382)	(946,489)	794,893	46%	▼
Plant and Equipment	3	(655,612)	(655,612)	(434,902)	220,710	34%	▼
Total Capital Expenditure		(7,842,649)	(7,708,649)	(5,580,595)	2,128,054		
Net Cash from Capital Activities		(3,320,337)	(3,654,770)	(2,646,325)	1,008,445		
Financing							
Transfer from Reserves	7	779,973	0	0	0	0%	
Transfer to Reserves	7	(739,728)	(10,998)	(10,998)	0	0%	
Net Cash from Financing Activities		40,245	(10,998)	(10,998)	0	0%	
Net Operations, Capital Financing		(3,200,635)	(2,490,009)	(669,228)	1,820,779	(73%)	
Opening Funding Surplus(Deficit)	2	3,200,635	3,200,635	3,200,635			
Closing Funding Surplus(Deficit)	2	0	710,627	2,531,407			

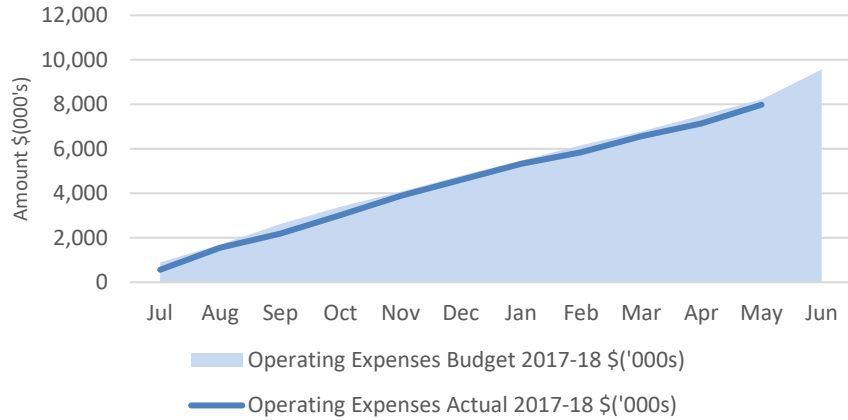
▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

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

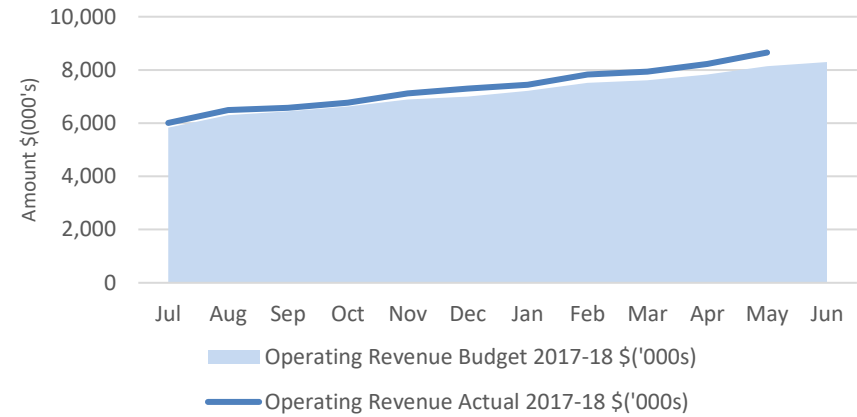
This statement is to be read in conjunction with the accompanying financial statements and notes.

**SHIRE OF LEONORA
SUMMARY GRAPHS - FINANCIAL ACTIVITY
For the Period Ended 31 May 2018**

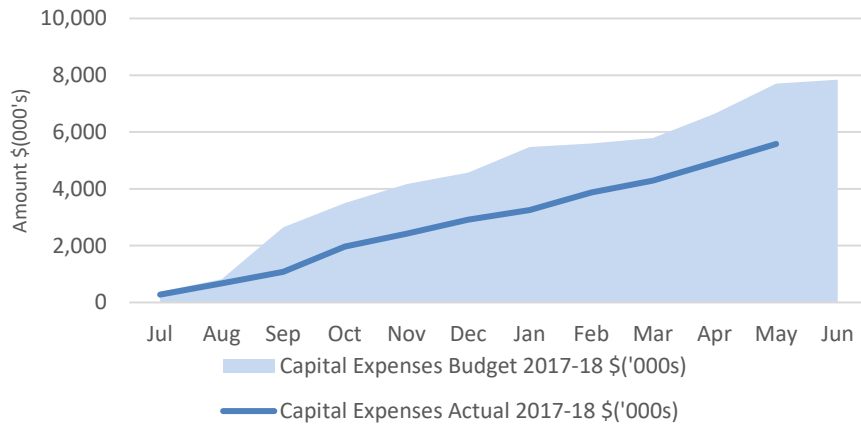
Operating Expenses



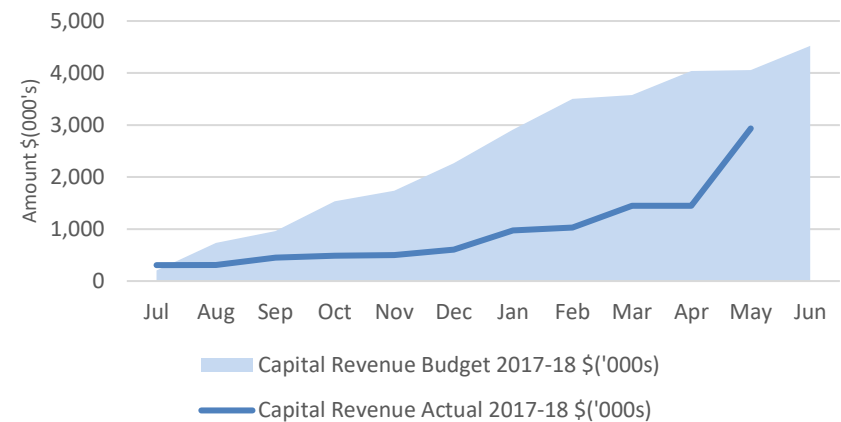
Operating Revenue



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 2018

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 2018

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 2018

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

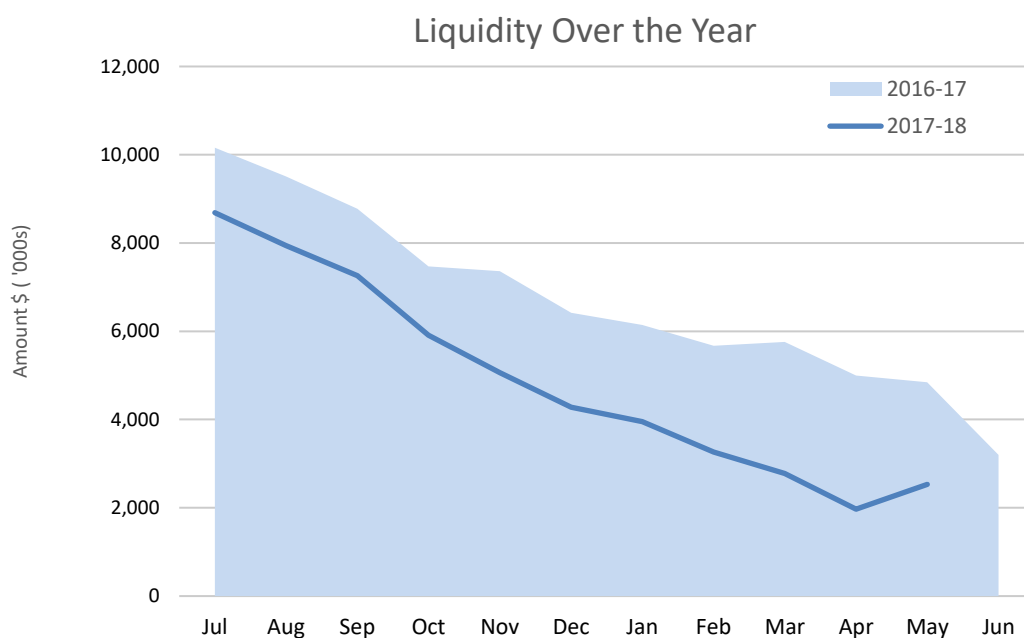
Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 2. NET CURRENT ASSETS

Net Current Assets	Note	30 June 2017	YTD 31 May 2017	YTD 31 May 2018
		\$	\$	\$
Current Assets				
Cash Municipal	4	2,759,947	5,146,458	1,547,911
Cash Reserves	4	2,411,600	2,039,581	2,422,598
Restricted Municipal Cash Investments	4	0	325,178	0
Receivables - Rates	5	116,441	133,962	141,187
Receivables - Other	5	989,649	283,678	1,383,452
Inventories		40,848	31,953	60,815
		6,318,485	7,960,810	5,555,963
Less: Current Liabilities				
Payables	6	(706,250)	(1,074,592)	(601,958)
Provisions		(262,533)	(172,015)	(167,699)
Less: Cash Reserves	7	(2,411,600)	(2,039,581)	(2,422,598)
Add: Leave provisions already funded		167,699	172,015	167,699
Add: Accrued Salaries		94,834	0	0
Net Current Funding Position		3,200,635	4,846,637	2,531,407

Positive=Surplus (Negative=Deficit)

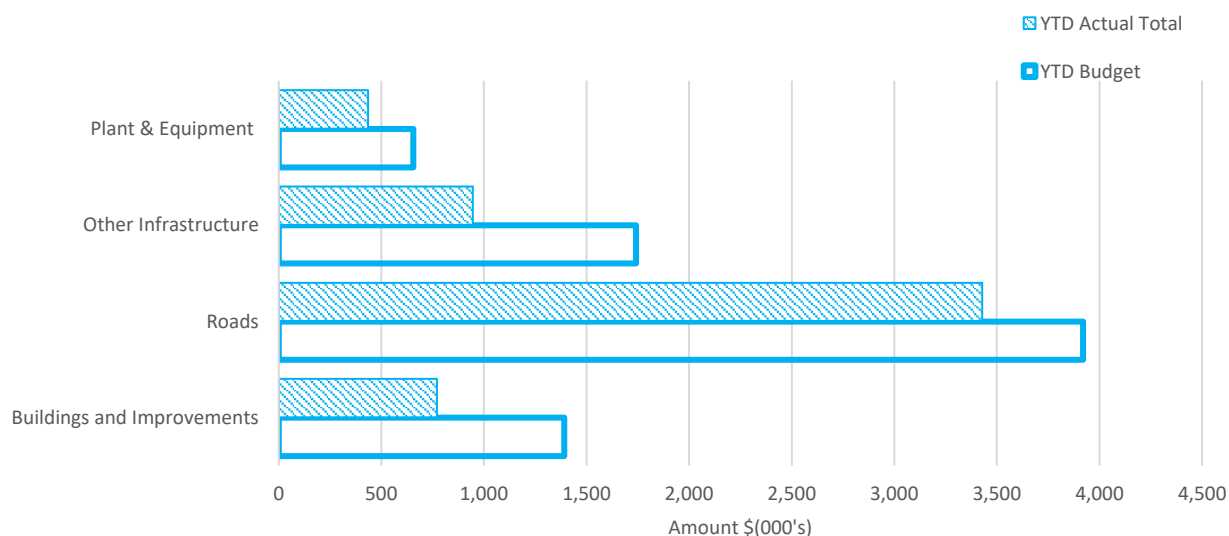


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 3. CAPITAL - ACQUISITIONS AND FUNDING

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended Annual Budget	YTD Budget (d)	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Buildings and Improvements		21,479	748,684	1,391,124	1,391,124	770,163	(620,961)
Roads		914,434	2,514,607	4,020,531	3,920,531	3,429,041	(491,490)
Other Infrastructure		154,589	791,900	1,775,382	1,741,382	946,489	(794,893)
Plant & Equipment		434,902	0	655,612	655,612	434,902	(220,710)
Capital Expenditure Totals		1,525,404	4,055,191	7,842,649	7,708,649	5,580,595	(2,128,054)
Capital Acquisitions Funded By							
Capital Grants and Contributions				4,324,131	3,855,698	2,648,987	(1,206,711)
Other (Disposals & C/Fwd)				198,181	198,181	285,283	87,102
Council Contribution - Operations				3,320,337	3,654,770	2,646,325	(1,008,445)
Capital Funding Total				7,842,649	7,708,649	5,580,595	(2,128,054)

Capital Expenditure Program YTD



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 3. CAPITAL ACQUISITIONS

			Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Capital Acquisitions						
Building and Improvements			\$	\$	\$	\$
E840001	Land Trans Aged Care Facility	New	205,000	205,000	0	(205,000)
E820018	Aged Care Facility - SIHI	New	0	0	0	0
E082001	Lot 1142 Walton South	Renewal	27,320	27,320	21,192	(6,128)
E082002	Lot 240 Hoover St Renewal	Renewal	16,098	16,098	6,633	(9,465)
E082003	Lot 137A Hoover South	Renewal	6,846	6,846	2,969	(3,877)
E082004	Lot 137B Hoover North	Renewal	9,906	9,906	8,277	(1,629)
E082005	Lot 229 Hoover St Renewal	Renewal	5,700	5,700	3,545	(2,155)
E082006	Lot 250 Queen Vic St	Renewal	19,000	19,000	4,098	(14,902)
E820007	Lot 294 Queen Vic St	Renewal	26,070	26,070	10,423	(15,647)
E820019	Relocate / Renew Gym	Renewal	20,000	20,000	0	(20,000)
E820020	Skate Park Fencing	New	21,500	21,500	21,479	(21)
E820020	Works Depot Workshop Renewal	Renewal	50,000	50,000	0	(50,000)
E820013	School Masters House	Renewal	125,000	125,000	52,197	(72,803)
E820011	Chisholms House Renewal	Renewal	115,440	115,440	114,083	(1,357)
E820010	Hoover house Renewal	Renewal	478,556	478,556	368,313	(110,243)
E820008	Murrin Murrin Lockup Renewal	Renewal	32,201	32,201	32,201	0
E820009	Jack Longa's	Renewal	28,000	28,000	28,000	0
E820012	Art's Place Place Renewal	Renewal	101,400	101,400	5,887	(95,513)
E820014	Assay Building Gwalia	Renewal	49,000	49,000	0	(49,000)
E820015	Mazza's Store	Renewal	1,487	1,487	50,487	49,000
E820017	Paint Museum Office	Renewal	52,600	52,600	40,379	(12,221)
TOTAL - Building and Improvements			1,391,124	1,391,124	770,163	(620,961)
Plant & Equipment						
E830004	EHO Vehicle	Replacement	36,855	36,855	37,245	390
E830008	Doctor's Vehicle	Replacement	38,546	38,546	33,235	(5,311)
E830005	Parks & Gardens Utility	Replacement	45,000	45,000	40,189	(4,811)
E830003	Grader Utility	Replacement	45,000	45,000	45,182	182
E830009	Semi Water Tanker	Replacement	75,000	75,000	68,000	(7,000)
E830010	Grader Camp Trailers	Replacement	200,000	200,000	0	(200,000)
E830006	MEHS Vehicle	Replacement	28,519	28,519	28,019	(500)
E830001	CEO Vehicle Replacement	Replacement	70,500	70,500	67,094	(3,406)
E830002	DCEO Vehicle	Replacement	50,192	50,192	50,192	0
E830007	MCS Vehicle	Replacement	26,000	26,000	25,746	(254)
E830011	Caterpillar 322B Excavator	New	40,000	40,000	40,000	0
TOTAL - Plant & Equipment			655,612	655,612	434,902	(220,710)
TOTAL PROPERTY PLANT AND EQUIPMENT			2,046,736	2,046,736	1,205,065	(841,671)

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 3. CAPITAL ACQUISITIONS

			Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Capital Acquisitions						
Roads						
E800001	Agnew Rd South WANDRRA	Renewal	275,000	275,000	219,402	(55,598)
E800002	Wonganoo Rd WANDRRA	Renewal	720,000	720,000	577,949	(142,051)
E800003	Leonora-Nambi Rd WANDRRA	Renewal	260,000	260,000	24,647	(235,353)
E800004	Littlemill Rd WANDRRA	Renewal	400,000	400,000	380,950	(19,050)
E800005	Leonora Mt Ida Rd WANDRRA	Renewal	100,000	100,000	178,512	78,512
E800006	Darlot Rd WANDRRA	Renewal	200,000	200,000	186,895	(13,105)
E800007	Albion Downs Yeerlirrie WANDRRA	Renewal	320,000	320,000	345,774	25,774
E800008	Kookynie Malcolm WANDRRA	Renewal	160,000	160,000	110,088	(49,912)
E800009	Glenorn Yundamindra Rd WANDRRA	Renewal	440,000	440,000	401,918	(38,082)
E800010	RRG Glenorn Yundamindra	Upgrade	480,000	480,000	422,883	(57,117)
E080011	R2R Project	Upgrade	565,531	565,531	491,551	(73,980)
E080012	Grid Renewals (various)	Renewal	100,000	0	88,472	88,472
TOTAL - Roads			4,020,531	3,920,531	3,429,041	(491,490)
Improvements & Infrastructure						
E810006	Liquid Waste Site Development	Upgrade	750,000	750,000	90,521	(659,479)
E810005	Cemetery Fencing	Renewal	45,200	45,200	45,738	538
E810007	Oval Retic System Renewal	Renewal	80,000	80,000	0	(80,000)
E810008	Fitness Playground Equip	Upgrade	24,000	24,000	0	(24,000)
E810009	Memorial Park Lighting	Upgrade	15,000	15,000	2,425	(12,575)
E810010	Playground Softfall	Renewal	15,000	15,000	0	(15,000)
E810012	Shade Sails Town Park	New	25,000	25,000	27,732	2,732
E810002	Gwalia Headframe NSRF	Renewal	742,182	742,182	742,182	0
E810003	Upgrade Gwalia Entrance	Upgrade	25,000	25,000	0	(25,000)
E810011	Rushton Engine Reloc.	Renewal	20,000	20,000	3,980	(16,020)
E810013	Gwalia St Barb Fencing	New	34,000	0	33,911	33,911
TOTAL - Other Infrastructure			1,775,382	1,741,382	946,489	(794,893)
TOTAL INFRASTRUCTURE			5,795,913	5,661,913	4,375,530	(1,286,383)
Total Capital Expenditure			7,842,649	7,708,649	5,580,595	(2,128,054)

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 3. CAPITAL DISPOSALS

Assets Disposed

Description Disposed Asset	Cost/Fair Value	Accum Depr	Proceeds	Amended Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	Comments
	\$	\$	\$	\$	\$	\$	
Plant and Equipment (Fixed Assets)							
PE8 2016 Mitsubish Paj. Sport EHO	38,546	(4,604)	29,091	(9,455)	(4,851)	4,604	
651 2015 Ford Territory TX (Doc 3L)	31,000	(4,407)	20,455	(17,989)	(6,138)	11,851	
648 MCS Nissan X Trail KBC772K	27,000	(17,488)	15,455	(10,295)	5,943	16,238	
PE6 DCEO Ford Territory Titanium	46,995	(5,575)	30,909	(16,086)	(10,511)	5,575	
650 Mits. 2014 Triton (P646)	33,500	(16,353)	20,000	(16,415)	2,853	19,268	
644 Mits. 2014 Triton (P968)	23,500	(9,243)	18,182	(18,468)	3,925	22,393	
649 MEHS Nissan X Trail KBC771K	28,000	(19,907)	16,364	(9,385)	8,271	17,656	
637 CEO 2014 Ford FPV GTF Sedan	90,000	(39,798)	50,000	(32,459)	(202)	32,257	
20 P850 1984 Water Tanker	20,000	(4,171)	15,000	(10,000)	(829)	9,171	
	338,541	(121,546)	215,456	(140,552)	(1,539)	139,013	
Land (Inventory)							
Lot 8 Kurrajong Street	64,170	0	69,827	0	5,657	5,657	
	64,170	0	69,827	0	5,657	5,657	
	402,711	(121,546)	285,283	(140,552)	4,118	144,670	

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 4. CASH AND INVESTMENTS

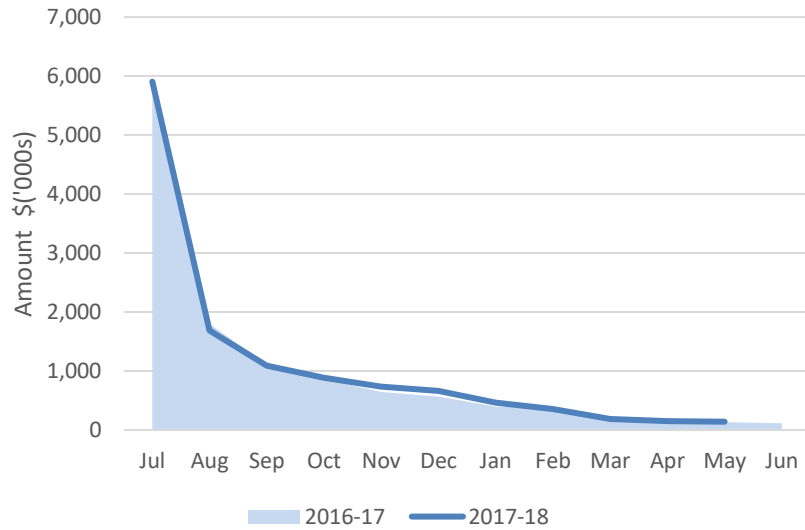
Bank Accounts	Municipal	Municipal Restricted	Reserves	Trust	Total Amount	Institution	Interest Rate	Details
	\$		\$	\$	\$			
(a) Cash Deposits								
Municipal Account	1,546,641				1,546,641	NAB	Variable	Cheque Acc.
Trust Account				10	10	NAB	Variable	Cheque Acc.
LSL Maximiser			132,313		132,313	NAB	Variable	Cheque Acc.
Fire Maximiser			30,981		30,981	NAB	Variable	Cheque Acc.
Plant Maximiser			513,809		513,809	NAB	Variable	Cheque Acc.
Annual Leave Maximiser			161,910		161,910	NAB	Variable	Cheque Acc.
Gwalia Precinct Maximiser			375,058		375,058	NAB	Variable	Cheque Acc.
Building Maintenance Maximiser			603,213		603,213	NAB	Variable	Cheque Acc.
Waste Management Maximiser			505,314		505,314	NAB	Variable	Cheque Acc.
Aerodrome			100,000		100,000	NAB	Variable	Cheque Acc.
Cash on Hand	1,270				1,270	NAB	NIL	On Hand
Total	1,547,911	0	2,422,598	10	3,970,519			

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

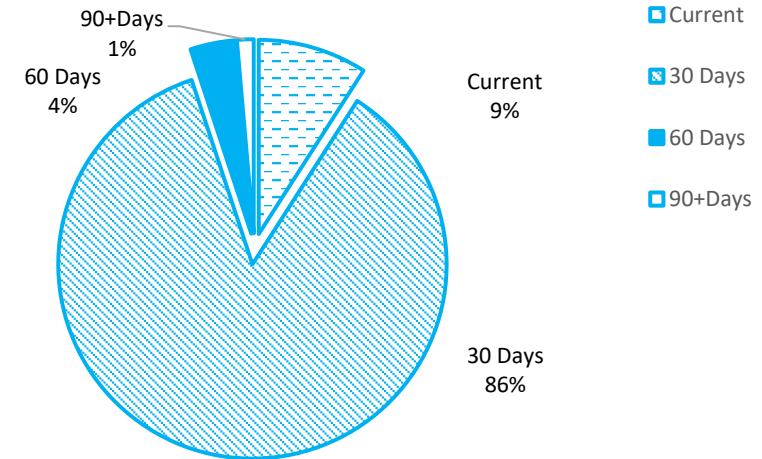
NOTE 5. RECEIVABLES

Receivables - Rates and Other Rates Receivable	YTD 31 May		Receivables - General	Credit	Current	30 Days	60 Days	90+Days	Total
	2018	30 June 2016							
	\$	\$		\$	\$	\$	\$	\$	\$
Opening Arrears Previous Years	116,441	83,147	Receivables - General	(776)	125,587	1,188,517	50,971	19,152	1,383,452
Levied this year	5,627,505	5,239,642							
Discounts	0	0							
Deferred	0	0							
Less Collections to date	(5,602,759)	(5,206,348)							
Equals Current Outstanding	141,187	116,441							
Net Rates Collectable	141,187	116,441	Total Receivables General Outstanding						1,383,452
% Collected	97.54%	97.81%	Amounts shown above include GST (where applicable)						

Rates Receivable



Accounts Receivable (non-rates)



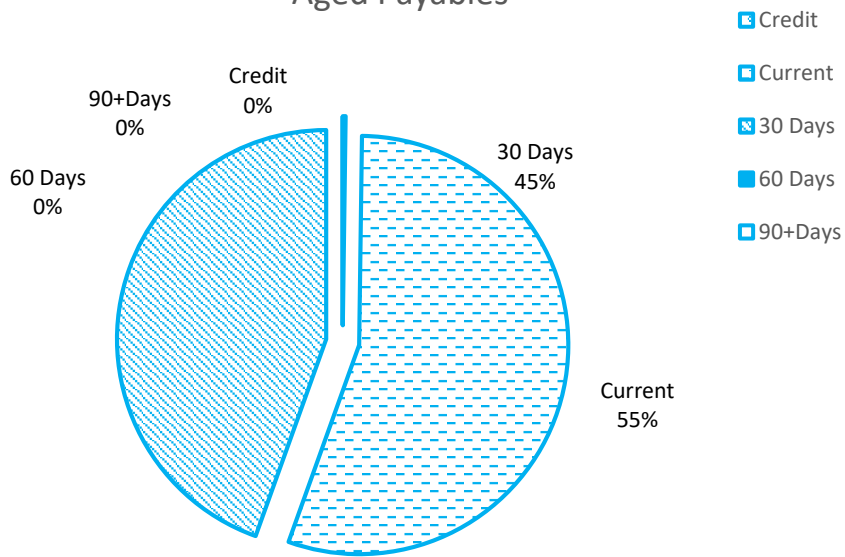
SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 6. PAYABLES

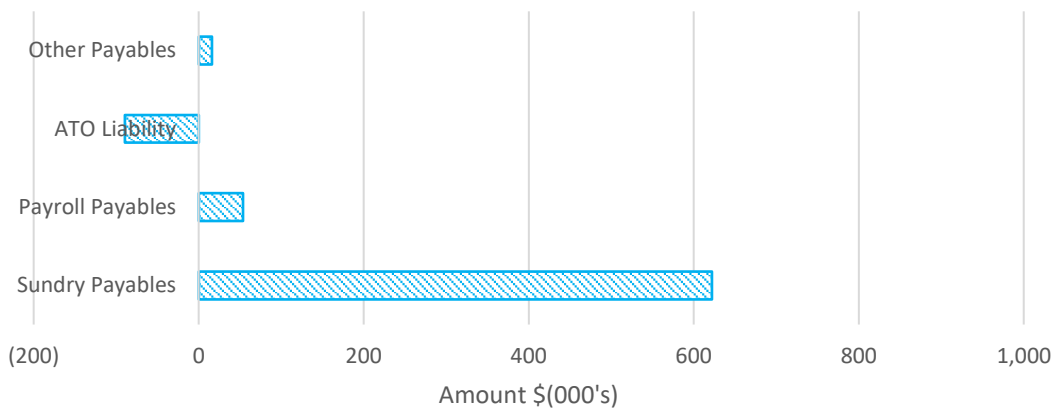
Payables	Credit	Current	30 Days	60 Days	90+Days	Total
Payables - General	\$ (1,347)	\$ 345,287	\$ 278,157	\$ 0	\$ 0	\$ 622,096
Sundry Payables						622,096
Payroll Payables						53,533
ATO Liability						(89,610)
Other Payables						15,939
Total Payables General Outstanding						601,958

Amounts shown above include GST (where applicable)

Aged Payables



Payables

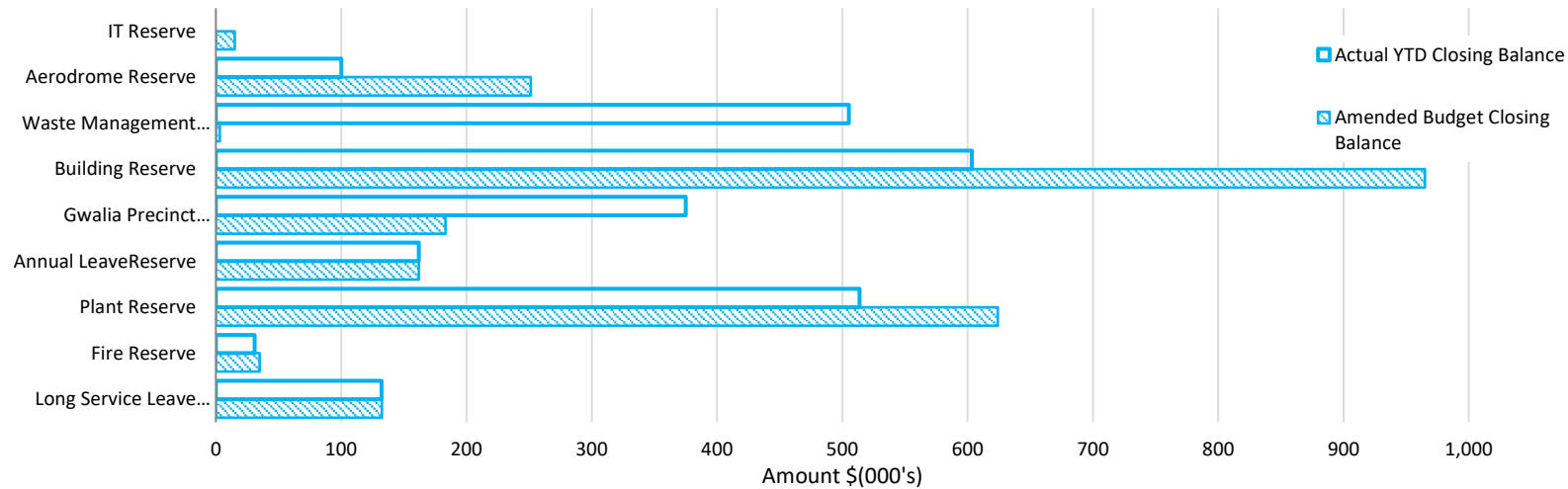


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 7. CASH BACKED RESERVE

Reserves	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	131,683	658	630	0	0	0	0	132,341	132,313
Fire Reserve	30,833	174	148	4,000	0	0	0	35,007	30,981
Plant Reserve	511,360	2,732	2,449	110,000	0	0	0	624,092	513,809
Annual Leave Reserve	161,138	806	772	0	0	0	0	161,944	161,910
Gwalia Precinct Reserve	373,271	1,966	1,787	88,000	0	(279,973)	0	183,264	375,058
Building Reserve	600,339	4,802	2,874	360,000	0	0	0	965,141	603,213
Waste Management Reserve	502,976	265	2,338	0	0	(500,000)	0	3,241	505,314
Aerodrome Reserve	100,000	1,250	0	150,000	0	0	0	251,250	100,000
IT Reserve	0	75	0	15,000	0	0	0	15,075	0
	2,411,600	12,728	10,998	727,000	0	(779,973)	0	2,371,355	2,422,598

Reserve Balances



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 8. RATING INFORMATION

RATE	Rate in	Number of Properties	Rateable Value	Rate Revenue	YTD Actual		Total Revenue	Rate Revenue	Amended Budget		Total Revenue
					Interim Rates	Back Rates			Interim Rate	Back Rate	
General Rate	\$		\$				\$				\$
GRV	0.0677	591	15,290,974	1,035,199	0	0	1,035,199	1,035,207	1,500	0	1,036,707
UV	0.1485	1,104	28,708,933	4,264,729	102,316	0	4,367,045	4,264,572	(38,500)	0	4,226,072
Sub-Totals		1,695	43,999,907	5,299,928	102,316	0	5,402,244	5,299,779	(37,000)	0	5,262,779
Minimum Payment	Minimum \$										
GRV	309	84	114,929	25,956	0	0	25,956	25,956	0	0	25,956
UV	309	645	716,621	199,305	0	0	199,305	199,305	0	0	199,305
Sub-Totals		729	831,550	225,261	0	0	225,261	225,261	0	0	225,261
Amount from General Rates							5,627,505				5,488,040

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

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 2018

NOTE 10. GRANTS AND CONTRIBUTIONS

Grants	Grant Provider	Approval (Y/N)	2017-18			Variations		Received	Recoup Status	
			Amended Budget	Amended 2017-18 Operating	Budget Capital	Additions / Operating	(Deletions) Capital		Not Received	
			\$	\$	\$	\$	\$	\$	\$	
General Purpose Funding										
I030019	Grant Equalisation	WALGCC	Y	316,245	316,245	0	0	0	204,481	111,764
I030021	Grant - Roads	WALGCC	Y	329,748	329,748	0	0	0	214,323	115,425
Law, Order, Public Safety										
I053402	Operational Grant - Bush Fire	DFES		1,415	1,415	0	0	0	1,090	325
Welfare Services										
I080002	Sustainability Child Care			54,715	54,715	0	0	0	42,023	12,692
I082001	Youth Support DCP Grant	DCP		68,700	68,700	0	1,609	0	70,309	0
I082002	Youth Program Grants			0	0	0	5,000	0	5,000	0
Recreation and Culture										
I1130045	Arts in Residence Grant Contr.			9,000	9,000	0	0	0	0	9,000
I117010	Other Grant Funding			120,000	120,000	0	0	0	62,543	57,457
Transport										
MRWA Funding										
I122200	MRWA Direct	MRWA		143,998	143,998	0	0	0	143,998	0
I122052	Contribution Street Lights	MRWA		3,700	3,700	0	0	0	3,700	0
I122213	Natural Disaster Reinstatement	MRWA		2,721,600	0	2,721,600	0	0	1,110,456	1,611,144
I122218	RRG Funding	MRWA		320,000	0	320,000	0	0	256,000	64,000
Other Streets/Roads Funding										
I122042	Contribution Crossovers			1,500	1,500	0	0	0	0	1,500
I122206	Roads to Recovery			565,531	0	565,531	0	0	565,531	0
Economic Services										
I138005	Grants			48,000	48,000	0	0	0	4,500	43,500
I138002	Sponsorship			115,000	115,000	0	0	0	0	115,000
I134468	Minara Comm. Foundation Grants			19,815	19,815	0	0	0	18,013	1,802
I134464	Lotterywest Cottages Conservation	Lotterywest		0	0	0	0	0	0	0
I134470	Gwalia Precinct Renewal	Regional		539,000	0	539,000	0	0	539,000	0
I134471	Headframe Renewal Reg. Grants Scheme	Regional		178,000	0	178,000	0	0	178,000	0
Other Property and Services										
I142400	Reimbursements	DC		0	0	0	5,626	0	5,626	0
TOTALS				5,555,967	1,231,836	4,324,131	12,235	0	3,424,593	2,143,609

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

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)							(53,459)
E830011	Caterpillar 322B Excavator	11.0(B)(iii) Dec 17	Capital Expenses			(40,000)	(93,459)
I103431	Liquid Waste Disposal fee	11.0(B)(iii) Dec 18	Operating Revenue		40,000		(53,459)
E810006	Liquid Waste Pond Construction	10.2 (c) Mar 18	Capital Expenses			(150,000)	(203,459)
E820020	Skate Park Fencing	10.2 (c) Mar 18	Capital Expenses		18,500		(184,959)
E820014	Assay Building Gwalia (change from Edna	10.2 (c) Mar 18	Capital Expenses		51,000		(133,959)
E820013	School Masters House	10.2 (c) Mar 18	Capital Expenses		25,000		(108,959)
E820015	Mazza's Store Renewal	10.2 (c) Mar 18	Capital Expenses		248,513		139,554
E820011	Chisolm's Place Renewal	10.2 (c) Mar 18	Capital Expenses		110,360		249,914
E820010	Hoover House Renewal	10.2 (c) Mar 18	Capital Expenses			(222,156)	27,758
E820009	Jack Longa's (change from Baletiches place)	10.2 (c) Mar 18	Capital Expenses		6,500		34,258
E820008	Murrin Murrin Lockup	10.2 (c) Mar 18	Capital Expenses			(11,601)	22,657
E810001	Gwalia Headframe Renewal	10.2 (c) Mar 18	Capital Expenses		494,545		517,202
E810002	Gwalia Headframe Renewal NSRF	10.2 (c) Mar 18	Capital Expenses			(552,182)	(34,980)
I134470	NSRF Grant - Gwalia Renewal	10.2 (c) Mar 18	Capital Expenses			(190,000)	(224,980)
E820006	Lot 250 Queen Victoria St Renewals	10.2 (c) Mar 18	Capital Expenses		10,500		(214,480)
E820002	Lot 240 Hoover Renewals	10.2 (c) Mar 18	Capital Expenses		27,230		(187,250)
E820018	Aged Care Facility SIHI	10.2 (c) Mar 18	Capital Expenses		195,000		7,750
E077002	Aged Care Feasibility Study	10.2 (c) Mar 18	Operating Expenses			(195,000)	(187,250)
E106010	Town Planning Expenses	10.2 (c) Mar 18	Operating Expenses		100,000		(87,250)
I103431	Liquid Waste Disposal Fee	10.2 (c) Mar 18	Operating Revenue		50,000		(37,250)
E115040	TV & Radio Maintenance	10.2 (c) Mar 18	Operating Revenue			(21,000)	(58,250)
E122216	Reimburse Grant Funds	10.2 (c) Mar 18	Operating Revenue			(61,068)	(119,318)
E122043	Road Maintenance Bush Grading	10.2 (c) Mar 18	Operating Revenue			(117,483)	(236,801)
I137015	Tenant Reimb. Outgoings NGROAC	10.2 (c) Mar 18	Operating Revenue			(55,289)	(292,090)
I137012	DCPFS Facility Rent	10.2 (c) Mar 18	Operating Revenue			(80,568)	(372,658)
I134468	Minara Community Foundation Grant	10.2 (c) Mar 18	Operating Revenue		19,815		(352,843)
E134042	Small Projects	10.2 (c) Mar 18	Operating Revenue			(19,815)	(372,658)
E810004	Lawler Police Station Restoration	10.2 (c) Mar 18	Capital Expenses		100,000		(272,658)
I139001	Old Lawlers Police Station Cont	10.2 (c) Mar 18	Capital Revenue			(25,000)	(297,658)

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

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 \$
I145145	Suspense	10.2 (c) Mar 18	Capital Revenue		63,909		(233,749)
E820016	Painting Admin Offices	10.2 (c) Mar 18	Capital Expenses		46,000		(187,749)
E134014	Hoover House Maintenance	10.2 (c) Mar 18	Operating Expenses			(20,000)	(207,749)
E134031	Gwalia Buildings Maintenance	10.2 (c) Mar 18	Operating Expenses			(26,000)	(233,749)
E041030	Conference Expenses	10.2 (c) Mar 18	Operating Expenses			(13,000)	(246,749)
E118008	Oval Complex Utilities	10.2 (c) Mar 18	Operating Expenses			(37,960)	(284,709)
E142123	Records Storage (Offsite)	10.2 (c) Mar 18	Operating Expenses			(8,000)	(292,709)
E142230	Legal Exps	10.2 (c) Mar 18	Operating Expenses			(20,000)	(312,709)
E810013	Gwalia St Barbara Mine Fencing	10.2 (c) Mar 18	Operating Expenses			(9,000)	(321,709)
E053417	CCTV Camera Maint & Repairs	10.2 (c) Mar 18	Operating Expenses			(8,900)	(330,609)
E141010	Private Works	10.2 (c) Mar 18	Operating Expenses		636		(329,973)
	Transfer from Waste Reserve	10.2 (c) Mar 18	Capital Revenue		50,000		(279,973)
	Transfer from Gwalia Reserve	10.2 (c) Mar 18	Capital Revenue		279,973		0
							0
Amended Budget Cash Position as per Council Resolution				0	1,937,481	(1,884,022)	0

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 12. TRUST FUND

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

Description	Opening Balance 1 Jul 17	Amount Received	Amount Paid	Closing Balance 31 May 18
	\$	\$	\$	\$
Bank fees	0	0	10	10
	0	0	10	10

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

NOTE 13. EXPLANATION OF MATERIAL VARIANCES

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

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
General Purpose Funding - Rates	136,102	2.48%	▲	Permanent	More positive adjustments to interim rates processed at report date than budgeted.
General Purpose Funding - Other	(87,151)	(12.91%)	▼	Permanent	Reduction in estimated FAGS allocations
Education and Welfare	53,532	24.37%	▲	Permanent	Higher utilisation of child care centre resulting higher than budgeted income during the reporting period. Also reflected by grant income received earlier than monthly budget forecast
Community Amenities	173,629	52.29%	▲	Permanent	Higher volume of liquid waste received during the reporting period than budgeted
Recreation and Culture	54,549	31.27%	▲	Timing	Auspecting of funds through I112 Sponsored Community Programs Account
Transport	200,957	37.05%	▲	Permanent	Higher volume of Avgas drums sold during reporting period than budgeted
Economic Services	(68,513)	(15.90%)	▼	Permanent	Lower income from tenancy at NGROAC during reporting period than budgeted (still awaiting outcome of lease for Dept Child Protection etc)
Other Property and Services	55,057	28.55%	▲	Timing	Some reallocations to be processed from suspense account
Operating Expense			▼		
Governance	58,434	11.97%	▼	Timing	Reduced progress on integrated planning and risk management during reporting period than budgeted. Some election costs still to be allocated also (Wages etc)
General Purpose Funding	53,154	14.57%	▼	Timing	Variance to administration allocation and timing of allocation
Health	(54,625)	(8.57%)	▲	Permanent	Includes repayment of SIHI grant for Aged Care Facility (no longer progressing). This expense was featured within the budget as a capital expense.
Education and Welfare	18,436	3.12%	▼	Timing	Alteration to timing of Youth Service Management fees
Community Amenities	92,577	29.88%	▼	Timing	Alteration to timing of town planning works, as well as cost savings achieved with RFQ process
Recreation and Culture	130,427	11.67%	▼	Timing	Delays to recruitment of CRC coordinator following funding delays, alteration to timing of works for oval maintenance, alteration to timing of payment of community grants
Transport	(83,852)	(2.94%)	▲	Permanent	Some higher depreciation rates for aerodrome, higher volume of Avgas drums being purchased for re-sale
Economic Services	221,899	13.52%	▼	Timing	Delay in some projects, and works due to timing of contractor availability etc
Other Property and Services	(206,223)	(375.52%)	▲	Timing	Some reallocations to be processed from suspense account
Capital Revenues			‡		
Grants, Subsidies and Contributions	(1,206,711)	(31.30%)	▼	Timing	Alteration to timing of payment of grants, as well as some unsuccessful grants
Proceeds from Disposal of Assets	87,102	43.95%	▲	Timing	Alteration to timing of asset disposals

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

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
Capital Expenses					
					Some delay to commencement of capital programmes at museum, and also due to Aged
Land and Buildings	620,961	44.64%	▼	Permanent	Care Facility no longer progressing
Infrastructure - Roads	491,490	12.54%	▼	Timing	Alteration to timing of works
Infrastructure - Other	794,893	45.65%	▼	Timing	Alteration to timing of works programmes
Plant and Equipment	220,710	33.66%	▼	Timing	Alteration to timing of acquisition of assets

10.0 REPORTS OF OFFICERS
10.2 DEPUTY CHIEF EXECUTIVE OFFICER
10.2(B) ACCOUNTS FOR PAYMENT

SUBMISSION TO: Meeting of Council
Meeting Date: 19th June, 2018

AGENDA REFERENCE: 10.2 (B) JUNE 18

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: 12th June, 2018

BACKGROUND

Attached statement consists of accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **23947** to **24022** totalling **\$661,492.19** and accounts paid by Council Authorisation represented by cheques numbered from **24023** to **24127** totalling **\$1,101,569.08** be accepted.

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 **23947** to **24022** totalling **\$661,492.19** and accounts paid by Council Authorisation represented by cheques numbered from **24023** to **24127** totalling **\$1,101,569.08** be accepted.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr RA Norrie, Seconded Cr AM Moore, that accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **23947** to **24022** totalling **\$661,492.19** and accounts paid by Council Authorisation represented by cheques numbered from **24023** to **24127** totalling **\$1,101,569.08** be accepted.

CARRIED (6 VOTES TO 0)

Shire of Leonora				
Monthly Report – List of Accounts Paid by Delegated Authority				
Submitted to Council on the 19th June, 2018				
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 23947 to 24022 and totalling \$661,492.19 .				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment by Delegated Authority
642	7/05/2018	Australian Super	Superannuation PPE: 23/4/2018	1582.14
643	7/05/2018	CBUS	Superannuation PPE: 23/4/2018	929.59
644	7/05/2018	Host Plus	Superannuation PPE: 23/4/2018	259.82
645	7/05/2018	IIOF	Superannuation PPE: 23/4/2018	136.75
646	7/05/2018	MLC Super Fund	Superannuation PPE: 23/4/2018	246.67
647	7/05/2018	WA Super	Superannuation PPE: 23/4/2018	9,548.66
648	7/05/2018	WA Super	Superannuation 27/4/2018	185.56
23947	9/05/2018	LGRCEU	Union Fee PPE: 18/12/17 (missed) & 7/5/18	41.00
1	8/05/2018	Shire of Leonora	Salaries & Wages PPE: 07/05/2018	59,162.82
649	8/05/2018	Alliance Equipment Finance	Charges for office copier lease - May, 2018	797.78
650	10/05/2018	Alliance Equipment Finance	Copier lease for CRC - May, 2018	536.45
23948	14/05/2018	Construction Training Fund	Lot M36/24 - Draig Resources - transportable units	220.00
23949	14/05/2018	Goldfield Services	Refund for kitchen hire, invoice 7421	150.00
23950	15/05/2018	Walkatjurra Walkabout	Malcolm Dam camp	6,000.00
23951	15/05/2018	Prescence Corporate Affairs	Corporate affairs services - Feb-Apr 2018	12,511.94
23952	17/05/2018	Ninth Wheeler Pty Ltd	Refund overpayment of rates A7135	1,432.57
23953	17/05/2018	D R Fitzgerald	Reimbursement for costs associated with trip to Leonora - annual cactus investigation	491.24
23954	17/05/2018	Telstra	cancelled cheque, incorrect amount	0.00
23955	17/05/2018	WAM	Music support acts management for GG 2018	1,265.00
23956	17/05/2018	Telstra	Phone usage - Camp requisites	70.00
23957	21/05/2018	D Lynne T/A The Repurpose Circus	Wildflower Print Potholders and hanging tea towels for resale at Information Centre	550.00
23958	21/05/2018	Netlogic Information Technology	Supply, set up and Test UniFi switch at Museum, and start transition to Microsoft 365 for Office staff	1,522.00
23959	21/05/2018	Yeti's Records Management	Prep and Scanning of records, plus update of new template	1,720.00
23960	22/05/2018	Prince-Wright Productions	"The Decadent and Depraved" Community Screening Funds	2,000.00
23961	22/05/2018	Robert Renfree	Wages for contracted works 8/5/2018 - 14/5/2018	3,040.00
23962	22/05/2018	Netlogic Information Technology	Microsoft Office Licences (Office 365) x 23 as part of Server Upgrade/renewal	8,050.00
			Sub Total	\$112,449.99

			Balance Brought Forward	\$122,449.99
23963	23/05/2018	LGRCEU	Union Fee PPE: 21/5/18	20.50
1	22/05/2018	Shire of Leonora	Salaries & Wages PPE:21/05/2018	75,260.95
651	22/05/2018	Australian Super	Superannuation PPE:7/5/2018	205.17
652	22/05/2018	CBUS	Superannuation PPE:7/5/2018	878.95
653	22/05/2018	Host Plus	Superannuation PPE:7/5/2018	267.41
654	22/05/2018	MLC Super Fund	Superannuation PPE:7/5/2018	246.67
655	22/05/2018	WA Super	Superannuation PPE:7/5/2018	8,976.13
23964	25/05/2018	Aaxxa Group Pty Ltd	Supply HDPE 1.5mm Smooth, welding equip and labour and Bentoliner GCL for Liquid Waste Ponds	41,821.23
23965	25/05/2018	Essential Resources	Educational resources for Childcare Centre	384.75
656	25/05/2018	Australian Super	Superannuation PPE:21/5/2018	227.96
657	25/05/2018	CBUS	Superannuation PPE:21/5/2018	929.59
658	25/05/2018	Host Plus	Superannuation PPE:21/5/2018	191.99
659	25/05/2018	MLC Super Fund	Superannuation PPE:21/5/2018	246.67
660	25/05/2018	Prime Superannuation Fund	Superannuation PPE:21/5/2018	432.25
661	25/05/2018	Statewide Superannuation Fund	Superannuation PPE:21/5/2018	88.64
662	25/05/2018	WA Super	Superannuation PPE:21/5/2018	12,179.12
23966	29/05/2018	Allen R Cooper	Prepare and undertake onsite staff interviews for review of Workforce Plan	6,312.73
23967	29/05/2018	Building Commission	BSL - April 2018	56.65
23968	29/05/2018	Dave Hadden	Health/building services as per contract - Inv 109	8,712.00
23969	29/05/2018	GJ & KC Alexander	Donation for family support	2,000.00
23970	29/05/2018	Department of Transport	Renewal of licence - 8WR082	25.10
23971	29/05/2018	Goldfields Pest Control	Pest control carried out on various Shire owned properties	26,510.00
23972	29/05/2018	Horizon Power	Power usage 21/04/2018-18/05/2018 Lot 32 Tower Street	3,654.25
23973	29/05/2018	Hullabaloo Co.	Communication Management 2018 GG - Inv 2 of 2	10,715.00
23974	29/05/2018	LG Professionals	Membership 2017/18 - Debra Lynn	90.51
23975	29/05/2018	Telstra	Phone usage - Shire properties various	4,524.10
23976	29/05/2018	Water Corporation	Water usage - Shire properties various	13,804.44
23977	29/05/2018	Netlogic Information Technology	Remote consulting fees	2,250.00
23978	29/05/2018	National Australia Bank	VOID	0.00
23979	29/05/2018	National Australia Bank	Prize money - cash withdrawal for GG 2018	20,400.00
663	22/05/2018	National Australia Bank	NAB Connect Fee - March, 2018	38.49
664	28/05/2018	Alliance Equipment Finance	Copier hire charges - May, 2018 (Depot)	230.20
23980	31/05/2018	South Sound Events	Hire of equipment for Silent Disco - GG 2018	750.00
23981	31/05/2018	Avago Running Pty Ltd	Services for Leonora GG 2018	4,650.00
23982	31/05/2018	Rad Rock Adventures	Hire of Radrock equipment for GG 2018	17,820.00
			Sub Total	\$387,351.44

			Balance Brought Forward	\$387,351.44
665	30/05/2018	National Australia Bank	Overpayment of prize money and balance of prize money	2,200.00
23983	1/06/2018	Shire of Leonora	Petty cash recoup - June 2018	315.30
666	31/05/2018	National Australia Bank	Account Fees - May, 2018	106.10
24000	3/06/2018	Jordan Gusman	1st Elite Women's Mile	6,000.00
23985	3/06/2018	Madeline Hills	2nd Elite Women's Mile	4,000.00
23986	3/06/2018	Cancelled	Misprinted cheque	0.00
23987	3/06/2018	Whitney Sharpe	4th Elite Women's Mile	1,500.00
23988	3/06/2018	Cancelled	Misprinted cheque	0.00
23989	3/06/2018	Cancelled	Misprinted cheque	0.00
23990	3/06/2018	Paige Campbell	5th Elite Women's Mile	1,000.00
23991	3/06/2018	Abigail Rose	6th Elite Women's Mile	750.00
23992	3/06/2018	Lillian Price	7th Elite Women's Mile	500.00
23993	3/06/2018	Holly Campbell	8th Elite Women's Mile	250.00
23994	3/06/2018	Stephen Knuckey	8th Elite Male Mile	250.00
23995	3/06/2018	Christopher Dale	7th Elite Male Mile	500.00
23996	3/06/2018	Luke Graves	6th Elite Male Mile	750.00
23997	3/06/2018	Ben Chamberlain	5th Elite Male Mile	1,000.00
23998	3/06/2018	Matthew Ramsden	4th Elite Male Mile	1,500.00
23999	3/06/2018	James Nipperess	3rd Elite Male Mile	2,000.00
23984	3/06/2018	Chloe Tighe	1st Elite Male Mile	6,000.00
24001	3/06/2018	James Hansen	2nd Elite Male Mile	4,000.00
24002	3/06/2018	Melissa Duncan	3rd Elite Woman's Mile	2,000.00
24003	6/06/2018	Geraldine Hogarth	Bond refund for hall hire - Funeral 01/06/2018	150.00
24004	6/06/2018	Department of Communities	Leonora Childcare Facility - Service annual fee 2018-19	203.00
24005	6/06/2018	Horizon Power	Power usage for Shire Office 28/04/2018-24/05/2018	545.05
24006	6/06/2018	Majstrovich Building Co	3rd Claim for conservation works on Hoover House	120,840.50
24007	6/06/2018	Michael Bargerbos	Reimbursement for travel to Kal - collection of furniture for Hoover House and GG prize money	497.03
24008	6/06/2018	Randstad	Wages for Catherine Ramirez Childcare staff (additional) 07/05/2018-27/05/2018	3,887.40
24009	6/06/2018	Seb Sports Pty Ltd	Consulting fees for Leonora Golden Gift 2018	1,980.00
24010	6/06/2018	Tanya Browning	Reimbursement - Fuel for DCEO vehicle P2	77.70
24011	6/06/2018	Water Corporation	cancelled cheque, incorrect amount	0.00
24012	6/06/2018	Charlotte Huckerby	Reimbursement for travel and meals - TAFE 6-7 June	349.34
24013	6/06/2018	Water Corporation	Water usage - Shire properties various	10,464.34
667	1/06/2018	Westnet	CRC internet - June	11.00
668	1/06/2018	National Australia Bank	Merchant fees Shire of Leonora EFTPOS machines various - June, 2018	910.32
669	4/06/2018	National Australia Bank	Credit Card charges - May, 2018	8,670.38
			Sub Total	\$570,558.90

			Sub Total	\$570,558.90
1	5/06/2018	Shire of Leonora	Salaries & Wages PPE:04/06/2018	73,060.47
24014	6/06/2018	Robert Renfree	Wages 28/05/2018-04/06/2018	3,000.00
670	6/06/2018	National Australia Bank	NAB Connect Fee - April, 2018	51.99
24015	8/06/2018	Cybersecure	Backup subscription fee	250.80
24016	8/06/2018	Horizon Power	Power usage Street Lighting May 2018	3,758.89
24017	8/06/2018	Kathy Beaton	Reimbursement for items purchased for GG Big Breakfast 2018	36.00
24018	8/06/2018	Mel Hosie	Reimbursement of items purchased for Hoover House renovation works	73.30
24019	8/06/2018	Stephen Peacock	Works carried out at Mine Office - Gwalia Museum	4,840.00
24020	8/06/2018	Telstra	Phone usage for May 2018	3,396.97
24021	8/06/2018	Water Corporation	Water usage - Jim	2,319.17
24022	11/06/2018	Building Commission	Building Services Levy - May 2018	145.70
			Grand Total	\$661,492.19

Shire of Leonora				
Monthly Report - List of Accounts Paid by Authorisation of Council				
Submitted to Council on the 19th June, 2018				
Cheques numbered from 24023 to 24127 totaling \$1,101,569.08 submitted to each member of the Council on 19 th June, 2018 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
24023	19/06/2018	ACMA.	Licence renewal broadcasting/retransmission - Broadcast Tower, 29 Hoover Street	65.00
24024	19/06/2018	Air Liquide W.A. Ltd	Cylinder fees for gas bottles at medical centre	74.82
24025	19/06/2018	Alex Taylor -	Member Sitting Fees 2017-18	11,451.27
24026	19/06/2018	Alexis Moore.	Member sitting fees 2018/19	5,570.18
24027	19/06/2018	ALU Glass	Supply toughened glass for Museum Mine Office	840.00
24028	19/06/2018	Angela Sutherland	Kids entertainment at Leonora GG 2018	1,128.30
24029	19/06/2018	Anne Skinner Media	Editing text and captions for re-launch of Looking Back, Gwalia-Leonora WA 1896-1963	2,400.00
24030	19/06/2018	Athletics Western Australia	Sanction fee for Leonora Golden Gift, event management, co-ordination and youth development 2018	4,510.00
24031	19/06/2018	Avago Running Pty Ltd	Reimbursement of travel costs for elite athletes flights for Leonora GG 2018	1,171.00
24032	19/06/2018	Avis - Leinster	Hire of vehicle for John Walsh 26/04/2018-03/05/2018	2,408.01
24033	19/06/2018	Battery World Morley	Battery packs for audio tours at Gwalia Museum	410.00
24034	19/06/2018	Betta Roads Pty Ltd	Polycom stabilizer for floodway	16,500.00
24035	19/06/2018	Bitz Batteries	Batteries for depot maintenance	1,325.06
24036	19/06/2018	Blue Shaddy	Performance fee for Saturday 2nd June 2018 Leonora GG plus travel expenses	7,150.00
24037	19/06/2018	BlueChip Timing	Timing and online registration services for Leonora GG 2018	10,637.00
24038	19/06/2018	BOC Limited	Container service fee & liquid nitrogen for depot	162.66
24039	19/06/2018	Boldline Services	Supply of various parts for depot maintenance	4,273.50
24040	19/06/2018	Breakaway Earthmoving	Rip and push at various pits on the Glenorn/Yundamindra Rd - April, 2018	36,850.00
24041	19/06/2018	Brown's Party Hire	Stage, catwalk and chairs for Fashion on the Field	4,080.45
24042	19/06/2018	Bunnings Building Supplies Pty Ltd	Various supplies for Shire property maintenance	1,805.60
24043	19/06/2018	Butler Settineri	Interim fee in relation to the audit of Shire of Leonora year end 30 June 2018	6,905.73
24044	19/06/2018	Butsons Building Service	Final payment for works carried out on Art's Place - Gwalia Precinct	39,600.00
24045	19/06/2018	Canine Control	Ranger services 13/05/2018-15/05/2018	4,003.57
24046	19/06/2018	CCA Productions	Rental agreement for GG 2018	18,500.00
			Sub Total	\$181,822.15

			Balance Brought Forward	\$181,822.15
24047	19/06/2018	Choices Flooring	Balance due on flooring works at 11B Walton Street	1,445.00
24048	19/06/2018	Creative Spaces	Design and printing of book and booklets for Gwalia and Leonora Heritage Trail	7,676.35
24049	19/06/2018	Defiant Holdings Pty Ltd	Re-upholster chairs at Hoover House	3,364.38
24050	19/06/2018	Department of Fire and Emergency Services	2017/18 Quarter 4 contribution	13,431.15
24051	19/06/2018	Department Of Transport	Renewal of licence for L2253 2018-2019	77.95
24052	19/06/2018	Design Sense Graphics & Web	Design and print of Gwalia A Frame directions sign and Leonora GG 2018 advertising and programs	8,107.00
24053	19/06/2018	Dunning's	Avgas	34,195.69
24054	19/06/2018	Eagle Petroleum (WA) Pty Ltd	Fuel charges	48,364.98
24055	19/06/2018	Economic Transitions	Museum operations and management review 12-16 March, 2018	8,908.00
24056	19/06/2018	Educating Kids	Leinster community grant allowance	524.21
24057	19/06/2018	Elite Gym Hire	Hire of gym equipment 01/06/2018-01/07/2018	1,072.50
24058	19/06/2018	Felicity Harris	Member sitting fees 2018/19	5,570.18
24059	19/06/2018	Forman Bros	Plumbing works carried out at various Shire properties	239,707.16
24060	19/06/2018	Galaxy Embroidery and Printing	Items for resale at Gwalia Museum	6,708.19
24061	19/06/2018	Gencon Civil Pty Ltd	Plant hire for Wandrra works at Leonora Mt Ida Rd	68,368.30
24062	19/06/2018	GHD Pty Ltd	Preparation of Local Planning Strategy Scheme - Progress claim	32,509.02
24063	19/06/2018	Goldfield Services -	Cleaning services for various Shire properties	7,466.25
24064	19/06/2018	Goldfields Records Storage	User charges	319.11
24065	19/06/2018	Goldfields Tourism Network Assoc Inc	1 hour TV production Destinations WA	2,200.00
24066	19/06/2018	Goldfields Truck Power	Parts for depot repairs and maintenance	4,163.76
24067	19/06/2018	Goldline Distributors	Supplies for Gwalia Museum, NGROAC and Leonora Childcare Centre	1,579.94
24068	19/06/2018	GTN Services	Diagnose and repair AC system	583.15
24069	19/06/2018	Hay Interiors	Final payment - Hoover House Gwalia	13,411.00
24070	19/06/2018	Hocking Heritage Studio	Hoover House conservation works	17,967.95
24071	19/06/2018	Holcim (Australia) Pty Ltd	700 tonne of screened creek sand ex Tarmoola Pit	12,003.75
24072	19/06/2018	Jason Signmakers	2 x Welcome to Shire of Leonora signs	1,177.00
24073	19/06/2018	John Cooper Photography	GG event photography and DJ services for Silent Disco	1,500.00
24074	19/06/2018	Kalgoorlie Boulder Racing Club	Valued sponsorship of 2 races on Sunday May 27th 2018	1,320.00
24075	19/06/2018	Kalgoorlie Case & Drill Pty Ltd	Parts for Depot maintenance	207.54
24076	19/06/2018	Kerion Pty. Ltd.	Flights for Robert Renfree 23 & 30 April PER-LEO-PER & Kim Hewson 27 & 30 April PER-LEO-PER	1,000.00
24077	19/06/2018	Landgate	Valuation enquiries	1,811.54
24078	19/06/2018	Larnie Petersen	Member sitting fees 2018	8,778.00
			Sub Total	\$737,341.20

			Balance Brought Forward	\$737,341.20
24079	19/06/2018	Lastminute Multimedia	Hoover House & Gwalia Museum promotional advertising 28/05/2018-01/06/2018	1,089.00
24080	19/06/2018	Leinster District Racing Club Inc	Community grant - reimbursement of funds to Northfields for work at the Race Course	5,500.00
24081	19/06/2018	Leonora Drive Connectors	Parts supplied for depot maintenance - various machines	519.31
24082	19/06/2018	Leonora Motor Inn	Accommodation charges for May, including GG rooms	12,779.00
24083	19/06/2018	Leonora Painting Services	Painting out graffiti - back of Shire Office, outside public toilets, skatepark, Post Office lan...	2,640.00
24084	19/06/2018	Leonora Post Office	Post office charges May, 2018	440.72
24085	19/06/2018	Leonora Race Club	Sponsorship of Fashions on the Field meeting 03/06/2018	1,000.00
24086	19/06/2018	Leonora Supplies WA	Supplies for various Shire departments	655.98
24087	19/06/2018	Llew Withers	Research, prep and delivery of presentation to Shire Council 15/05/2018	1,500.00
24088	19/06/2018	Mara Crann Pty Limited	Demolition of Agnew Hotel and works on Glenorn/Yundamindra	35,200.44
24089	19/06/2018	Marketforce	Advertising costs	6,994.12
24090	19/06/2018	McMahon Burnett Transport	Freight - Office stationery	167.52
24091	19/06/2018	Mia Hicks Consulting	Development of Shire Investment Prospectus including graphic design, content development and 300...	1,991.00
24092	19/06/2018	Moonay & Co.	Items for re-sale at the Leonora Library and Information Centre	2,517.00
24093	19/06/2018	Moore Stephens	Fees for professional services	5,830.00
24094	19/06/2018	Netlogic Information Technology	Fees for remote IT consulting	1,800.00
24095	19/06/2018	Nick Gahan.	Install curtains at Hoover House	1,137.50
24096	19/06/2018	Office National Kalgoorlie	Photocopier charges and services charges	1,335.16
24097	19/06/2018	Outback Grave Markers	Lonely graves books by Yvonne and Kevin Coate	325.00
24098	19/06/2018	Outback Parks & Lodges	Accommodation and meals for entertainers, elite athletes, event volunteers and organisers - Leon...	16,339.75
24099	19/06/2018	P R Sullivan's Display	Light Horse display for GG 2018	720.00
24100	19/06/2018	Penns Cartage Contractors	Freight cost for May 2018	4,530.24
24101	19/06/2018	Peter Craig.	Members sitting fees 2018/19 - President	19,022.95
24102	19/06/2018	Pier Street Medical	Pre-employment medicals for new staff	588.00
24103	19/06/2018	Pop Magic	Kids entertainment Leonora GG 2018	2,112.00
24104	19/06/2018	Prime Media Group Ltd	Advertising for Gwalia Museum and Leonora GG 2018	3,371.50
24105	19/06/2018	Prosegur Australia Pty Ltd	ATM monthly rental charges - April, 2018	2,828.06
24106	19/06/2018	PWT Electrical Pty Ltd	Electrical works at various Shire properties	3,979.00
24107	19/06/2018	Quick Corporate Australia	Stationery for May 2018	2,902.14
24108	19/06/2018	Randstad	Relief worker Catherine Ramirez Childcare 28/05/2018-01/06/2018	2,019.60
24109	19/06/2018	Rangeland Services Pty Ltd	Works on fencing at Cohen Street, Queen Vic St and Hoover St	24,803.26
24110	19/06/2018	REDD Horizons Pty Ltd	Services for Sharing is Caring program	715.00
			Sub Total	\$904,694.45

			Balance Brought Forward	\$904,694.45
24111	19/06/2018	Redwave Media Pty Ltd	Radio advertising and live crosses from Leonora GG 2018	6,600.00
24112	19/06/2018	Richard Cotterill -	Member sitting fees 2018/19	8,169.00
24113	19/06/2018	Ross Norrie -	Member sitting fees 2018/19 - Deputy President	8,778.00
24114	19/06/2018	Ross Roses	Assortment of Roses for Hoover House gardens	421.60
24115	19/06/2018	Sassy Sue's	Furniture purchased for Hoover House refurb	2,350.00
24116	19/06/2018	Shire of Coolgardie	Member contribution to Goldfields Records Storage 01/03/2018-30/06/2018	5,866.67
24117	19/06/2018	Skippers Aviation Pty Ltd	Aircraft charter for Leonora GG 2018 2/3June 2018	25,274.35
24118	19/06/2018	Southern Cross Austereo	Advertising costs associated with Leonora GG 2018	2,607.00
24119	19/06/2018	The Food Van	Catering	372.00
24120	19/06/2018	Tjuma Pulka (Media) Aboriginal Corporation	Telstra phone line connection - reimbursement 16/04/2018-15/05/2018	155.00
24121	19/06/2018	Toll Customised Solutions	Storage and distribution of tourism information	222.36
24122	19/06/2018	Toll Ipec Pty Ltd	Freight charges for May 2018	298.27
24123	19/06/2018	West Australian Newspapers Ltd	Advertising costs	3,149.60
24124	19/06/2018	Westland Autos No1 Pty Ltd	Service of L2440 and 2L	1,041.60
24125	19/06/2018	Weusandi Contractors	Plant hire for Wandrra works - May 2018	126,065.50
24126	19/06/2018	Whiston Refrigeration	Supply and install air-conditioning unit to Captain's Office at Leinster Golf Club	4,990.00
24127	19/06/2018	Xstra Group Pty Ltd	Line rental 01/06/2018-30/06/2018 - NGROAC	513.68
			Grand Total	\$1,101,569.08

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(C) ADOPTION OF WORKFORCE PLAN 2018-2022

SUBMISSION TO: Meeting of Council 19 June 2018

AGENDA REFERENCE: 10.2 (C) JUN 18

SUBJECT: Adoption of Workforce Plan 2018-2022

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: 11th June 2018

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 Workforce Development Plan is a document developed by the Shire of Leonora that captures the current level of human resources used to complete the various day to day functions within the community and will be used to map out future workforce trends and requirements to meet the needs of the Shire. Workforce planning is a significant human resource management challenge for the Shire of Leonora. The environment with in which we operate has a number of challenges that are characterised by, increased demands for flexibility, responsiveness and performance improvement, and emphasis on innovation and service delivery, devolved employment arrangements, competitive labour markets, skills shortages and an ageing workforce.

Effective workforce planning aims to provide the Shire of Leonora with the best staff possible to assist in achieving its strategic direction and deliver appropriate services to the community. The Workforce Development Plan is a resource the Shire will use to review and plan for a workforce that can deliver the strategies and goals outlined in the Strategic Community Plan.

Allen Cooper, former Chief Executive Officer at the Shire of East Pilbara and current Deputy President of Local Government Professionals Australia (WA Division) was engaged to undertake the review of the Workforce Plan. Mr Cooper travelled to Leonora and interviewed a number of staff (nearly all staff) with the intent that employees might be more comfortable and forthcoming in their responses with an independent / neutral officer than if they were interviewed by executive staff that they report to within the organisation. The responses of these interviews have been collated and documented within the attached Workforce Development Plan, as well as a number of strategies and actions to address risks identified within the plan.

Some of the actions identified have already commenced within the executive team, and will progress in the 2018/19 financial year. Provisioning of these actions will be factored into the 2018/19 draft budget also.

The Workforce Development Plan will be the subject of continuous review, and Council will be notified as any significant changes or amendments to be applied.

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.

Legislation does not require Council approval of the Workforce Plan, although this practice is recommended by the Department of Local Government Sport and Cultural Industries.

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report. Review and any subsequent changes to Human Resources (HR) practices and procedures as noted with the Workforce Development Plan may result in the requirement to review/amend policies relating to staff and HR.

FINANCIAL IMPLICATIONS

Allen Cooper was engaged to facilitate the review of the Workforce Plan, which was provided for in the adopted 2017-18 budget. Actions identified in the short term will require provision in the 2018/19 budget also.

Annual budget implications and forward planning models for the Workforce Plan are laid out in the Long Term Financial Plans. Any potential re-structure of the workforce in the future is likely to cause upward pressure on costs. These will be factored into the Long Term Financial Plan.

STRATEGIC IMPLICATIONS

The Workforce Development Plan is a resource the Shire will use to review and plan for a workforce that can deliver the strategies and goals outlined in the Strategic Community Plan.

RECOMMENDATIONS

That the Council adopt the Shire of Leonora Workforce Development Plan 2018-2022, as attached.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr AM Moore, Seconded Cr RA Norrie, that the Council adopt the Shire of Leonora Workforce Development Plan 2018-2022, as attached.

CARRIED (6 VOTES TO 0)

Shire of Leonora Workforce Plan 2018-2022



Contents

INTRODUCTION.....	3
Workforce Strategic Planning in context	4
Integrated Planning and Reporting Framework.....	4
What is Workforce Planning.....	5
Goals of the Workforce Plan	6
BACKGROUND	7
Local History	8
Transport links.....	8
Principal Industries	8
Regional context	9
The Direction of the Shire of Leonora	10
Our Vision.....	10
Key strategic themes	10
CURRENT STRUCTURE	11
Employee numbers.....	11
Employment status.....	11
Gender profile.....	11
Age profile	12
Turnover of Staff	12
IDENTIFICATION OF WORKPLACE ISSUES	13
Internal factors.....	13
External factors	14
FUTURE WORKFORCE PROFILE.....	15
PROPOSED STRATEGIES AND FOCUS AREAS	16
Link to Strategic Community Plan.....	16
Table 2: 3 Outcomes	17
Strategies	18
Table 3: Strategies and outcomes.....	18
WORKFORCE COSTS AND BUDGET IMPLICATIONS	19
MONITORING AND EVALUATION.....	20
Review	20
Strength, Weaknesses, Opportunities and Threats (SWOT).....	21
Table 4: Current Gap Analysis	21
Evaluation.....	22

INTRODUCTION

The Workforce Development Plan is a document developed by the Shire of Leonora that captures the current level of human resources used to complete the various day to day functions within the community and will be used to map out future workforce trends and requirements to meet the needs of the Shire.

Workforce planning is a significant human resource management challenge for the Shire of Leonora. The environment with in which we operate has a number of challenges that are characterised by, increased demands for flexibility, responsiveness and performance improvement, and emphasis on innovation and service delivery, devolved employment arrangements, competitive labour markets, skills shortages and an ageing workforce.

Workforce planning is a key component of Integrated Planning and Reporting Framework that was introduced into Western Australian local governments in 2011. As part of this initiative the Shire consulted with the wider community and developed a plan for the future of the district. The Strategic Community Plan 2017 - 2027 now sets out our vision for the future and was adopted at an ordinary Council meeting held 20 June 2017.

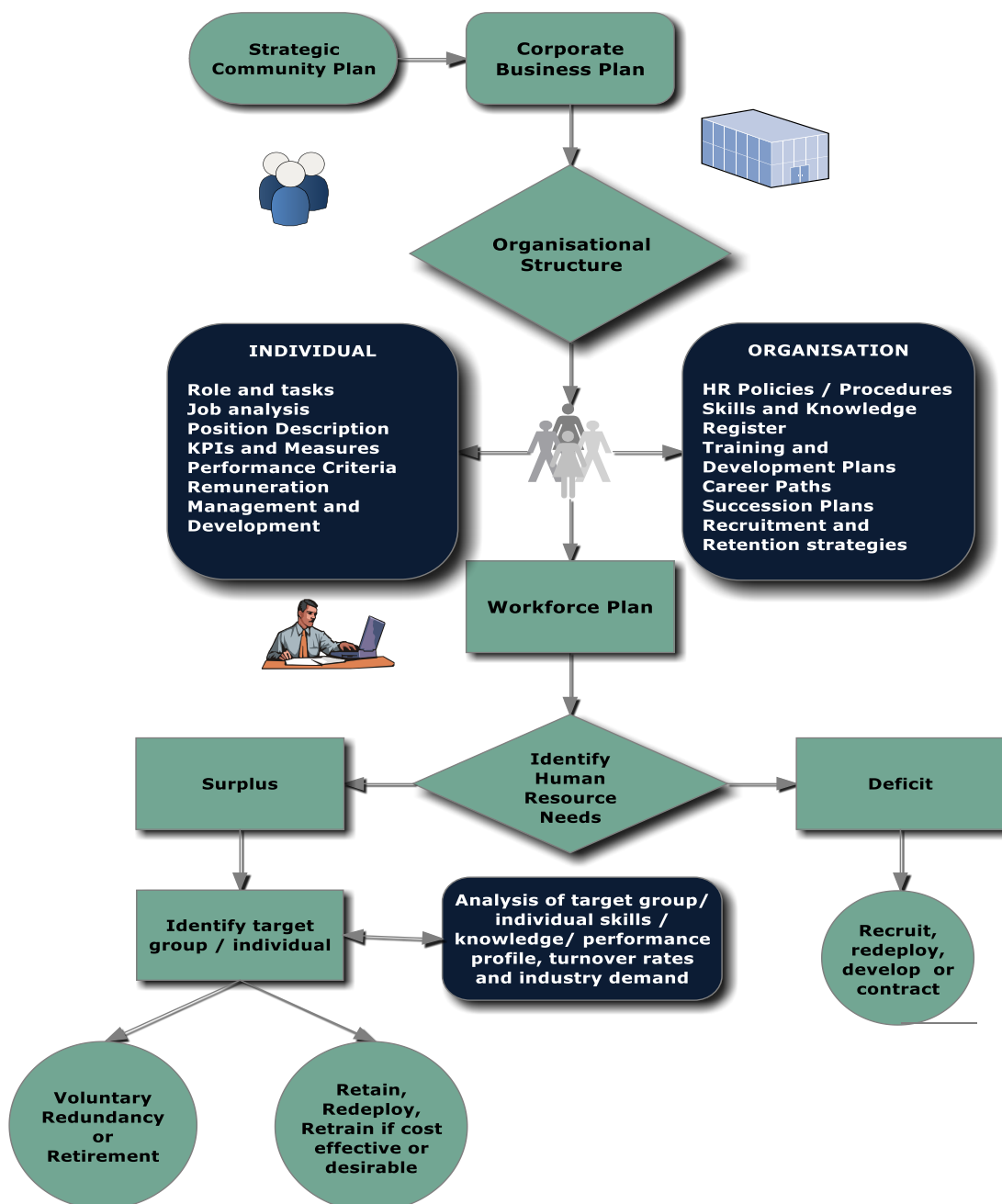
The Workforce Development Plan is a resource the Shire will use to review and plan for a workforce that can deliver the strategies and goals outlined in the Strategic Community Plan. It will also be an important informing plan used to shape and create the Corporate Business Plan. A workforce that works with integrity is also important to make sure it is trusted and accountable for its actions.

The Plan is about securing the right people, with the right skills, at the right time to undertake the necessary tasks. At the Shire of Leonora flexibility is critical.

Workforce Strategic Planning in context

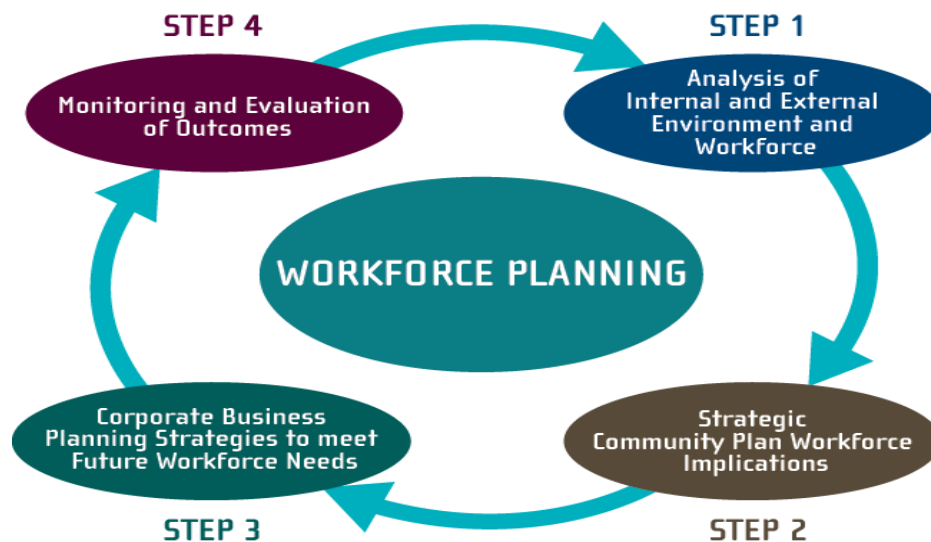
Integrated Planning and Reporting Framework

The development of a Workforce Strategic Plan is a requirement of the Department of Local Government Integrated Planning and Reporting Framework. The Workforce Plan sits alongside the Long Term Financial Plan and the Asset Management Plan in both informing and resourcing activities determined in the Delivery Program.



What is Workforce Planning

Workforce planning is the process of analysing the characteristics of the current workforce and assessing the capability of those characteristics to deliver the outcomes in the SCSP. The Workforce Plan is a crucial planning tool to get the Council from where it is now to where it needs to be in the future.



Step 1: Workforce analysis

- Analyse workforce *against* Council's direction, internal workforce characteristics and capabilities and the internal and external factors influencing current and future labour demand and supply.

Step 2: Workforce implications

- Future business needs and workforce characteristics and capabilities are identified. The gaps between future workforce needs and current workforce profile are identified and analysed.

Step 3: Develop and Implement Strategies

- Business and HR strategies are developed to address the gaps between current and future workforce needs. Implement strategies and processes to address workforce planning issues.

Step 4: Monitor and Evaluate

- Effectiveness of strategies is evaluated to determine success of planned changes and impact on business performance

Effective workforce planning aims to provide the Shire of Leonora with the best staff possible to assist in achieving its strategic direction and deliver appropriate services to the community.

The benefits of workforce planning for the Shire of Leonora will include:

- Ensuring current and future employee numbers and skills are aligned with delivering on Strategic Community Plan and Corporate Business Plan objectives;
- Ensuring an appropriately skilled workforce to meet organizational needs
- Recruitment and retention strategies for a remote area
- Supports succession planning in critical areas
- Better data for better decision making

- Ensuring that there is efficient and effective service delivery into the future
- Monitoring and containing workforce costs
- Promote organizational safety and well being

Goals of the Workforce Plan

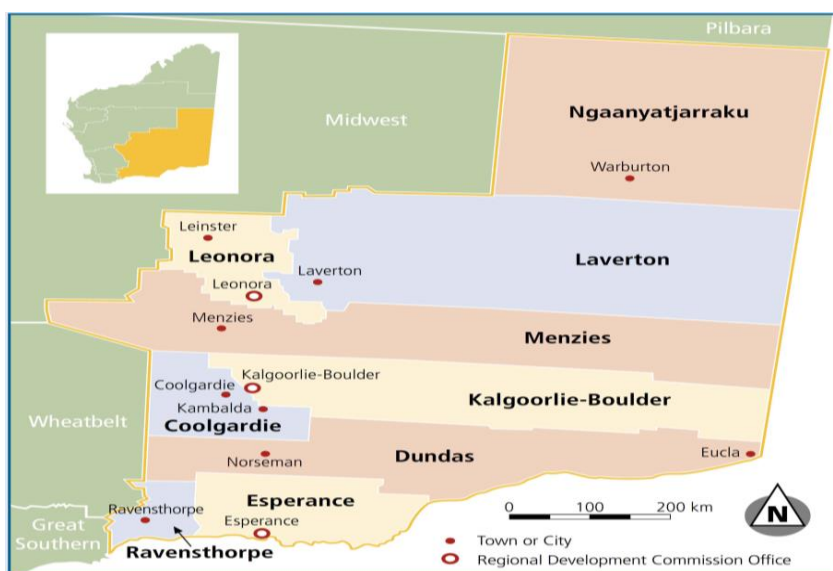
The goals of the Workforce Plan are to:

- Establish the Shire of Leonora's future workforce requirements by having regard to aspirations and strategies in the SCSP and strategies and actions in the Corporate Plan;
- Identify likely workforce challenges and implement appropriate strategies to minimise those challenges;
- Maintain a community focused workforce that is capable of delivering a level of service appropriate to the Shire of Leonora's community into the future.

BACKGROUND

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

A map of the Shire of Leonora appears below to illustrate its size and position within the Goldfields-Esperance region.



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

There are approximately 700 dwellings in the Shire, with 350 houses in the town site of Leonora and around 280 in the town site of Leinster. The Shire of Leonora is also host to a large number of fly in – fly out mining workforce for around seven gold mining companies and several nickel mining companies.

The Shire has an estimated residential population of 1,492 in 2016, comprised of 63% male and 37% female residents. Indigenous residents account for 14% of the Shires population and up to 17% of the Shire residents are born overseas, however only 8% speak a language other than English at home. However, accounting for the FIFO population within the Shire and those residing semi-permanently within Leinster, the population within the Shire reaches approximately 6,000. This results in the Shire not receiving a direct income yield from FIFO workers who are registered in other local government areas, impacting on the resources available to the Shire to provide services to the community.

The age distribution with the Shire is similar compared to the wider Australian population. However, the Shire has a higher percentage of residents between the ages of 25-54 and a lower percentage of residents over the age of 55 years. While it is clear that there is a higher proportion of those of working age (25-54 years), the statistics indicate that there is a far lower proportion of elderly (65+ years) in the Shire, which suggests that residents may be retiring to areas outside of the Shire. This must be a consideration for the Shire when considering the types of service provision to the community.

The main industry of employment within the Shire is mining, followed by mining support services and manufacturing. The mean employee income is \$68,092 and the unemployment rate within the Shire is 3.7%.

Local History

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 seven hotels, general stores, chemists, tailors and bakeries.

In 1963 the closure of the Sons of Gwalia mine substantially effected the population in the town site Gwalia, as the demand for commercial and business enterprises in Gwalia decreased as the mining population departed. The population in Gwalia became negligible; however, the town site 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.

With the increase in gold prices in the 1980s, interest in gold mining within the Shire was again renewed. Gold has continued to be produced in large quantities within the Shire to the present day.

Nickel was also discovered within the Shire and a mining town site of Leinster was established in 1976 to support the nickel mine of the Agnew Gold Mining company. Leinster has since flourished and has a residential population of approximately 700 people as well as up to 700 fly-in-fly-out personnel.

Transport links

Leonora is serviced by regular public air transport services, which depart from the Leonora airport four times a week on Monday, Wednesday, Thursday and Friday. Leinster town site is also serviced regularly by air transport services, three days a week.

By car, Leonora can be accessed from Perth via Kalgoorlie using the Great Eastern highway to Kalgoorlie and then the Goldfields highway. Public bus transportation between Leonora and Perth is also available. The Shire has 363 km of sealed roads and 1213 km of unsealed roads.

Principal Industries

Leonora is a service centre for mining exploration, mining services and the pastoral industry. The Shire hosts around seven gold mining companies, as well as several nickel mining companies. The mining industry in the Shire employees up to 856 people, followed by the manufacturing industry at 165 and the construction industry at 125 people. Fostering and supporting diverse industry within the Shire is a consideration for the local government to ensure the sustainability of the Shire beyond mining.

The pastoral sector is the primary form of agricultural within the Shire which employees up to 23 persons. 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, which offers a range of accommodation and activities for visitors. Visitors to the Shire can obtain details of attractions within the Shire, such as visiting the historic Gwalia Museum and Village, as well as souvenirs and clothing from the Leonora Tourist and Information Centre.

Regional context

The Shire of Leonora is part of the Goldfields Voluntary Regional Organisation of Councils (“GVROC”) which is made up of ten shires across the region, with an approximate population of 58,000 residents and covering an area of 771,296 square kilometre, which is just under a third of the total land mass of Western Australia.

The mining and processing of mineral resources is the primary industry within the region, complemented by the subsequent commercial services. The region also has a strong agricultural industry, as well as a focus on tourism particularly in the southern parts of the region.

The Goldfields region faces a variety of challenges with those most relevant to the Shire being:

- **Retaining a skilled workforce with requisite skills** The labour force of the Goldfields Region has declined since at the height of a mining boom in 2006-07. However, the mining industry still remains the largest employer in the Region
- Providing **infrastructure** to a relatively small and geographically diverse population with limited capacity for economies of scale
- **Population trends** The estimated resident population of the Goldfields-Esperance Region in 2013 was 61,900. This constitutes 2.5 per cent of the total population of Western Australia. In the decade to June 2013, the region’s population increased at an average annual growth rate of 1.1 per cent. Both fluctuations in population across the region are directly linked to the state of the mining industry (Goldfields-Esperance: A region in profile 2014, Department of Regional Development WA 2014). The population trend for the Goldfields-Esperance region is expected to increase in line with the Western Australian Planning Commission’s estimate to 68,400 by the year 2023.

The Direction of the Shire of Leonora

Our Vision

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

Key strategic themes

The four themes formed from the community engagement process creating the basis for the Community Strategic Plan adopted in June 2017 are:

- (1) Social - An empowered and spirited community;**
- (2) Economic - Economic hub of the Northern Goldfields;**
- (3) Environment - Forward thinking environmental management; and**
- (4) Leadership - Innovative and proactive Shire and Councillors.**

CURRENT STRUCTURE

Employee numbers

The Shire of Leonora is a major employer in the community with a total headcount of 32 employees including full-time, part-time or casual workers as at May 2018. Of total staff employed, 12 were employed part-time and casual (37.50%) and 20 were full time workers (62.50%).

TYPE	NUMBER
Headcount	32
Permanent Full Time	20
Permanent Part time	4
Casual	8

Table 1: Employee numbers

Employment status

Shire Council's workforce is made up of full time, part time and casual employees. This combination allows flexibility to meet the changing needs of the community. Staffing levels as of May 2018 are shown in Table 2 below.

STATUS	NUMBER OF EMPLOYEES FEMALES	NUMBER OF EMPLOYEES MALES	% OF EMPLOYEES
Full time	12	8	62.50%
Part Time	3	1	12.50%
Casual	7	1	25.00%

Table 2: Distribution of staff

Gender profile

The Shire of Leonora's workforce comprises 68.75 per cent female employees and 21.25 per cent male employees. A large number of the full time employees are males who undertake work that is operationally and physically demanding. Historically, this type of work tends to attract more males than females and this is demonstrated in the demographic figures. However, the number of casual employees, namely females, are employed in areas such recreation, leisure and child care.

Age Profile

Our workforce is spread across all age ranges, as outlined below:

AGE BRACKET	NUMBER OF PERMANENT STAFF	NUMBER OF CASUAL STAFF
15-19 years	1	1
20-24 years	0	1
25-29 years	5	0
30-34 years	1	2
35-39 years	5	1
40-44 years	0	2
45-49 years	3	0
50-54 years	1	0
55-59 years	5	0
60-64 years	2	1
65+ years	1	0

Table 3: Age Profile

Table 3 above indicates 37.75% of Council's permanent workforce is 50 years and over. Accordingly, Shire of Leonora will be reliant on a large proportion of staff that are likely to retire in the next 5-10 years. Indications from a large proportion of staff is that they will not be employed with the Shire of Leonora within the next 2 years. Table 3 also shows the age spread of employees.

Turnover of Staff

Turnover of staff will be a significant issue over the coming five years, especially at senior management level. This along with the high proportion of Part time and Casual employees will create a significant loss of corporate and operation knowledge.

Identification of Workplace Issues

From the analysis of the current workforce demographics from a staff survey and advice from management, a number of issues and challenges have been identified with respect to Council's workforce.

29 staff and contractors participated in a direct interview or a workshop environment.

These interviews and workshops identified and highlighted the following:

- Staff and councilors being able to embrace change
- A working environment that is varied and in most cases enjoyed
- Staff consider that in most cases they are well remunerated
- Long working hours for executive staff is a concern
- Greater communication and staff interaction needed at all levels
- Multiskilling is essential to perform duties
- Need for regular feedback on performance and expectations
- Attraction retention of staff particularly at childcare centre

Challenging factors

The following factors outline challenging areas for Shire of Leonora Council to focus on in the next five years.

Internal factors

Age Profile Workforce

A significant portion of workforce is aged 50 or above. These figures indicate Council may face challenges with future staff retirements and/or resignations. There will be a need to make a concerted effort to recruit appropriate staff to fill the expected gaps and more importantly, identify ways to promote knowledge transfer between staff to minimise the impact of losing valuable experience and skills through retirement and/or resignations.

Recruiting and Retaining Qualified Staff

The attraction and retention of qualified staff will continue to be a challenge. This is particularly so for the Shire to maintain a childcare service for the community and to provide a level of service expected by the community. The organization will need to ensure that a work environment that values and supports staff, offers flexible work arrangements and competitive remuneration is maintained or increased. If this point of difference is not maintained, then the Shire will struggle to compete in the market for qualified staff.

Performance management

To ensure employees continue to perform well, effective performance management is essential. Current performance management processes need to be reviewed to ensure that employees have a community focused work ethic as well as a focus on cost effective delivery of services. A review of all Human Resources practices needs to be undertaken as a priority as this is a source of frustration for staff at all levels within the organization.

Reliance on childcare staff

The Leonora Council currently offers a childcare service to the community. National Regulations has placed a greater need and requirement on qualified and skilled staff. Consequently, the Shire will need to increase the current level of investment in financial resources to maintain the current level of service.

External factors

Skills Shortages

Skills shortage is a major issue confronting Western Australia, not just Shire of Leonora Council. Western Australia's workforce is not growing fast enough to keep pace with the labour and skill needs of a range of industries, particularly mining. The causes of the skill shortage relate to technological change, ageing population, training and education and life and family commitments.

Ease of Access to Nearby Labour Markets

Shire of Leonora is situated within close commute to mining and the Kalgoorlie labour market. With employment available in these markets, Council is forced to compete for skilled workers within the remuneration constraints.

It is essential that the organisation continues to offer a flexible work environment and remuneration options to attract appropriate skilled and qualified staff.

The Shire as an Employer of First Choice?

Local Government is seen as a community service provider, quite often required to provide services that are not seen as sustainable for private enterprise to undertake. However, to ensure the best applicants are encouraged to apply in order to provide the necessary community services the organization has to have practices and procedures in place to attract prospective employees to the region. Thus to become an organisation of first choice to prospective employees.

ORGANISATIONAL STRUCTURE

The full organisation and responsibility chart as at May 2018 is attached at appendix 1.

The executive staff of the shire are shown below.



Future Workforce Profile

Despite the forecast of slight population increase in the Shire, the number of full time equivalent staff at Shire of Leonora is unlikely to change in the short term.

The analysis of the current workforce indicates that most employees enjoy working for the shire and the variety of work. Staff survey results indicate that a significant percentage of staff intend to leave the employ of the Shire over the next 18 months. With this change in employment, the Shire will experience fewer long-term employees and see a reduction in the average age of employees. On the other side it will see a significant loss of corporate and operational knowledge.

To attract and retain skilled workers, Shire of Leonora will need to continue and maintain flexible working arrangements. To retain workers who are of retirement age, those who have family responsibilities or other types of needs the Shire of Leonora will need to increasingly offer part-time, casual and flexible working arrangements. This may result in a reduction of full-time staff, but is unlikely to reduce the overall number of full-time equivalent staff.

Shire of Leonora will increasingly compete with other labour markets and industries for skilled workers, particularly Kalgoorlie. To fill this void, Shire of Leonora will need to be prepared to put energy and resources into recruiting appropriate workers who can be trained and developed to the required skill level. Council is also likely to rely on the importation of critical skills through regional partnerships and appropriate Council networks. Thus, ongoing reviews of remuneration levels for all positions need to be ongoing as to remain competitive and attractive to potential employees

Whilst there might be refinement of the current organisational structure over time, there are unlikely to be any wholesale changes in the number or roles of staff in each work area.

Proposed Strategies and Focus Areas

Apart from the desire to increase the engagement of volunteers and increased community engagement, there is no new significant workforce competencies required in the immediate future. Apart from an overhaul of Human Resources practices and procedures.

The Shire acknowledges several ongoing challenges of workforce resourcing that include dealing with an ageing staff and assessing career or advancement opportunities in order to retain existing and to recruit staff. To address these issues a number of strategies have been made within the Strategic Community Plan.

The Asset Management Plans (AMP) have been created for Buildings, Public Open Space, and Transport Infrastructure. Each AMP is being prepared using historical data of the past 5 years to create a picture on what the Shire has been investing in maintenance and renewal of infrastructure. Utilising this data with the current replacement costs of assets and the level of service assets are to be maintained at, the Shire will determine what future annual expenditure is necessary. The creation of the draft AMPs has highlighted the need for an increase in an allocation of funding to address maintenance provisions to sustain the level of service deemed acceptable to the community. To manage any potential increase in human resources necessary to address the gap between historical spending and future maintenance, the Shire will consider the use of contractors on an as needs basis.

Link to Strategic Community Plan

In developing the Shire's Strategic Community Plan, 10 outcomes that have been formulated and adopted in June 2017. These outcomes set the frame work for sustainable operations and for the future of the community. All the outcomes require to have staff able to promote and achieve the goals.

The four objectives – Social, Economic, Environment and Leadership were developed with engagement with the community and set out the very broad parameters of the expectations of the workforce to achieve the aim of the Community Strategic Plan. Based on the outcomes the Strategic Community Plan includes a number of strategies created as a guide to maintain, invest and build upon these objectives. The outcomes are listed in the Table 2 below.

Table 2: Outcomes

OUTCOME	
Leadership Objective – Strong Leadership and Planning	4.5.1. – Support the provision of opportunities for future leadership, develop and assist staff to reach their potential.

Strategies

The Strategic Community Plan has identified the following Strategies that will have a direct impact on the Workforce Plan. The focus of these Strategies is investing in training and development of staff.

Table 3: Strategies and outcomes

CODE	STRATEGIES	TIME FRAME	HOW OBJECTIVES AND OUTCOMES ARE SUPPORTED BY WORKFORCE PLAN
4.5.1	Support the provision of opportunities for future leadership, develop and assist staff to reach their potential.	Short – Medium	Funding allocation made in Long Term Financial Plan and annual budget for training and implementation of strategy.

Workforce Costs and Budget Implications

The Long Term Financial Plans have been created to provide a guide to the necessary funding requirement over the next 10 year period. The Workforce Plan is interlinked with the Long Term Financial Plan as key assumptions have been made regarding various increases in employee costs, probable savings and forward planning estimates for future human resources requirements.

Several key assumptions to the Plan include the increase to employer Superannuation contributions required under Federal legislation, an allowance for the rise to the Consumer Price Index, and future residential land development proposals and associated road network and public open space.

The Long Term Financial Plan assumptions show a minor increase over the out years at a maximum of 3%. As there are no proposed major changes to the workforce cost structure does not change dramatically. However, the structure of the workforce may need to change to ensure the success of the Community Strategic Plan.

It is anticipated that the implementation of these Strategies may result in short or long term additional costs to Council dependent on the timing of delivery in relation to market costs of professional delivery, the immediate availability of relevant candidates in recruitment strategies, and costs that may be incurred in succession planning or transitions to retirement where there may be some short term overlap of roles to enable knowledge transfer.

Any potential re-structure in the future is likely to cause upward pressure on costs. These will be factored into the Long Term Financial Plan.

Annual budget implications and forward planning models for the Workforce Plan are laid out in the Long Term Financial Plans.

Monitoring and Evaluation

Review

It is important to recognise that the Workforce Plan will need constant review and modification so that it continues to deliver outcomes in line with the community's needs and expectations, as set out in the Strategic Community Plan and documented in the Corporate Business Plan.

New government policy and strategies may need to be tied in with this Plan and appropriate actions put in place. For example, the role out of mandatory licensing of domestic cats will have an impact on the collection of data and monitoring and compliance activities.

Local governments have embraced emerging demands for new services as community expectations develop and change. Across a wide spectrum of services, the Shire will need to access a multi-disciplined workforce. There will be a need to source a combination of service providers, and part time and full time employees.

Retirement from the workforce is inevitable and discussions need to be held with staff holding key positions to determine their retirement intentions. The Shire recognises that retirement should be an orderly transition and therefore, financial planning visits for older staff, who may be contemplating retirement but not proceeding due to lack of appreciation of their financial position, could be supported.

Strength, Weaknesses, Opportunities and Threats (SWOT)

As part of the process of reviewing the human resources requirements and current dynamics of the work environment a SWOT analysis has been carried out (Strength, Weaknesses, Opportunities and Threats). The following Table 4 was created in consultation with senior management and illustrates the results of this process to date. Periodic reviews of this data will be undertaken as strategies are revisited and progress evaluated.

Table 4: Current Gap Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> ▪ Staff generally enjoy their work ▪ Flexibility in working arrangement ▪ A working environment that values and supports employees and encourages working together ▪ Staff are well generally remunerated 	<ul style="list-style-type: none"> ▪ Attracting skilled staff ▪ Employee recognition ▪ Diversity of duties required ▪ Distance from Perth ▪ Potential Financial limitation of remuneration packages for staff
Opportunities	Threats
<ul style="list-style-type: none"> ▪ To expand flexible staff employment options ▪ To introduce recognition strategies for best practice & outstanding achievements ▪ Workforce Plan developed to assist with future growth ▪ Amalgamation of local government regions 	<ul style="list-style-type: none"> ▪ Age of workforce ▪ Potential loss of corporate knowledge and leadership ▪ Expectations of city amenities in country locations ▪ Potential financial limitation of remuneration packages for staff ▪ Decline in the Mining Industry

* Scope Creep - Local government has been responding to requests from the local community and assisting with programs typically the responsibility of other levels of government. There is an understanding and general recognition the Shire is not planning to stop assisting to support these areas of need identified by the public. It will be necessary to find a source of income to address these roles the Shire has absorbed. Examples: a) Medical - support for physician, b) Environment - support for natural resource group, c) Education - contributions to Child Care, d) Regional Development - assistance to Community Resource Centres, e) Youth Affairs - support to youth groups.

Evaluation

As part of an annual review process of the Workforce Development Plan, the Shire will look at including a variety of different approaches to take on elements of the SWOT chart. The following Table sets out strategies and proposals to address the identified risks common throughout the Local Government industry.

STRATEGY	ACTION	TIME FRAME	KEY PERFORMANCE MEASUREMENT
1 Attracting and Retaining Staff	Review of Human Resources practices and procedures	short	Reduction in staff turnover ratio
	Review of organisation structure to meet needs of Community Strategic Plan	Short	
	Development of an Incentive Plan/Formalise pay structure to encourage staff retention and loyalty	Short/Medium	
2 Staff Development and Training	Provide opportunities and budget for professional development, career development and training for staff	On Going	Annual Budget Expenditure fully allocated
	A skills audit will be conducted to identify skill gaps to assist in targeting relevant training	Medium	Funding for targeted training included in Long Term Financial Plan
3 Staff flexibility	Establish guidelines for assessment and evaluate of staff request to enter into flexibly working agreements.	Medium	Policy developed and adopted by Council
4 Create a work environment that promotes an emphasis on performance and safety	Develop a structured performance management framework	Short	Performance KPI's met
	Develop occupational health and safety procedures	Medium	OHS Manual adopted by Council and include relevant KPI's in performance management framework



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

A. ELECTED MEMBERS

Nil

B. OFFICERS

Moved Cr AE Taylor Seconded Cr LR Petersen, that late item 11.0(B)(i) be accepted for consideration.

CARRIED (6 VOTES TO 0)

11.0 REPORTS OF OFFICERS

11.0 (B) OFFICERS

11.0 (B)(i) RELATED PARTY TRANSACTIONS AND DISCLOSURES

SUBMISSION TO: Meeting of Council
Meeting Date: 19 June 2018

AGENDA REFERENCE: 11.0 (B)(i) JUN 18

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: 19th June 2018

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. This disclosure was first reported in financial statements for the period ending 30 June 2017.

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.

Last year, 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 was implemented to ensure that management could 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 was detailed at a workshop held at a 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, Civic Centre, 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 continued to be 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, Civic Centre, 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 set again at \$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 being 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, Civic Centre, 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 RA Norrie Seconded Cr AM Moore, 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, Civic Centre, 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 (6 VOTES TO 0)

12.0 NEXT MEETING

Tuesday 17th July, 2018, in the Shire of Leonora Council Chambers, commencing at 9:30am

13.0 CLOSURE OF MEETING

There being no further business, Shire President Cr PJ Craig declared the meeting closed at **10:20am**.