

SHIRE OF LEONORA

NOTICE OF AN ORDINARY COUNCIL MEETING



DEAR COUNCIL MEMBER,
THE NEXT ORDINARY MEETING OF THE SHIRE OF LEONORA
WILL BE HELD ON TUESDAY, 15TH MAY, 2018 IN COUNCIL
CHAMBERS, LEONORA AT 9:30AM.

JG EPIS
CHIEF EXECUTIVE OFFICER

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

SHIRE OF LEONORA

INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:-

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

THE RESOLUTIONS OF COUNCIL SHOULD BE CONFIRMED BY PURSUING THE MINUTES OF THE COUNCIL MEETING AT WHICH THESE RECOMMENDATIONS WERE CONSIDERED.

MEMBERS OF THE PUBLIC SHOULD ALSO NOTE THAT THEY ACT AT THEIR OWN RISK IF THEY ENACT ANY RESOLUTION PRIOR TO RECEIVING OFFICIAL WRITTEN NOTIFICATION OF COUNCIL'S DECISION.

JG EPIS
CHIEF EXECUTIVE OFFICER

SHIRE OF LEONORA
ORDER OF BUSINESS FOR MEETING TO BE HELD
TUESDAY 15TH MAY, 2018.

**COLOUR
CODING**

1. **DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS/
FINANCIAL INTEREST DISCLOSURES**
At 10:45am Ms Tralee Cable, Regional Manager Country WA PHN providing
update on Leonora Youth Forum and other health related issues.
At 1:00pm Mr Llew Withers, Former Senior Health Officer with the Public
Health Department conducting workshop centred around new
provisions contained within the *Public Health Act*.
2. **DISCLAIMER NOTICE**
3. **RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE
(PREVIOUSLY APPROVED)**
4. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
5. **PUBLIC QUESTION TIME**
6. **APPLICATIONS FOR LEAVE OF ABSENCE**
7. **PETITIONS / DEPUTATIONS / PRESENTATIONS**
8. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**
(Sent out previously)
Draft motion: That the Minutes of the Ordinary Meeting held on 17th April, 2018 be
confirmed as a true and accurate record.
9. **ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
10. **REPORTS OF OFFICERS**
 - 10.1 **Chief Executive Officer**
 - a) Review of Delegations
 - 10.2 **Finance Manager – Deputy Chief Executive Officer**
 - a) Monthly Financial Statements – 30th April, 2018
 - b) Accounts for Payment
 - 10.3 **Environmental Health Officer**
Nil
11. **NEW BUSINESS OF AN URGENT NATURE
INTRODUCED BY DECISION OF THE MEETING**
 - a) Elected Members
 - b) Officers
12. **NEXT MEETING Tuesday 19th June, 2018**
13. **CLOSURE OF MEETING**

White

Pink

Blue

Green

10.0 REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1(A) REVIEW OF DELEGATIONS

SUBMISSION TO: Meeting of Council
Meeting Date: 15th May, 2018

AGENDA REFERENCE: 10.1 (A) MAY 18

SUBJECT: Delegation Register Review

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 1.40

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 24th April, 2018

BACKGROUND

The delegations included in the attached register allow officers to undertake day to day operational activities in the Shire without continual referral to Council. These delegations are often made subject to the confines of policy that give general direction in the decision making process.

All delegations have been reviewed, with no amendments made.

It is advised that the members carefully check all delegations to ensure that the Council is satisfied as to the level of delegation.

STATUTORY ENVIRONMENT

Section 5.46 of the Local Government Act requires a local government to review its delegations at least once every twelve months.

POLICY IMPLICATIONS

Following the review of Council's policy manual in December 2011, a clear linkage between delegation and policy is now documented where relevant.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the Council adopt the Register of Delegations as attached to this report.

VOTING REQUIREMENT

Absolute Majority

SIGNATURE

Chief Executive Officer



SHIRE OF LEONORA

REGISTER OF DELEGATIONS

Reviewed by Council 15th May, 2018

THE LOCAL GOVERNMENT ACT 1995 GIVES LOCAL AUTHORITIES THE POWERS OF DELEGATION**Delegation of some powers and duties to certain committees:**

- 5.16 (1) Absolute majority required to delegate; cannot delegate power of delegation.
(2) To be in writing and may be general or conditional.
(3) Can be for a period of time or indefinite.
(4) Doesn't prevent Council acting through another.
- 5.17 Limits on delegations to committees.
- 5.18 Register of Delegations to be kept and reviewed annually.

Delegation of some powers and duties to CEO:

- 5.42 (1) Absolute majority required to delegate.
(2) To be in writing and may be general or conditional.
- 5.43 Limits on delegations to CEO.
- 5.44 CEO may delegate to others, but not the power of delegation.
- 5.45 (1) (a) Can be for a period of time or indefinite.
(b) Absolute majority required to amend or revoke.
(2) Doesn't prevent Council or CEO acting through another.
- 5.46 (1) & (2) Register of Delegations to be kept and reviewed annually.
(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Admin Reg 19.

“Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty had been delegated is to keep a written record of –

- (a) how the person exercised the power or discharged the duty;
(b) when the person exercised the power or discharged the duty;
(c) the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty”.

CONTENTS

FINANCE	5
01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS	5
02 INVESTMENTS	7
03 HIRE FEES & CHARGES – RECREATION CENTRE	8
04 CONFERENCES / SEMINARS / TRAINING – EXPENSES OF COUNCILLORS AND STAFF	9
05 EXPENDITURE PRIOR TO ADOPTION OF BUDGET	10
06 INSURANCE	11
07 RATE RECORDS AND RECOVERY OF RATES AND SERVICE CHARGES	12
08 SURPLUS EQUIPMENT, MATERIALS AND TOOLS	14
09 PURCHASE ORDER AUTHORISATION	15
10 RECOVERY OF DEBTS	16
11 LAND VALUATIONS	17
ADMINISTRATION	18
01 USE OF SHIRE VEHICLES	18
02 STAFF HOUSING	19
03 LIQUOR – SALE AND CONSUMPTION OF AT COUNCIL PROPERTY	20
04 IMPOUNDING GOODS –AUTHORISED EMPLOYEE	21
05 AWARD / INDUSTRIAL MATTERS	22
06 CONTRACT VARIATIONS	23
07 LEGAL ADVICE	24
08 ENFORCEMENTS AND LEGAL PROCEEDINGS	25
09 DELEGATION OF POWER	26
10 COUNCIL MEMBERS – REGISTER OF DELEGATIONS TO COMMITTEES	27
11 TENDERS	28
12 TRADE/VENDOR LICENCES	30
13 ANIMALS – UNLAWFUL RELEASE FROM POUND	31
ENGINEERING	32
01 TEMPORARY RURAL ROAD CLOSURES	32
02 ROADTRAINS AND EXTRA MASS PERMITS	33
03 TRAFFIC CONTROL SIGNALS AND ROAD REGULATORY DEVICES	34
04 CONTRACTORS – USE OF WORKS	35
05 PLANT – USE BY EMPLOYEES	36
06 DAMAGE TO ROADS AND FOOTPATHS	37
07 PRIVATE WORKS	38
HEALTH	39
01 ENVIRONMENTAL HEALTH	39
02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS	40
03 DEALING WITH NUISANCES	41
04 CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND	42
05 FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)	43
06 APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016	44
07 AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY	45

BUILDING	46
01 WORKS – UNLAWFUL	46
02 BUILDING LICENSES	47
03 DEMOLITION LICENSES	48
04 BUILDING – ISSUE OF SECTION 401 LICENSE	49
05 REMOVAL OF NEGLECTED AND RENOVATIONS OF DILAPIDATED BUILDINGS	50
06 DWELLINGS UNFIT FOR HABITATION	51
07 DWELLINGS TO BE REPAIRED	52
08 BUILDING CONVERSION TO A DWELLING	53
09 PARK HOMES	54
10 BUILDING/DEMOLITION PERMITS	55
11 BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE	56
12 BUILDING ORDERS	57
13 GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL CERTIFICATE	58
14 EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	59
15 AUTHORISED PERSONS – BUILDING ACT 2011	60
16 CERTIFICATE OF DESIGN COMPLIANCE	61
BUSHFIRE	62
01 USE OF COUNCIL PLANT	62
DELEGATIONS TO COMMITTEES	63
01 AUDIT AND RISK COMMITTEE	63
REGISTER OF DELEGATIONS	64
01 TO CHIEF EXECUTIVE OFFICER	64
02 TO DEPUTY CHIEF EXECUTIVE OFFICER	66
03 TO ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR	67
04 TO MANAGER OF WORKS	68

FINANCE**F01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS**

Function to be performed: To make payments from the Municipal Fund Bank Accounts for payment of creditors and payroll between Council meetings.

Delegated to: Chief Executive Officer

On delegated to: Deputy Chief Executive Officer

Conditions: Compliance with Regulations 12 and 13 of the Local Government (Financial Management) Regulations 1996.

The authority extends only to making of investments, the payment of salaries and wages, payment for fuel and supplies, loan repayments, petty cash recoups, freight, contract progress payments, group tax, FBT, GST, utilities, advance recoup and the payment of general trade creditors accounts.

The authority extends only to payments for items previously authorised by the council by inclusion in the budget.

The Chief Executive Officer is to ensure the relevant debt was incurred by a person who is properly authorized to do so and that the goods and services to which each account relates were provided in a satisfactory standard as the case requires.

Each payment from the Municipal Fund Bank Accounts and is to be noted on a list compiled each month showing:

- 1) The payee's name
- 2) The amount of the payment
- 3) The date of the payment
- 4) Sufficient information to identify the transaction

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

The vouchers, supporting invoices and other relevant documents be made available for inspection by Councillors at any time following the date of payment and at the next ordinary meeting of Council.

Records to be kept under the provision of **General Disposal Authority for Local Government Records** Legislation.

Reference: S5.42/5.44, S6.10 – Local Government Act 1995
Local Government (Financial Management) Regulations 1996

<i>Council Policy:</i>	N/A.
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed & Amended:</i>	15 th February 2011

F02 INVESTMENTS

<i>Function to be performed:</i>	<p>1 To invest money held in the Municipal or Trust Funds that is not required for the time being for any purpose in accordance with Part III of the Trustees Act 1962 or in an investment approved by the Minister.</p> <p>2 To establish and document internal control procedures to be followed to ensure control over the investments.</p>
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy CEO
<i>Conditions:</i>	<p>1) The establishing of documental internal control procedures to be followed to ensure control over the investments.</p> <p>2) Compliance with Clause 19(2) Local Government (Financial Management) Regulations 1996</p> <p>3) Council Policy (where applicable)</p> <p>4) Investments in Managed Funds require the approval of Council.</p>
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42/S5.44, S6.14 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	A.2.1
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

F03 HIRE FEES & CHARGES – RECREATION CENTRE

<i>Function to be performed:</i>	To adjust/vary recreation centre, halls, and oval hire fees and charges as determined in the budget.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>Subject to Regulations 5, 8 and 10 of the Local Government (Financial Management) Regulations 1996; and</p> <ul style="list-style-type: none"> • where it is considered that there is the need due to extenuating circumstances, unusual kind of use • The cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s. • One-off usage discounts being supported in favour of regular use discounts. • The participation of children/juniors in the program. • The benefits to the Shire, its staff and the community in general. • The costs to the Shire, including any forfeited opportunity costs. • Any other circumstances that warrant consideration to a discount or waiving of fees.
<i>Record of Use:</i>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42, S6.10 Local Government Act (As Amended).
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

F04 CONFERENCES / SEMINARS / TRAINING COURSES - EXPENSES OF COUNCILLORS AND STAFF

<i>Function to be performed:</i>	<p>1 To reimburse all reasonable expenses to members and staff incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include registration fees, accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses.</p> <p>2 The payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councillor to be accompanied by another person.</p> <p>3 The payment of expenses of partners when the CEO has specifically approved that it is appropriate for a staff member to be accompanied by another person.</p>
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>Obtain from the Councillor or staff member receipts or other appropriate proof that the expense was incurred. Obtain a declaration that the expense was incurred wholly whilst on Council business.</p> <p>Attendance will enhance the professional development of the officer or elected member, provide benefits to Council and is relevant to the duties and responsibilities of the officer or elected member.</p>
<i>Record of Use:</i>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act 1995.
<i>Council Policy:</i>	A.3.2 + A.3.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011, 21 st February 2017

F05 EXPENDITURE PRIOR TO ADOPTION OF BUDGET

<i>Function to be performed:</i>	To incur operating expenditures from the Municipal Fund prior to the adoption of the annual budget.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	This delegation refers to operating expenditure only.
<i>Record of Use:</i>	List of accounts for payment to Council
<i>Reference:</i>	Local Government Act (As Amended).
<i>Council Policy:</i>	A.2.6
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

F06 INSURANCE

Function to be performed: To enter into appropriate contracts of insurance.

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: Nil

Record of Use: Insurance Policies held by the Council.

Reference: Part 3 of Local Government Act (As Amended).

Council Policy: A.2.5

Date Adopted: 15th February 2011

Date Reviewed: 15th May, 2018

Date Reviewed and Amended: N/A

F07 RATE RECORDS AND RECOVERY OF RATES AND SERVICE CHARGES***Function to be performed:***

1. Where appropriate or necessary, to amend the rate record of the local government for the 5 years preceding the current financial year as contemplated by section 6.39 (2)(b).
2. To enter into agreements in accordance with Section 6.49 of the Local Government Act 1995 for the payment of rates and service charges.
3. To determine the dates that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995, such that the due payment of a rate or service charge, or the first installment thereof as the case may be, shall become due and payable 35 days after the date noted on the rate notice as the date the rate notice was issued;
4. To take any or all of the actions pursuant to the provisions of the Act as reasonable and proper, to recover rates and service charges due to the local government;
5. Pursuant to section 6.64 (3) of the Act, to lodge caveats on land where the rates or service charges are in arrears, and it is considered that the interests of the Council should be protected; and to subsequently withdraw such caveats once arrears of rates have been settled.
6. To exercise discretion in regard to granting an extension of time for the service of objections to the rate record in accordance with Section 6.76(4) of the Local Government Act 1995;
7. To allow or disallow in accordance with section 6.76 (5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection on accordance with Section 6.76(6)
8. To discharge the obligations specified in section 6.39(1) of the Local Government Act 1995 (as amended).
9. The service of notices of valuation and rates referred to in section 6.41(1) of the Local Government Act 1995.
10. The powers conferred on Section 6.40 of the Local Government Act 1995.
11. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the Local Government Act 1995.
12. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

Nil

Record of Use:

List of rate arrears submitted to Council when requested.

Reference:

Local Government Act (As Amended).

Council Policy:

A.2.4

Date Adopted: 20th May 1997
Date Reviewed: 15th May, 2018
Date Reviewed and Amended: 15th February 2011

F08 SURPLUS EQUIPMENT, MATERIALS, TOOLS

<i>Function to be performed:</i>	To sell surplus equipment, materials, tools, etc with an estimated value of less than \$2,000 which are no longer required, or are out moded, or are no longer serviceable.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	By calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means. Where it has not been possible to dispose of surplus equipment, materials, tools, and such like as outlined above, dispose of such things by other nominated means, including scrapping, after a listing of such items and the proposed disposal method has been provided to Council.
<i>Record of Use:</i>	Information on File and advice provided to Council. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act (As Amended) Sect 3.58 & 5.42 and Financial Management Regulation 5.2
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

F09 PURCHASE ORDER AUTHORISATION

Function to be performed:

- 1 To sign Purchase Orders for items contained within the current budget.
- 2 This delegation includes authorisation to accept a tender for purchase up to an amount of \$150,000 (Local Government Act 1995 section 5.43 (b)).

Delegated to: Chief Executive Officer

On delegated to: As follows:

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

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

Conditions: Officers must adhere to requirements of purchasing policy i.e. purchases up to \$1,000 can be arranged by delegated officers, \$10,001-\$25,000 must receive two quotes Deputy CEO & Manager Works delegated to approve, \$25,001-\$149,999 must receive three quotes with CEO delegated to approve, \$150,000 and above tenders are to be called in line with tender regulations with full Council to approve.

Record of use: Duplicate of purchase order to be handed to Creditor Clerk. Triplicate stored in original purchase order book. Completed order books to be returned to Administration Officer for archiving. Register to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: S5.42 & 3.57 Local Government Act 1995 (As Amended).

Council Policy: A.2.3

Date Adopted: 20th February 2007

Date Reviewed: 15th May, 2018

Date Reviewed and Amended: 15th February 2011, 17th February 2015, 16th February 2016 & 21st February 2017

F10 RECOVERY OF DEBTS

<i>Function to be performed:</i>	The Chief Executive Officer is delegated authority to negotiate with debtors unable to pay debts due to particular hardships. The Chief Executive Officer is delegated authority to initiate legal action for the recovery of debts either through the local court or by Council's solicitors, as the case may warrant, when all other reasonable attempts at collection have been exhausted.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy CEO
<i>Conditions:</i>	<ol style="list-style-type: none">1) The establishing of written records of any action taken.2) Compliance with relevant sections of the Local Government (Financial Management) Regulations 1996 and Local Government Act 1995.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

F11 LAND VALUATIONS

<i>Function to be performed:</i>	To obtain from the Valuer General or a qualified private Valuer, the value of any land or property that is subject of a report or submission to the Council involving negotiations for the purchase or sale of property.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy CEO
<i>Conditions:</i>	Provisions to be included in budget for land valuation expenses.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

ADMINISTRATION**A01 USE OF SHIRE VEHICLES**

<i>Function to be performed:</i>	To make appropriate private use arrangements with all staff having use of a Council vehicle.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy Chief Executive Officer
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Vehicle Log Book. (Where applicable)
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	T.6.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

A02 STAFF HOUSING

<i>Function to be performed:</i>	To make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>1 In exercising this delegation regard shall be given to any Council policy in place from time to time.</p> <p>2 In the event that any Council provided accommodation is at anytime not required for Council employees, the Chief Executive Officer is delegated authority to rent or lease the accommodation to persons other than Council employees or organisations</p> <p>3 The rental to other persons or organisations is subject to an appropriate tenancy agreement and period that does not unduly impact on the Shires requirements for the property.</p>
<i>Record of Use:</i>	Employee Files.
<i>Reference:</i>	Nil.
<i>Council Policy:</i>	Nil.
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	Nil.

A03 LIQUOR – SALE & CONSUMPTION AT COUNCIL PROPERTY

<i>Function to be performed:</i>	To approve applications for the sale of liquor from the Councils facilities and impose any conditions relating to its sale as considered appropriate, and to approve applications to consume liquor on property under the care, control and management of Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In exercising this delegation, the Chief Executive Officer shall have regard to the provisions of the appropriate State Legislation regarding consumption and sale of liquor and shall, when appropriate, consult with local Police.
<i>Record of Use:</i>	Applications and approvals to be kept in Filing System.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended). Sections 59 and 119 of the Liquor Licensing Act 1988.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

A04 IMPOUNDING GOODS – AUTHORISED EMPLOYEE

<i>Function to be performed:</i>	To authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding;
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Pt 6.
<i>Record of Use:</i>	Report to Council.
<i>Reference:</i>	Local Government Act, 1995 (As Amended) – S5.42 Local Government Act, 1995 – S3.39
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	Nil

A05 AWARD / INDUSTRIAL MATTERS

<i>Function to be performed:</i>	To instruct the local government's consultants in workplace relations if considered appropriate to act on the Council's behalf in any general Industrial/Award matter and any industrial dispute involving an employee or employees of the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	File records of authorisations given.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	Nil

A06 CONTRACT VARIATIONS

<i>Function to be performed:</i>	To approve minor variations to contracts which have been entered into by the Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Contract Register
<i>Reference:</i>	Local Government Act, 1995 and Tender Regulations
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	Nil

A07 LEGAL ADVICE

<i>Function to be performed:</i>	To obtain such legal advice and opinions as considered is necessary in the management of the Local Government.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to existing budgetary provisions for that purpose
<i>Record of Use:</i>	Information on File and advice provided to Council. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	A.1.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	Nil

A08 ENFORCEMENTS AND LEGAL PROCEEDINGS

<i>Function to be performed:</i>	<p>1) To appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of local laws.</p> <p>2) To issue to each person authorised to enforce local laws a certificate stating that the person is so authorised and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.</p> <p>3) To appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws.</p>
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>Subject to compliance with the following:</p> <ul style="list-style-type: none"> • Local Government Act 1995 • Dog Act 1976 • Bush Fire Act 1954 • Health Act 1911 • Local Government (Miscellaneous Provisions) Act 1960 • Local Laws, Parking and Dogs • Council Policy
<i>Record of Use:</i>	Retention of file copy of relevant correspondence.
<i>Reference:</i>	S5.42/S5.44, S9.10, S9.19, S9.20 and S9.23 Local Government Act, 1995 (As Amended) Section 44.9 Local Government (Miscellaneous Provisions) Act 1960.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	Nil

A09 DELEGATION OF POWER

<i>Function to be performed:</i>	Where the Deputy Chief Executive Officer is authorised to act as the Chief Executive Officer, all delegations to the Chief Executive Officer may be performed / undertaken by the Acting Chief Executive Officer.
<i>Delegated to:</i>	Deputy Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In the absence of Chief Executive Officer and when authorised in writing, the Deputy Chief Executive Officer shall act as the Chief Executive Officer.
<i>Record of use:</i>	Retention of file copy of relevant appointment in Personnel File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	A.3.6
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	Nil

A10 COUNCIL/MEMBERS - REGISTER OF DELEGATIONS TO COMMITTEES

<i>Function to be performed:</i>	1 To keep a Register of the Delegations made by the Council to Committees, the Register being required in accordance with the provisions of Section 5.18 of the Act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	The Register is only required if Committees are in existence and have delegated powers of duties. Council acknowledges that this task could be interpreted to be a function of the CEO under Section 5.41 (d) – management of day to day operations.
<i>Record of use:</i>	Register
<i>Reference:</i>	S5.42 and S5.18 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	Nil

A11 TENDERS***Function to be performed:***

(1) To make determinations about the following matters contemplated by the Local Government (Functions and General) Regulations 1996 in relation to the supply of goods and services by tender, unless Council has already done so in any instance:

a) to determine whether or not tenders should be publicly invited having regard to the circumstances contemplated by a clause 11 subclause (2) paragraphs (ba) (iii) (II) and (f) of the regulations;

(b) before publicly inviting tenders, to determine appropriate criteria for deciding which tender should be accepted as contemplated by clause 14 subclause (2a) of the regulations;

(c) to ensure that there is an adequate specification upon which to invite tenders for goods or services and to decide upon the extent of detailed information to be made available to interested tenderers to satisfy clause 14 subclauses 3 (b) and (4) (a) of regulations, and to vary that information where required whilst having regard to the provisions of subclause (5);

(d) to make a determination as to whether or not the local government will submit a tender, and advise other interested tenders accordingly as required by clause 14 subclause (4) (d) of the regulations;

(e) to assess tenders by written evaluation against the assessment criteria as provided for by clause 18 (4) of the regulations

(f) where the circumstances contemplated by clause 18 (6) and (7) of the regulations prevail and the tender has been awarded by the CEO pursuant to Part (B)(a) of this delegation, to deal with the matter according to that clause and applicable subclause;

(g) where the circumstances contemplated by clause 20 (1) of the regulations prevail, upon becoming aware of the need for any minor variation/s, to deal with the matter according to that clause/subclause, including being satisfied that the extent of the variation constitute a minor variation under clause 20 (3);

(h) where the circumstances contemplated by clause 20 (2) of the regulations prevail and the tender has been awarded by the CEO pursuant to Part (B) (a) of this delegation, to deal with the matter according to that clause/subclause;

(i) to make determination about seeking expressions of interest in lieu of public tenders as contemplated by clause 21 (1) of the regulations; and

(j) evaluating expressions of interest as to determining which would be capable of satisfactorily supplying the goods or services.

(2) Unless otherwise specified by the Council for a particular case, where the consideration involved does not

exceed \$30,000 and is acceptable or advantageous to the local government.

(a) to accept a tender provided that the appropriate provision has been made in Council's Budget; and

(b) to decline to accept a tender where none is deemed acceptable or advantageous to the Local Government.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

1. Provision must be included in budget for CEO to call tenders without referring to Council.

2. On receipt of the tenders, the CEO shall report on tenders received to the next Council meeting.

Record of use:

Report to Council and file of correspondence and actions. Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference:

Local Government Tender Regulations and Local Government Act 1995 (As Amended).

Council Policy:

Nil

Date Adopted:

20th May 1997

Date Reviewed:

15th May, 2018

Date Reviewed and Amended:

15th February 2011

A12 TRADE/VENDOR LICENCES

<i>Function to be performed:</i>	To negotiate with traders/vendors to operate within the townsite, and if trader/vendor is unable to obtain suitable premises from which to operate within the central business area, the Chief Executive Officer is delegated authority to approve a suitable location within the townsite boundary provided no nuisance is created by the nature of that business.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil
<i>Conditions:</i>	<ol style="list-style-type: none"> 1. The nature of the business and the type of goods sold 2. The effect the business has on local traders. 3. The duration of the stay 4. No nuisance is created by the nature of the business
<i>Record of use:</i>	Record to be kept on appropriate file.
<i>Reference:</i>	Local Government Miscellaneous Provisions Act 1996
<i>Council Policy:</i>	T.6.5
<i>Date Adopted:</i>	20 th October 1998
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

A13 ANIMALS – UNLAWFUL RELEASE FROM POUND

<i>Function to be performed:</i>	To instruct Council's solicitors to commence legal proceedings against any person/s who, in the opinion of the Chief Executive Officer has: a) Unlawfully rescued or released, or attempted to rescue or release, dogs lawfully impounded or seized for the purpose of being impounded. b) Damaged a Council pound c) Committed a breach of procedures enabling dogs to escape from Council pound.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil
<i>Conditions:</i>	The CEO is to report particulars of instructions issued to Council's solicitors to the next following meeting of Council.
<i>Record of use:</i>	Record to be kept on appropriate file.
<i>Reference:</i>	S5.94 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

ENGINEERING**E01 TEMPORARY RURAL ROAD CLOSURES**

<i>Function to be performed:</i>	To temporarily close a street or a portion of a street for a period not exceeding 30 days to vehicles in cases of emergency, in connection with Council works, by reason of heavy rain, a street likely to be damaged by the passage of traffic of any particular class.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Manager of Works
<i>Conditions:</i>	Compliance with the Local Government (Functions and General) Regulations 1996.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act 1995 (As Amended) – S5.42, S3.50, S3.51 Local Government (Function and General) Regulations 1996. Executive Function S3.18
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

E02 ROAD TRAINS AND EXTRA MASS PERMITS

<i>Function to be performed:</i>	To determine any application for the use of such roads granting approval with or without conditions and, subject to assessment and approval of the use of the road/s by Main Roads WA.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Have regard for any policy of the Council in relation to the use of local roads by restricted access vehicles
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Road Traffic Vehicle Standard Regulations
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

E03 TRAFFIC CONTROL SIGNALS, ROAD REGULATORY SIGNS & STREET SIGNS

<i>Function to be performed:</i>	<p>1 To make application to Main Roads WA for approvals to install stop and give-way signs at such places as considered warranted other than in accordance with any urban or rural traffic management plan adopted by Council,</p> <p>2 Arrange installation of “school bus stop” signs and other appropriate traffic warning, advisory or directional signs at such places on local roads as considered necessary.</p> <p>3 Proceed with the provision and erection of new street name plates and the replacement of damaged name plates.</p>
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Due regard to limit of funds within budget
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Road Traffic Code 2000
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15 th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

E04 CONTRACTORS – USE OF WORKS

<i>Function to be performed:</i>	To engage private contractors to assist and complement Council's work staff in carrying out any works and services.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>In exercising this delegated authority, the Chief Executive Officer shall have due regard to the following:</p> <ul style="list-style-type: none"> • It must be demonstrated that by engaging the private contractors, it will be in the best interests of the Council; • Appropriate funds are provided in the budget.
<i>Record of Use:</i>	<p>Correspondence on File.</p> <p>Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation</p>
<i>Reference:</i>	Section 3.50 Local Government Act 1995
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

E05 PLANT – USE BY EMPLOYEES

<i>Function to be performed:</i>	Permit Council employees to utilise Council plant after hours.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none"> Usage will be permitted within the townsite area, to those employees who are competent with the operating capabilities of the plant that they propose to use and subject to their agreement to accept full responsibility for any loss or damage caused by negligence to the plant. Where the use, or intended use, of plant is likely to conflict with usage of Council, of that plant, then permission will not be given.
<i>Record of Use:</i>	<p>Correspondence on File.</p> <p>Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation</p>
<i>Council Policy:</i>	T.6.2
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

E06 DAMAGE TO ROADS AND FOOTPATHS

<i>Function to be performed:</i>	Issue accounts for repairs to damage caused to roads, kerbing and footpaths where the Chief Executive Officer is of the opinion that the damage was clearly caused by the Party. The Chief Executive Officer is also authorised to take legal action to recover the costs if the accounts remain unpaid after a reasonable time and notice has been given.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Council Policy:</i>	Nil
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

E07 PRIVATE WORKS

<i>Function to be performed:</i>	Carry out private works utilising Council employees and plant.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none">1. Private works will only be undertaken when time permits to ensure there is no disruption to Council's works programme.2. Requests for private works for the time other than that suited to the Council shall be completed outside the Council's normal working hours and charged at the appropriate penalty rates.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Council Policy:</i>	Nil
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

HEALTH**H01 ENVIRONMENTAL HEALTH**

<i>Function to be performed:</i>	In accordance with the provisions of Section 26 of the Health Act 2016 the Chief Executive Officer is appointed and authorised to exercise and discharge the following powers and functions: 1. Issue such Health Act notices and orders as appropriate; 2. Determine applications for license under the Health Act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer.
<i>Conditions:</i>	Subject to the provisions of the Health Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights. A detailed report to the monthly Council meeting
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 2016 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	21 st February 2017

H02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS

<i>Function to be performed:</i>	<p>Pursuant to the provisions of Section 26 of the Health Act 1911, the Authorised Officer is hereby appointed and authorized to exercise and discharge powers and functions conferred on local government for the purpose of Regulation 4 of the Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974:</p> <ol style="list-style-type: none"> 1. For the purpose of section 107(2)(a) of the Act, an apparatus is to be approved a local government if it is intended to serve: <ol style="list-style-type: none"> a. A single dwelling b. Any other building that produces not more than 540 litres of sewerage per day; 2. A person may apply for approval by: <ol style="list-style-type: none"> a. Completing an application in a form approved by the Executive Director, Public Health b. Forwarding application to the Shire of Leonora together with any documents required under Regulation 5 and the fee specified in Item 1, of Schedule 1; 3. The Shire of Leonora upon application will as soon as practicable after receiving the application: <ol style="list-style-type: none"> a. Grant approval, or b. Refuse to grant approval; 4. Where the Shire refuses to grant approval it shall provide to the applicant written notice: <ol style="list-style-type: none"> a. Advising the person of the refusal, and b. Setting out the reasons for the refusal;
<i>Delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer.
<i>On delegated to:</i>	Nil.
<i>Conditions:</i>	<p>Subject to the provisions of the Health Act, Local Laws and Council Policies.</p> <p>The applicant being advised of objections and/or appeal rights.</p>
<i>Record of use:</i>	<p>Retention of file copy of relevant correspondence.</p> <p>Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.</p>
<i>Reference:</i>	Health Act 2016 (As Amended), Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th August 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	21 st February 2017

H03 DEALING WITH NUISANCES

<i>Function to be performed:</i>	In accordance with the provisions of Section 184 of the Health Act 2016 the Chief Executive Officer is authorised to deal with nuisances.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer.
<i>Conditions:</i>	Subject to the provisions of the Health Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 2016 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011 & 21 st February 2017

H04 CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND

<i>Function to be performed:</i>	To grant approval to an applicant wishing to camp on land or a period of up to three (3) months in any twelve month period.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil.
<i>Conditions:</i>	Subject to the approval being in accordance with the provisions of Regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 1911 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

H05 FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)

<i>Function to be performed:</i>	In accordance with the provisions of Section 122 of the Food Act 2008, the Chief Executive Officer is appointed and authorized to exercise and carry out enforcement action for the purposes of this act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer
<i>Conditions:</i>	Subject to the provisions of the Food Act 2008 and Council Policies, the businesses being advised of appeal rights and a detailed report to the monthly Council Meeting.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Food Act 2008
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	17 th June, 2014
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	21 st February 2017

H06 APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016

<i>Function to be performed:</i>	In accordance with section 17 pf the Public Health Act, the Chief Executive Officer is authorised to appoint Authorised Officers to carry out functions under the Public Health Act 2016.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to Section 18 of the Public Health Act 2016.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Public Health Act 2016
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th December 2016
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

H07 AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY

<i>Function to be performed:</i>	In accordance with the provisions of Section 24 and Section 30 of the Public Health Act 2016, the Chief Executive Officer is authorised to designate a person or class of persons as an Authorised Officer and issue Certificates of Authority.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Section 24, 30 and 312 of the Public Health Act 2016.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Public Health Act 2016
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th December 2016
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

BUILDING**B01 WORKS - UNLAWFUL**

<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	18th February, 2014
<i>Date Reviewed and Amended:</i>	15 th February 2011
<i>Date Deleted:</i>	18 th February, 2014

B02. BUILDING LICENCES

<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	18th February, 2014
<i>Date Reviewed and Amended:</i>	15 th February 2011
<i>Date Deleted:</i>	18 th February, 2014

B03 DEMOLITION LICENSES

<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	18th February, 2014
<i>Date Reviewed and Amended:</i>	15 th February 2011
<i>Date Deleted:</i>	18 th February, 2014

B04 ISSUE OF SECTION 401 NOTICES

<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	18th February, 2014
<i>Date Reviewed and Amended:</i>	15 th February 2011
<i>Date Deleted:</i>	18 th February, 2014

<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	18th February, 2014
<i>Date Reviewed and Amended:</i>	15 th February 2011
<i>Date Deleted:</i>	18 th February, 2014

B06 DWELLINGS UNFIT FOR HABITATION

<i>Function to be performed:</i>	To declare that a house, or any part thereof is unfit for human habitation in accordance with the provisions of Section 135 of the Health Act 1911 (as amended).
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To the person occupying the office of Environmental Health Officer/Building Surveyor
<i>Conditions:</i>	Subject to the provisions of Section 135 of the Health Act 1911 (as amended).
<i>Record of use:</i>	Certificates issued and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Section 135 of the Health Act 1911 (as amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011 & 18 th February 2014

B07 DWELLINGS TO BE REPAIRED

<i>Function to be performed:</i>	Require owner of a house declared unfit for habitation or in a poor state of repair, to make repairs and render clean such a house.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	To the person occupying the office of Environmental Health Officer/Building Surveyor.
<i>Conditions:</i>	The order is accordance with the provisions of Section 139 of the Health Act 1911 (as amended).
<i>Record of use:</i>	Notices and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Section 139 of the Health Act 1911 (as amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011 & 18 th February 2014

B08 BUILDING CONVERSION TO A DWELLING

<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	18th February, 2014
<i>Date Reviewed and Amended:</i>	15 th February 2011
<i>Date Deleted:</i>	18 th February, 2014

B09 PARK HOMES

<i>Function to be performed:</i>	To grant approval to any person wishing to bring a Park Home on to a Caravan Park.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Nil
<i>Record of use:</i>	Building licenses issued and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Caravan Parks and Camping Grounds Regulations 1997 (11(2)(a))
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

B10 BUILDING/DEMOLITION PERMITS

<i>Function to be performed:</i>	To approve/refuse applications submitted under section 20 and 21 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of section 20 and 21 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	T.6.10
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

B11 BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE

<i>Function to be performed:</i>	To approve/refuse applications submitted under section 32 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of section 32 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

B12 BUILDING ORDERS

<i>Function to be performed:</i>	1. To make building orders pursuant to Division 5, Section 110 and 117 of the Building Act 2011 in relation to: a. Building Work b. Demolition Work c. An existing building or incidental structure 2. To revoke building orders pursuant to Section 17 of the Building Act 2011
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Division 5, Section 110 and 117 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

**B13 GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL
CERTIFICATE**

<i>Function to be performed:</i>	To approve, modify or refuse to approve applications submitted under Section 58 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Section 58 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

**B14 EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT
OR BUILDING APPROVAL CERTIFICATE**

<i>Function to be performed:</i>	To approve or refuse applications submitted under Section 65 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Section 65 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

B15 AUTHORISED PERSONS – BUILDING ACT 2011

<i>Function to be performed:</i>	The CEO is Delegated Authority as “Authorised Persons” under the provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

B16 CERTIFICATE OF DESIGN COMPLIANCE

<i>Function to be performed:</i>	To issue Certificates of Design Compliance pursuant to Section 127 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Section 127 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	N/A

OTHER – BUSHFIRE CONTROL**BF01 USE OF COUNCIL PLANT**

<i>Function to be performed:</i>	To place Shire plant and operators at the disposal of the Bush Fire Control Officer in the event of an emergency for bush fire prevention and/or control measures.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In situations where shire plant is required, the persons requesting such assistance must first guarantee payment of all costs incurred.
<i>Record of use:</i>	Copies of correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Bushfires Act 1954
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	15th May, 2018
<i>Date Reviewed and Amended:</i>	15 th February 2011

01**DELEGATIONS TO COMMITTEES****Audit & Risk Committee**

Membership: As determined by the Council's resolution.

Role: To fulfill Council's statutory requirements pursuant to the Local Government (Audit) Regulations.

Delegated Duties and Responsibilities

The following duties/responsibilities are delegated to the Audit & Risk Committee by Council:

1. Provide guidance and assistance to the Council as to the carrying out the functions of the local government in relation to audits, which includes risk management, internal controls and legislative compliance;
2. Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
3. Develop and recommend to Council –
 - A list of those matters to be audited; and
 - The scope of the audit to be undertaken;
4. Recommend to the Council the person or persons to be appointed as auditor;
5. Develop and recommend to the Council a written agreement for the appointment of the auditor. The agreement is to include –
 - The objectives of the audit;
 - The scope of the audit;
 - A plan of the audit;
 - Details of the remuneration and expenses to be paid to the auditor; and
 - The method to be used by the local government to communicate with and supply information to the auditor;
6. Liaise with the CEO to ensure that the local government does everything in its power to-
 - Assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - Ensure that audits are conducted successfully and expeditiously;
7. Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - Determine if any matters raised require action to be taken by the local government; and
 - Ensure that appropriate action is taken in respect of those matters;
8. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
9. Review the scope of the audit plan and program and its effectiveness; and
10. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
11. Review the relevant audit process annually to ensure that it is effective and meets the objectives of the Shire's 'Risk Management Policy';
12. Review the Compliance Audit Return annually and present results of the review to Council prior to adoption;
13. To meet with the auditor at least once in every year in accordance with Section 7.12A (2) of the Local Government Act 1995.

Date Adopted: 19th February, 2013

Date Reviewed: 15th May, 2018

Date Reviewed and Amended: 21st February 2017

REGISTER OF DELEGATIONS

01 To: Chief Executive Officer

Delegations

In accordance with Local Government Act Section 5.42(1), I advise that the Council of the Shire of Leonora on 15th May, 2018 resolved, by absolute majority, to delegate the following duties and powers to you:

FINANCE	5
01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS	5
02 INVESTMENTS	7
03 HIRE FEES & CHARGES – RECREATION CENTRE	8
04 CONFERENCES / SEMINARS / TRAINING – EXPENSES OF COUNCILLORS AND STAFF	9
05 EXPENDITURE PRIOR TO ADOPTION OF BUDGET	10
06 INSURANCE	11
07 RATE RECORDS AND RECOVERY OF RATES AND SERVICE CHARGES	12
08 SURPLUS EQUIPMENT, MATERIALS AND TOOLS	14
09 PURCHASE ORDER AUTHORISATION	15
10 RECOVERY OF DEBTS	16
11 LAND VALUATIONS	17
ADMINISTRATION	18
01 USE OF SHIRE VEHICLES	18
02 STAFF HOUSING	19
03 LIQUOR – SALE AND CONSUMPTION OF AT COUNCIL PROPERTY	20
04 IMPOUNDING GOODS –AUTHORISED EMPLOYEE	21
05 AWARD / INDUSTRIAL MATTERS	22
06 CONTRACT VARIATIONS	23
07 LEGAL ADVICE	24
08 ENFORCEMENTS AND LEGAL PROCEEDINGS	25
09 DELEGATION OF POWER	26
10 COUNCIL MEMBERS – REGISTER OF DELEGATIONS TO COMMITTEES	27
11 TENDERS	28
12 TRADE/VENDOR LICENCES	30
13 ANIMALS – UNLAWFUL RELEASE FROM POUND	31
ENGINEERING	32
01 TEMPORARY RURAL ROAD CLOSURES	32
02 ROADTRAINS AND EXTRA MASS PERMITS	33
03 TRAFFIC CONTROL SIGNALS AND ROAD REGULATORY DEVICES	34
04 CONTRACTORS – USE OF WORKS	35
05 PLANT – USE BY EMPLOYEES	36
06 DAMAGE TO ROADS AND FOOTPATHS	37
07 PRIVATE WORKS	38
HEALTH	39
01 ENVIRONMENTAL HEALTH	39
02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS	40

03	DEALING WITH NUISANCES	41
04	CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND	42
05	FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)	43
06	APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016	44
07	AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY	45
	BUILDING	46
01	WORKS – UNLAWFUL	46
02	BUILDING LICENSES	47
03	DEMOLITION LICENSES	48
04	BUILDING – ISSUE OF SECTION 401 LICENSE	49
05	REMOVAL OF NEGLECTED AND RENOVATIONS OF DILAPIDATED BUILDINGS	50
06	DWELLINGS UNFIT FOR HABITATION	51
07	DWELLINGS TO BE REPAIRED	52
08	BUILDING CONVERSION TO A DWELLING	53
09	PARK HOMES	54
10	BUILDING/DEMOLITION PERMITS	55
11	BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE	56
12	BUILDING ORDERS	57
13	GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL CERTIFICATE	58
14	EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	59
15	AUTHORISED PERSONS – BUILDING ACT 2011	60
16	CERTIFICATE OF DESIGN COMPLIANCE	61
	BUSHFIRE	62
01	USE OF COUNCIL PLANT	62

.....
Shire President

REGISTER OF DELEGATIONS

02 To: Deputy Chief Executive Officer

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

FINANCE	5
01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS	5
02 INVESTMENTS	7
09 PURCHASE ORDER AUTHORISATION	15
10 RECOVERY OF DEBTS	16
11 LAND VALUATIONS	17
ADMINISTRATION	18
01 USE OF SHIRE VEHICLES	18
09 DELEGATION OF POWER	26

.....
Chief Executive Officer

REGISTER OF DELEGATIONS

03 To: Environmental Health Officer / Building Surveyor

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

HEALTH 39

02	LOCAL GOVERNMENT SEPTIC TANK APPROVALS	40
03	DEALING WITH NUISANCES	41
05	FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)	43
06	APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016	44
07	AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY	45

BUILDING 46

06	DWELLINGS UNFIT FOR HABITATION	51
07	DWELLINGS TO BE REPAIRED	52
09	PARK HOMES	54
10	BUILDING/DEMOLITION PERMITS	55
11	BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE	56
12	BUILDING ORDERS	57
13	GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL CERTIFICATE	58
14	EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	59
15	AUTHORISED PERSONS – BUILDING ACT 2011	60
16	CERTIFICATE OF DESIGN COMPLIANCE	61

.....
Chief Executive Officer

REGISTER OF DELEGATIONS

04 To: Manager of Works

Delegations

In accordance with Local Government Act Section 5.42 and 5.44, I delegate the following duties/responsibilities to you.

You are to refer to the delegations register for details of this delegation including the scope and conditions of delegation and record of use of the delegation:

FINANCE	5
09 PURCHASE ORDER AUTHORISATION	15
 ENGINEERING	 32
01 TEMPORARY RURAL ROAD CLOSURES	32

.....
Chief Executive Officer

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(A) MONTHLY FINANCIAL STATEMENTS

SUBMISSION TO: Meeting of Council
Meeting Date: 15th May, 2018

AGENDA REFERENCE: 10.2 (A) MAY 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: 9th May, 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 30th April, 2018 consisting of:

- (a) Ego r kvqp "Tgr qt v"
- (b) Ucvgo gpvqh Hpcpek n Cevkxk "6"52j "Cr t kn"423:
- (c) Material Variances – 30th April, 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 30th April, 2018 consisting of:

- (a) *Equity*
- (b) *Urgent*
- (c) *Material Variances – 30th April, 2018*

be accepted.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

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 30 April 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.

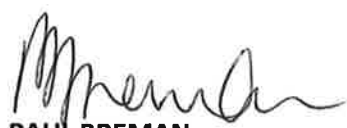
OUR RESPONSIBILITY

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
Chartered Accountants



PAUL BREMAN
DIRECTOR

7 May 2018

Shire of Leonora Management Information Report

Period Ending
30 April 2018

Topic	Item	First Identified	Explanation	Action Required	Priority
Bank Reconciliation	Outstanding cheques	April 2018	The following cheques are over a year old:- 21/06/2016 21440 \$120.00 19/07/2016 21585 \$5,132.87 18/10/2016 21857 \$358.40 20/12/2016 22078 \$1,915.00 20/12/2016 22081 \$630.00 20/03/2017 22387 \$6,385.00	Investigation as to why the cheques have not been presented, cancel and reissue if necessary.	Medium

Approval:  Paul Breman, Director

**SHIRE OF LEONORA
MONTHLY FINANCIAL REPORT
For the Period Ended 30 April 2018**

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

TABLE OF CONTENTS

Statement of Financial Activity by Program	80
Summary Graphs - Financial Activity	81
Note 1 Significant Accounting Policies	82-84
Note 2 Net Current Funding Position	85
Note 3 Capital - Acquisitions, Funding and Disposal	86-89
Note 4 Cash and Investments	90
Note 5 Receivables	91
Note 6 Payables	92
Note 7 Cash Backed Reserves	93
Note 8 Rating Information	94
Note 9 Information on Borrowings	95
Note 10 Grants and Contributions	96
Note 11 Budget Amendments	97-98
Note 12 Trust	99
Note 13 Material Variances	100-101

SHIRE OF LEONORA
STATEMENT OF FINANCIAL ACTIVITY
Statutory Reporting Program
For the Period Ended 30 April 2018

	Note	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		4,480	3,812	929	(2,883)	(76%)	
General Purpose Funding - Rates		5,488,040	5,494,766	5,616,293	121,527	2%	▲
General Purpose Funding - Other		676,406	511,957	446,967	(64,990)	(13%)	▼
Law, Order, Public Safety		9,615	9,399	8,767	(632)	(7%)	
Health		30,718	25,934	29,067	3,133	12%	
Education and Welfare		228,415	210,915	244,678	33,763	16%	▲
Housing		38,750	32,320	34,747	2,427	8%	
Community amenities		402,565	312,565	428,544	115,979	37%	▲
Recreation and Culture		176,812	172,130	171,549	(581)	(%)	
Transport		578,069	506,699	671,380	164,681	33%	▲
Economic Services		465,533	354,358	332,794	(21,564)	(6%)	▼
Other Property and Services		197,999	187,665	238,343	50,678	27%	▲
Total Operating Revenue		8,297,402	7,822,520	8,224,058	401,538		
Operating Expense							
Governance		(644,755)	(451,076)	(347,615)	103,461	23%	▼
General Purpose Funding		(397,655)	(333,789)	(267,158)	66,631	20%	▼
Law, Order, Public Safety		(172,666)	(138,828)	(140,181)	(1,353)	(1%)	
Health		(826,547)	(603,787)	(668,022)	(64,235)	(11%)	▲
Education and Welfare		(643,201)	(538,127)	(516,313)	21,814	4%	▼
Housing		0	(22)	0	22	100%	
Community Amenities		(329,840)	(289,812)	(172,719)	117,093	40%	▼
Recreation and Culture		(1,257,365)	(1,036,012)	(900,054)	135,958	13%	▼
Transport		(3,222,590)	(2,601,603)	(2,733,558)	(131,955)	(5%)	▲
Economic Services		(2,015,617)	(1,429,008)	(1,191,798)	237,210	17%	▼
Other Property and Services		(57,964)	(79,234)	(206,169)	(126,935)	(160%)	▲
Total Operating Expenditure		(9,568,200)	(7,501,298)	(7,143,587)	357,711		
Funding Balance Adjustments							
Add back Depreciation		1,209,703	1,008,085	1,286,898	278,813	28%	▼
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	1,469,859	2,268,417	798,558		
Capital Revenues							
Grants, Subsidies and Contributions	10	4,324,131	3,840,865	1,161,510	(2,679,355)	(70%)	▼
Proceeds from Disposal of Assets	3	198,181	198,181	285,283	87,102	44%	▲
Total Capital Revenues		4,522,312	4,039,046	1,446,793	(2,592,253)		
Capital Expenses							
Land and Buildings	3	(1,391,124)	(1,391,124)	(591,879)	799,245	57%	▼
Infrastructure - Roads	3	(4,020,531)	(2,875,000)	(3,003,417)	(128,417)	(4%)	▲
Infrastructure - Other	3	(1,775,382)	(1,721,382)	(907,018)	814,364	47%	▼
Plant and Equipment	3	(655,612)	(655,612)	(434,902)	220,710	34%	▼
Total Capital Expenditure		(7,842,649)	(6,643,118)	(4,937,216)	1,705,902		
Net Cash from Capital Activities		(3,320,337)	(2,604,072)	(3,490,423)	(886,351)		
Financing							
Transfer from Reserves	7	779,973	0	0	0	0%	
Transfer to Reserves	7	(739,728)	(10,012)	(10,012)	0	0%	
Net Cash from Financing Activities		40,245	(10,012)	(10,012)	0	0%	
Net Operations, Capital Financing		(3,200,635)	(1,144,225)	(1,232,018)	(87,794)	8%	
Opening Funding Surplus(Deficit)	2	3,200,635	3,200,635	3,200,635			
Closing Funding Surplus(Deficit)	2	0	2,056,410	1,968,617			

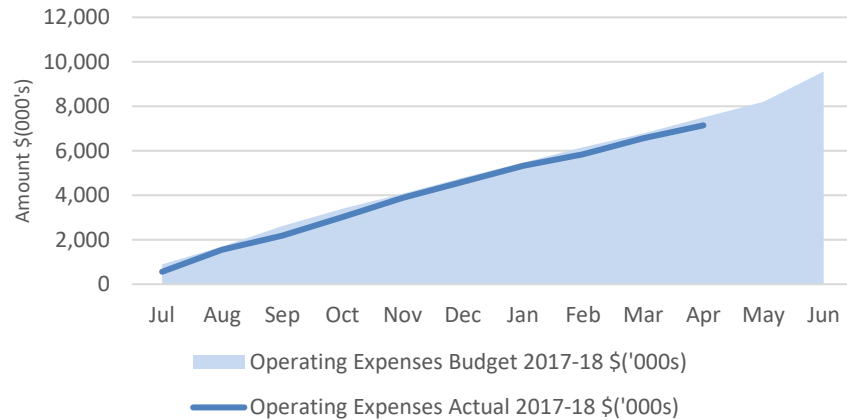
▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

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

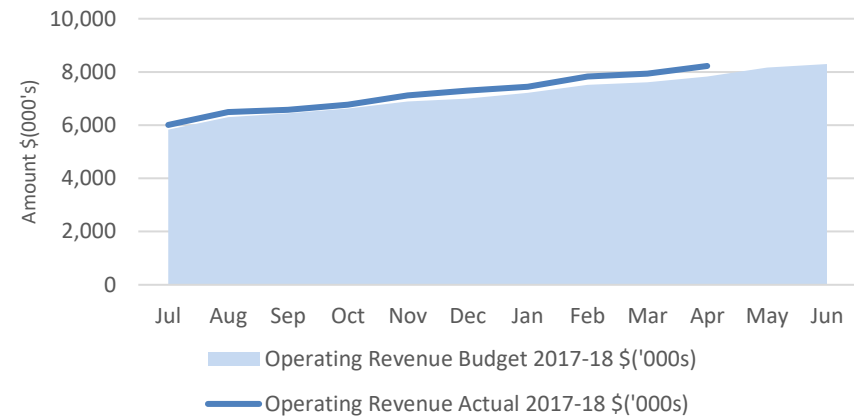
This statement is to be read in conjunction with the accompanying financial statements and notes.

SHIRE OF LEONORA
SUMMARY GRAPHS - FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

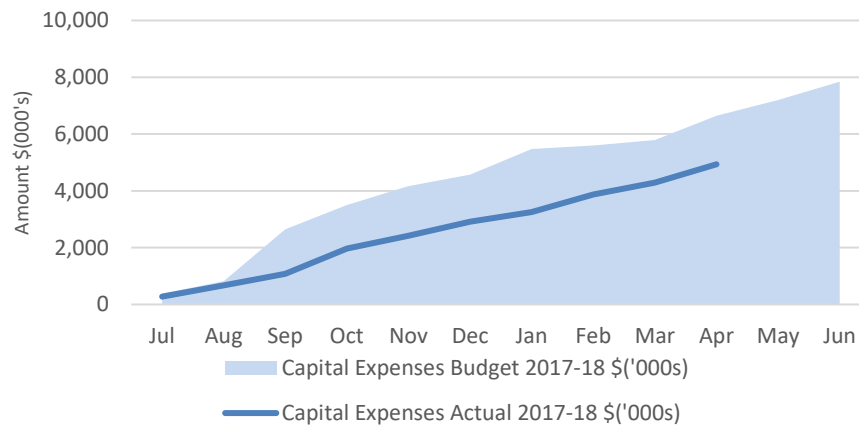
Operating Expenses



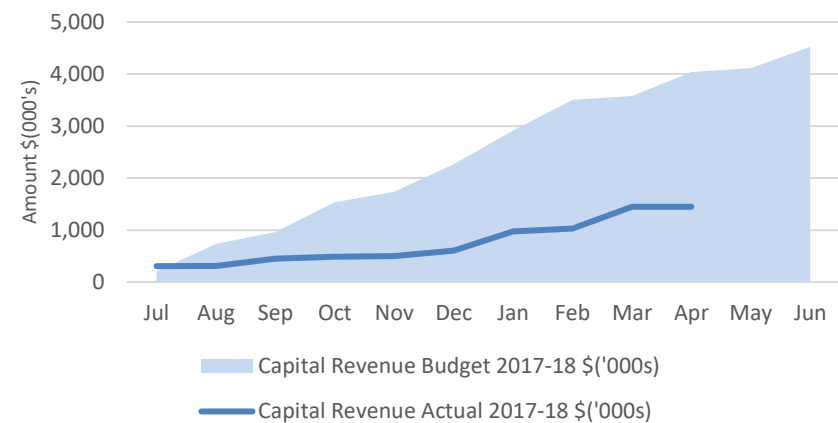
Operating Revenue



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 30 April 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 30 April 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

For the Period Ended 30 April 2018

Note 1 (p) (Continued)

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Program Classifications (Function/Activity)

Governance

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

General Purpose Funding

Rates, general purpose government grants and interest revenue.

Law, Order, Public Safety

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

Health

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

Education and Welfare

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

Housing

Provision and maintenance of elderly residents housing.

Community Amenities

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

Recreation and Culture

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

Transport

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

Economic Services

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

Other Property and Services

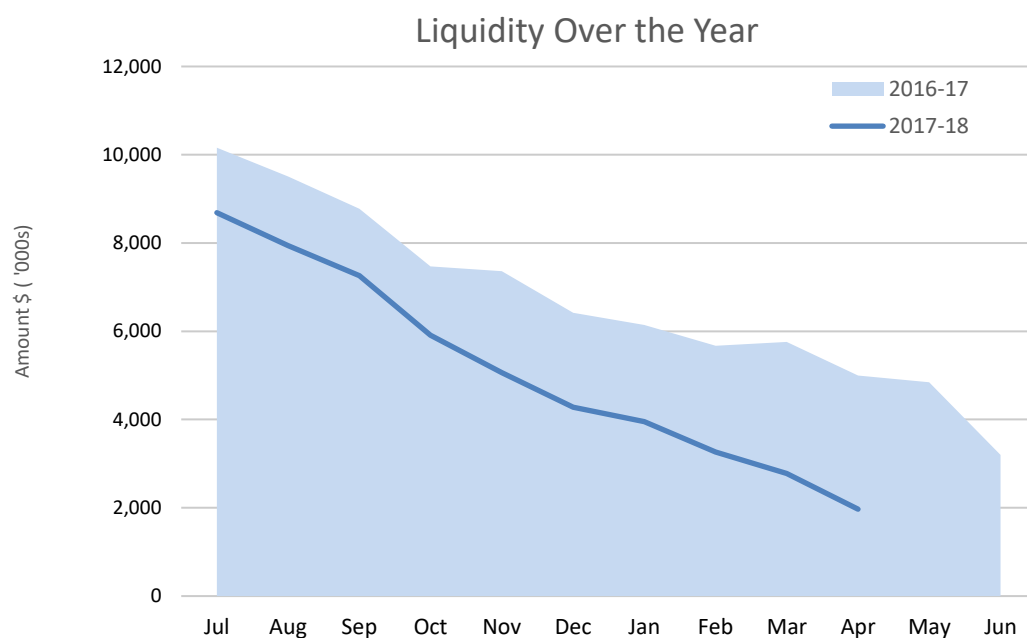
Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

NOTE 2. NET CURRENT ASSETS

Net Current Assets	Note	30 June 2017	YTD 30 Apr 2017	YTD 30 Apr 2018
		\$	\$	\$
Current Assets				
Cash Municipal	4	2,759,947	4,631,223	2,165,734
Cash Reserves	4	2,411,600	2,038,475	2,421,612
Restricted Municipal Cash Investments	4	0	324,791	0
Receivables - Rates	5	116,441	157,154	154,344
Receivables - Other	5	989,649	173,463	192,900
Inventories		40,848	31,578	20,875
		6,318,485	7,356,684	4,955,465
Less: Current Liabilities				
Payables	6	(706,250)	(319,174)	(565,236)
Provisions		(262,533)	(172,015)	(167,699)
Less: Cash Reserves	7	(2,411,600)	(2,038,475)	(2,421,612)
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	4,999,035	1,968,617

Positive=Surplus (Negative=Deficit)

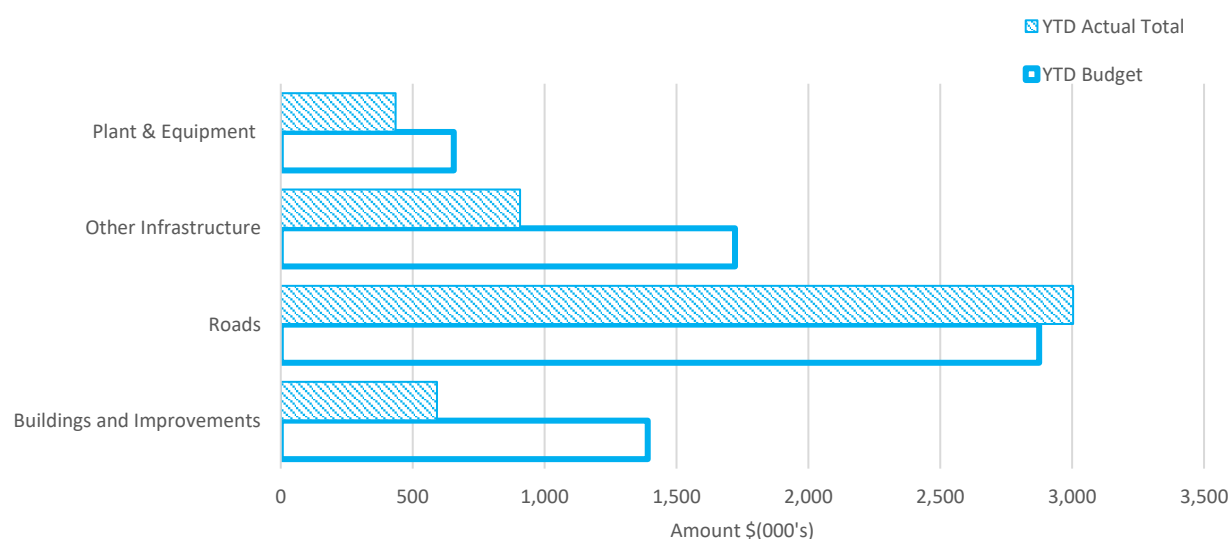


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

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	570,400	1,391,124	1,391,124	591,879	(799,245)
Roads		710,516	2,292,901	4,020,531	2,875,000	3,003,417	128,417
Other Infrastructure		115,118	791,900	1,775,382	1,721,382	907,018	(814,364)
Plant & Equipment		434,902	0	655,612	655,612	434,902	(220,710)
Capital Expenditure Totals		1,282,015	3,655,201	7,842,649	6,643,118	4,937,216	(1,705,902)
Capital Acquisitions Funded By							
Capital Grants and Contributions				4,324,131	3,840,865	1,161,510	(2,679,355)
Other (Disposals & C/Fwd)				198,181	198,181	285,283	87,102
Council Contribution - Operations				3,320,337	2,604,072	3,490,423	886,351
Capital Funding Total				7,842,649	6,643,118	4,937,216	(1,705,902)

Capital Expenditure Program YTD



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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	17,468	(9,852)
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	2,876	(3,970)
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	0	(125,000)
E820011	Chisholms House Renewal	Renewal	115,440	115,440	111,887	(3,553)
E820010	Hoover house Renewal	Renewal	478,556	478,556	256,261	(222,295)
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	32,357	(20,243)
E810004	Lawler Police Stn Rest.	Renewal	0	0	0	0
E820016	Painting Admin Offices	New	0	0	0	0
TOTAL - Building and Improvements			1,391,124	1,391,124	591,879	(799,245)
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	1,026,781	(1,019,955)

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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	48,579	(51,421)
E800006	Darlot Rd WANDRRA	Renewal	200,000	200,000	186,895	(13,105)
E800007	Albion Downs Yeerlirrie WANDRRA	Renewal	320,000	320,000	254,001	(65,999)
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	0	422,883	422,883
E080011	R2R Project	Upgrade	565,531	0	287,633	287,633
E080012	Grid Renewals (various)	Renewal	100,000	0	88,472	88,472
TOTAL - Roads			4,020,531	2,875,000	3,003,417	128,417
Improvements & Infrastructure						
E810006	Liquid Waste Site Development	Upgrade	750,000	750,000	51,340	(698,660)
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	2,135	(12,865)
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
E810001	Gwalia Headframe Renewal	Renewal	0	0	0	0
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	0	3,980	3,980
E810013	Gwalia St Barb Fencing	New	34,000	0	33,911	33,911
TOTAL - Other Infrastructure			1,775,382	1,721,382	907,018	(814,364)
TOTAL INFRASTRUCTURE			5,795,913	4,596,382	3,910,435	(685,947)
Total Capital Expenditure			7,842,649	6,643,118	4,937,216	(1,705,902)

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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 Mitsubishi 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 30 April 2018

NOTE 4. CASH AND INVESTMENTS

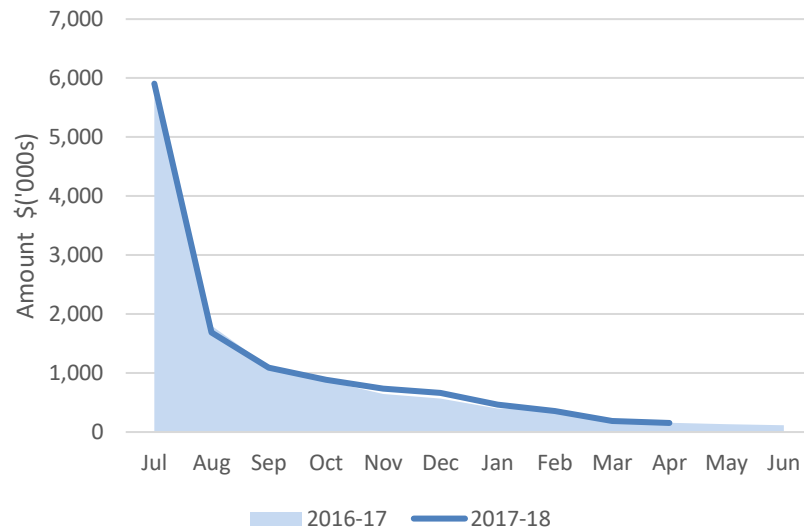
Bank Accounts	Municipal	Municipal Restricted	Reserves	Trust	Total Amount	Institution	Interest Rate	Details
	\$		\$	\$	\$			
(a) Cash Deposits								
Municipal Account	2,164,464				2,164,464	NAB	Variable	Cheque Acc.
Trust Account				0	0	NAB	Variable	Cheque Acc.
LSL Maximiser			132,257		132,257	NAB	Variable	Cheque Acc.
Fire Maximiser			30,968		30,968	NAB	Variable	Cheque Acc.
Plant Maximiser			513,591		513,591	NAB	Variable	Cheque Acc.
Annual Leave Maximiser			161,841		161,841	NAB	Variable	Cheque Acc.
Gwalia Precinct Maximiser			374,899		374,899	NAB	Variable	Cheque Acc.
Building Maintenance Maximiser			602,957		602,957	NAB	Variable	Cheque Acc.
Waste Management Maximiser			505,099		505,099	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	2,165,734	0	2,421,612	0	4,587,346			

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

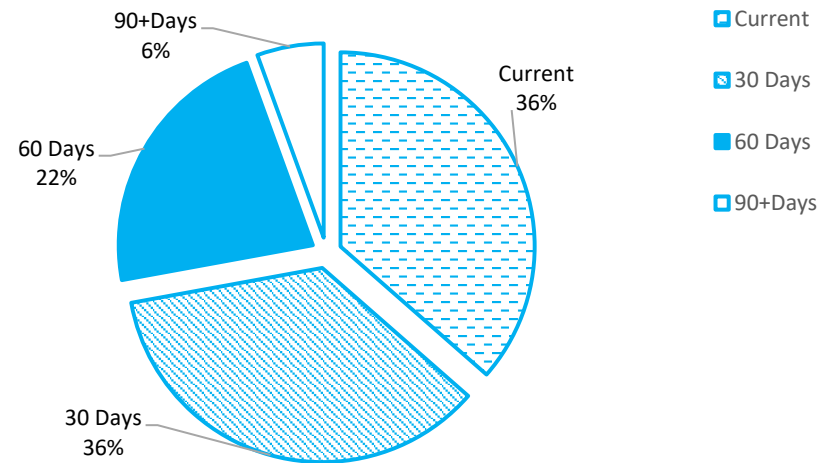
NOTE 5. RECEIVABLES

Receivables - Rates and Other Rates Receivable	YTD 30 Apr 2018	30 June 2016	Receivables - General	Credit	Current	30 Days	60 Days	90+Days	Total
	\$	\$		\$	\$	\$	\$	\$	\$
Opening Arrears Previous Years	116,441	83,147	Receivables - General	(771)	70,607	69,075	43,252	10,738	192,900
Levied this year	5,616,293	5,239,642							
Discounts	0	0							
Deferred	0	0							
Less Collections to date	(5,578,390)	(5,206,348)							
Equals Current Outstanding	154,344	116,441							
Net Rates Collectable	154,344	116,441	Total Receivables General Outstanding						192,900
% Collected	97.31%	97.81%	Amounts shown above include GST (where applicable)						

Rates Receivable



Accounts Receivable (non-rates)



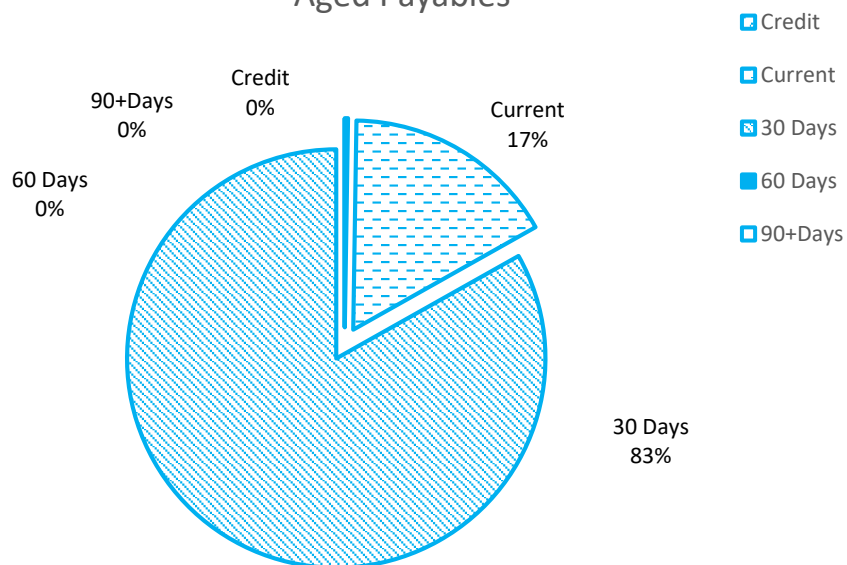
SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

NOTE 6. PAYABLES

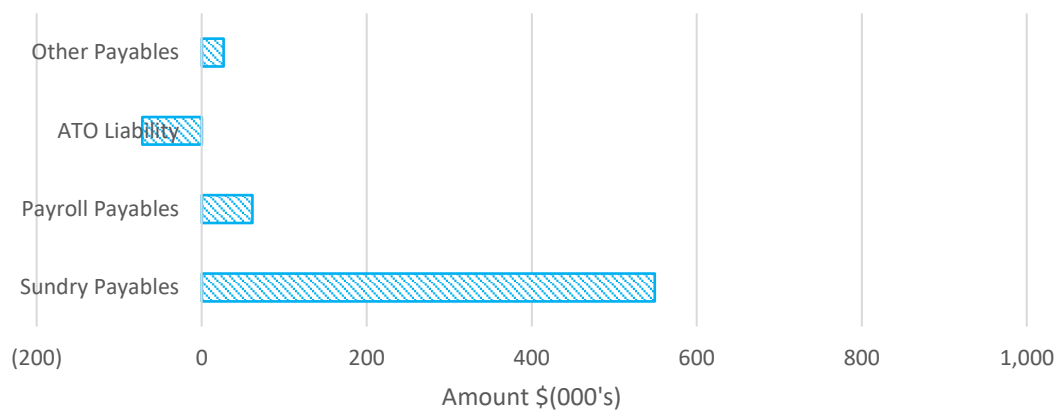
Payables	Credit	Current	30 Days	60 Days	90+Days	Total
Payables - General	\$ (1,347)	\$ 91,608	\$ 458,855	\$ 0	\$ 1	\$ 549,117
Sundry Payables						549,117
Payroll Payables						61,360
ATO Liability						(71,792)
Other Payables						26,551
Total Payables General Outstanding						565,236

Amounts shown above include GST (where applicable)

Aged Payables



Payables

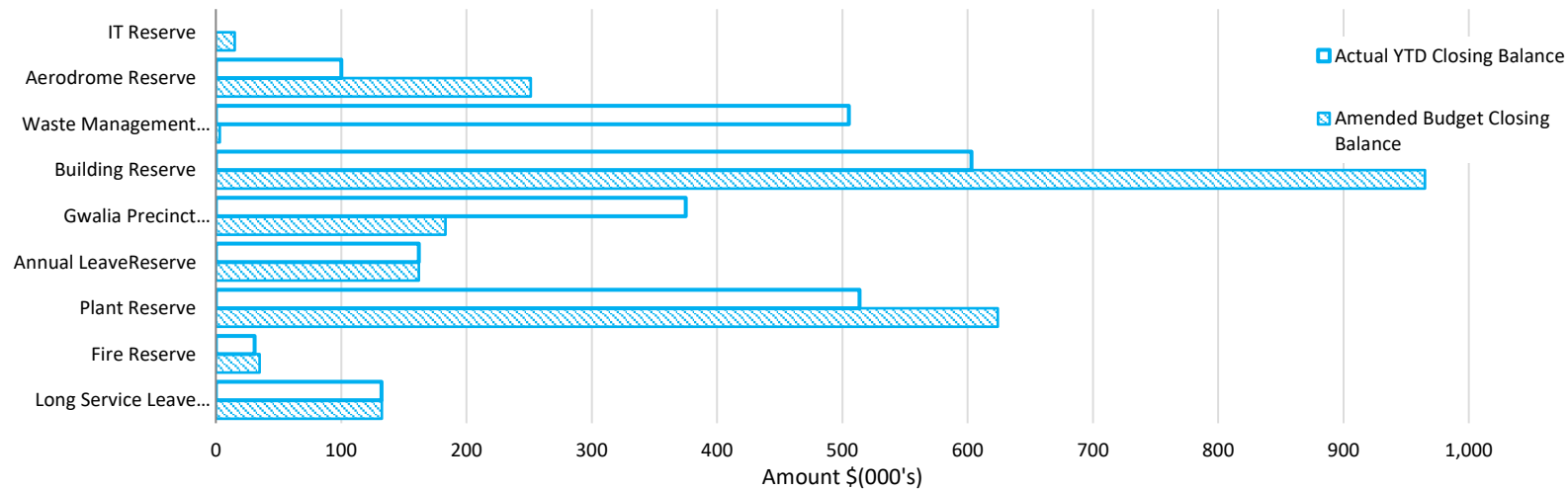


SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 2018

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	574	0	0	0	0	132,341	132,257
Fire Reserve	30,833	174	135	4,000	0	0	0	35,007	30,968
Plant Reserve	511,360	2,732	2,231	110,000	0	0	0	624,092	513,591
Annual Leave Reserve	161,138	806	703	0	0	0	0	161,944	161,841
Gwalia Precinct Reserve	373,271	1,966	1,628	88,000	0	(279,973)	0	183,264	374,899
Building Reserve	600,339	4,802	2,618	360,000	0	0	0	965,141	602,957
Waste Management Reserve	502,976	265	2,123	0	0	(500,000)	0	3,241	505,099
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	10,012	727,000	0	(779,973)	0	2,371,355	2,421,612

Reserve Balances



SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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	91,104	0	4,355,833	4,264,572	(38,500)	0	4,226,072
Sub-Totals		1,695	43,999,907	5,299,928	91,104	0	5,391,032	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
							5,616,293				5,488,040
							0				
Amount from General Rates							5,616,293				5,488,040
Ex-Gratia Rates							0				0
							5,616,293				5,488,040

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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 30 April 2018

NOTE 10. GRANTS AND CONTRIBUTIONS

NOTE 10. GRANTS AND CONTRIBUTIONS			2017-18			Variations		Recoup Status	
Grants	Grant Provider	Approval	Amended Budget	Amended 2017-18 Budget Operating	Capital	Additions / (Deletions) Operating	Capital	Received	Not Received
		(Y/N)	\$	\$	\$	\$		\$	\$
General Purpose Funding									
I030019 Grant Equalisation	WALGCC	Y	316,245	316,245	0	0	0	136,320	179,925
I030021 Grant - Roads	WALGCC	Y	329,748	329,748	0	0	0	142,882	186,866
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	28,015	26,700
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	0	3,700
I122213 Natural Disaster Reinstatement	MRWA		2,721,600	0	2,721,600	0	0	0	2,721,600
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	188,510	377,021
Economic Services									
I138005 Grants			48,000	48,000	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
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	1,779,806	3,788,396

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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 30 April 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 30 April 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 30 Apr 18
	\$	\$	\$	\$
Nomination fees	0	0	0	0
	0	0	0	0

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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	\$	%			
Governance	(2,883)	(75.63%)			
General Purpose Funding - Rates	121,527	2.21%	▲	Permanent	More positive adjustments to interim rates processed at report date than budgeted.
General Purpose Funding - Other	(64,990)	(12.69%)	▼	Permanent	Reduction in estimated FAGS allocations
Law, Order and Public Safety	(632)	(6.72%)			
Health	3,133	12.08%			
Education and Welfare	33,763	16.01%	▲	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
Housing	2,427	7.51%			
Community Amenities	115,979	37.11%	▲	Permanent	Higher volume of liquid waste received during the reporting period than budgeted
Recreation and Culture	(581)	(0.34%)			
Transport	164,681	32.50%	▲	Permanent	Higher volume of Avgas drums sold during reporting period than budgeted
Economic Services	(21,564)	(6.09%)	▼	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	50,678	27.00%	▲	Timing	Some reallocations to be processed from suspense account
Operating Expense			▼		
Governance	103,461	22.94%	▼	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	66,631	19.96%	▼	Timing	Variance to administration allocation and timing of allocation
Law, Order and Public Safety	(1,353)	(0.97%)			
Health	(64,235)	(10.64%)	▲	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	21,814	4.05%	▼	Timing	Alteration to timing of Youth Service Management fees
Housing	22	100.00%		Timing	Some housing expenses remained unallocated at end of reporting period
Community Amenities	117,093	40.40%	▼	Timing	Alteration to timing of town planning works, as well as cost savings achieved with RFQ process
Recreation and Culture	135,958	13.12%	▼	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	(131,955)	(5.07%)	▲	Permanent	Some higher depreciation rates for aerodrome, higher volume of Avgas drums being purchased for re-sale
Economic Services	237,210	16.60%	▼	Timing	Delay in some projects, and works due to timing of contractor availability etc
Other Property and Services	(126,935)	(160.20%)	▲	Timing	Some reallocations to be processed from suspense account

SHIRE OF LEONORA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 April 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 Revenues					
Grants, Subsidies and Contributions	(2,679,355)	(69.76%)	▼	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
Capital Expenses					
Land	0				Some delay to commencement of capital programmes at museum, and also due to Aged
Land and Buildings	799,245	57.45%	▼	Timing	Care Facility no longer progressing
Infrastructure - Roads	(128,417)	(4.47%)	▲	Timing	Alteration to timing of works
Infrastructure - Other	814,364	47.31%	▼	Timing	Alteration to timing of works programmes
Plant and Equipment	220,710	33.66%	▼	Timing	Alteration to timing of acquisition of assets
Furniture and Equipment	0				

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(B) ACCOUNTS FOR PAYMENT

SUBMISSION TO: Meeting of Council
Meeting Date: 15th May, 2018

AGENDA REFERENCE: 10.2 (B) MAY 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: 9th May, 2018

BACKGROUND

Attached statement consists of accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **23831** to **23862** totalling **\$384,943.47** and accounts paid by Council Authorisation represented by cheques numbered from **23863** to **23946** totalling **\$917,893.19**.

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 **23831** to **23862** totalling **\$384,943.47** and accounts paid by Council Authorisation represented by cheques numbered from **23863** to **23946** totalling **\$917,893.19** be accepted.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Office

Shire of Leonora				
Monthly Report – List of Accounts Paid by Delegated Authority				
Submitted to Council on the 15th May, 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 23831 to 23862 and totalling \$384,943.47 .				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment by Delegated Authority
625	9/04/2018	Alliance Equipment Finance	Charges for office copier lease - March, 2018	797.78
1	10/04/2018	Shire of Leonora	Salaries & Wages PPE: 09/04/2018	66,613.47
626	10/04/2018	National Australia Bank	NAB Connect Fee - April, 2018	44.99
627	10/04/2018	Alliance Equipment Finance	Copier lease for CRC - April, 2018	536.45
23831	18/04/2018	Aaxxa Group Pty Ltd	Supplies and installation for liquid waste ponds	21,189.28
23832	18/04/2018	Alexis Moore	Reimbursement for costs associated with elected member training in Kal	515.35
23833	18/04/2018	Dave Hadden	Reimbursement of costs associated with WALGA meeting	103.43
23834	18/04/2018	Skippers Aviation	Flights for November, 2017 and April, 2018	5,205.00
23835	18/04/2018	Stephen Peacock	Final payment for repairs on Assay Office	26,950.00
23836	18/04/2018	Zandra Comstive	Reimbursement for police clearance	52.60
23837	18/04/2018	Choices Flooring	Replace flooring at 40A Hoover Street and 11B Walton St	3,665.00
23838	20/04/2018	Aaxxa Group Pty Ltd	Final payment for supplies - Liquid Waste Ponds	21,909.27
628	19/04/2018	Prime Superannuation Fund	G Prime Super	308.75
629	19/04/2018	Australian Super	Superannuation PPE: 9/4/2018	543.32
630	19/04/2018	CBUS	Superannuation PPE: 9/4/2018	535.19
631	19/04/2018	Host Plus	Superannuation PPE: 9/4/2018	228.42
632	19/04/2018	IOOF	Superannuation PPE: 9/4/2018	199.46
633	19/04/2018	MLC Super Fund	Superannuation PPE: 9/4/2018	246.67
634	19/04/2018	WA Super	Superannuation PPE: 9/4/2018	9,955.32
23839	20/04/2018	Holman Cabinets	Additional payment on invoice 40b Hoover, due to underpayment	380.00
23840	20/04/2018	Telstra	Phone usage - Camp requisites	105.00
23841	23/04/2018	Dave Hadden	Health/building services as per contract - INV 105 - 09/04/2018-20/04/2018	8,712.00
23842	23/04/2018	Randstad	Childcare centre wages for Catherine Ramirez 02/04/2018-15/04/2018	1,993.86
23843	23/04/2018	Robert Renfree	Wages for contracted grader driver 10/04/2018-23/04/2018	5,320.00
23844	23/04/2018	Yeti's Record Management	Records management for Shire offices 16/04/2018-19/04/2018	1,920.00
1	24/04/2018	Shire of Leonora	Salaries & Wages PPE: 24/04/2018	65,437.14
23845	24/04/2018	Jim Epis	CEO recreation allowance	4,703.47
23846	24/04/2018	Charlotte Huckerby	Reimbursement - TAFE in Kal	349.34
			Sub Total	\$248,520.56

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$248,520.56
23847	26/04/2018	LGRCEU	Union Fee PPE: 23/4/18	20.50
23848	26/04/2018	Kin Mining	Refund of deposit made in error to Shire of Leonora	838.36
635	26/04/2018	Alliance Equipment Finance	Copier hire charges - April, 2018 (Depot)	230.20
23849	30/04/2018	Dave Hadden	Building and health services as per invoice 106 23/04/2018-27/04/2018	5,808.00
23850	30/04/2018	Horizon Power	Power usage - various Shire properties	23,492.99
23851	30/04/2018	PWT Electrical	Work at war memorial and CEO office air con	1,444.13
23852	30/04/2018	Telstra	Bills for phone usage - various Shire properties	10,823.46
1	27/04/2018	Shire of Leonora	Salaries & Wages PPE: 27/04/2018 - Margot Individual Pay	1,727.01
636	27/04/2018	National Australia Bank	NAB Connect Fee - April, 2018	34.99
637	30/04/2018	National Australia Bank	Accounts Fees - April, 2018	77.30
638	1/05/2018	National Australia Bank	Merchant fees Shire of Leonora EFTPOS machines various April, 2018	449.15
639	1/05/2018	Westnet Pty Ltd	CRC internet - April, 2018	11.00
640	1/05/2018	Westnet Pty Ltd	CRC internet - March, 2018	11.00
641	2/05/2018	National Australia Bank	Credit Card charges - April, 2018	7,576.40
23853	12/04/2018	Cancelled Cheque	Printed incorrectly	0
23854	4/05/2018	Cybersecure Pty Ltd	Backup subscription	1,003.20
23855	4/05/2018	Goldfield Services	Cleaning at NGRO, depot, shire offices, rec centre, airport and library for April, 2018	9,190.50
23856	7/05/2018	The Repurpose Circus	Shire of Leonora Mother's Day Markets - 3rd party payments	202.00
23857	7/05/2018	Tamara Hill	Shire of Leonora Mother's Day Markets - 3rd party payments	179.00
23858	8/05/2018	Brenton See	50% payment for painting and materials at Leonora District High School	2,667.72
23859	8/05/2018	Robert Renfree	Wages for contracted grader driver R2R Projects	3,000.00
23860	8/05/2018	Stephen Peacock	40% payment of works carried out on School House, Gwalia	55,000.00
23861	8/05/2018	Transcend Initiatives Pty Ltd	Youth centre engagement 05/02/2018-04/03/2018	10,956.00
23862	8/05/2018	Yeti's Record Management	Records management	1,680.00
			Grand Total	\$384,943.47

Shire of Leonora				
Monthly Report - List of Accounts Paid by Authorisation of Council				
Submitted to Council on the 15th May, 2018				
<p>Cheques numbered from 23863 to 23946 totaling \$917,893.19 submitted to each member of the Council on 15th May, 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.</p>				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment
23863	09/05/2018	Air Liquide W.A. Ltd	Cylinder fee 01/03/2018-31/03/2018 - Medical	26.06
23864	09/05/2018	Alexis Moore - One Shot Photography	Photographs for advertising DCEO package	80.00
23865	09/05/2018	Austral Mercantile Collections P/L	Legal Costs - Connect Regional	440.00
23866	09/05/2018	Bitutek Pty Ltd	Tender 02/2018 Road Sealing Works - Leonora-Nambi Rd, resealing of Main Reef Rd	178,179.32
23867	09/05/2018	Bitz Batteries	Batteries for depot	1,459.87
23868	09/05/2018	BOC Limited	Container service fee - daily tracking period 29/03/2018-27/04/2018	130.36
23869	09/05/2018	Brenton See	Final payment for painting and materials at Leonora District High School	2,667.72
23870	09/05/2018	Bridgestone Australia Limited	Bucket of tyre mounting compound	104.50
23871	09/05/2018	Bunnings Building Supplies Pty Ltd	Supplies and parts for various repairs/maintenance on shire properties	2,155.35
23872	09/05/2018	Butson Group Pty Ltd	Meals and refreshments for David Fitzgerald and John Walsh 26/4/2018-02/05/2018	474.10
23873	09/05/2018	Canine Control	Ranger Services for April, 2018	8,007.14
23874	09/05/2018	CaravansWest	Advertising - April 2018 edition of Caravan & Camping magazine Vol 19 No1	500.00
23875	09/05/2018	Chefmaster Australia	Bin liners for street cleaning	819.90
23876	09/05/2018	Coolgardie Tyre Service	Tyres for various plant	5,302.00
23877	09/05/2018	Des Taylor	Dog food for yard dog	144.00
23878	09/05/2018	Dunning's	Bulk AVGAS Leonora Airport	19,419.20
23879	09/05/2018	E. Fire and Safety	Service fire equipment on Shire buildings, plant and depot	970.20
23880	09/05/2018	Eagle Petroleum (WA) Pty Ltd	Motorpass charges for April, fuel for Dr Charl	1,341.60
23881	09/05/2018	Earth Australia Contracting Pty Ltd	Plant hire for Wanddra works at Albion Downs - March, 2018	32,065.00
23882	09/05/2018	Economic Transitions	Site visit 20 April 2018 and remote support for Gwalia Museum for April 2018	5,340.00
23883	09/05/2018	Elite Gym Hire	Equipment hire for May and out-sourced service work on cushions	1,391.50
23884	09/05/2018	Fiesta Canvas	Repair shade sail at airport	65.00
23885	09/05/2018	Forman Bros	Plumbing works carried out at various Shire properties	8,317.87
			Sub Total	\$269,400.69

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$269,400.69
23886	09/05/2018	Gencon Civil Pty Ltd	Plant hire for Wandrra works at Albion Downs-Yeelerie	206,451.30
23887	09/05/2018	GHD Pty Ltd	Progress claim for the preparation of Local Planning Strategy and Scheme	32,509.02
23888	09/05/2018	Goldfield Services -	Clean dongas at the Shire Depot as requested by John Oxley	151.25
23889	09/05/2018	Goldfields Filter Clean	Clean and dry air filters	748.00
23890	09/05/2018	Goldfields Locksmiths	Additional key for CRC coordinators drawers	17.80
23891	09/05/2018	Goldfields Pest Control	Pest control treatment on various Shire properties	3,909.40
23892	09/05/2018	Goldfields Truck Power	Hire of Water Truck Mar/Apr 2018	12,002.12
23893	09/05/2018	Goldline Distributors	Supplies for CC centre and Gwalia Museum	760.74
23894	09/05/2018	GTN Services	Refresh water bottles for CC Centre	99.99
23895	09/05/2018	Hitachi Construction Machinery	Replace wiring harness on grader, subject to warranty	1,556.61
23896	09/05/2018	Holcim (Australia) Pty Ltd	Supply of aggregate to Shire Depot	5,432.33
23897	09/05/2018	Horizon Power	Power usage for Shire Office, Rec Centre and Street Lighting	9,228.91
23898	09/05/2018	ISS Integrated Services	Community grant Leinster - dinner 05/04/2018 and lunch 06/04/2018 - BHP 40th year function	3,676.86
23899	09/05/2018	J.R. & A. Hersey Pty Ltd	Various supplies for depot maintenance	1,712.54
23900	09/05/2018	Jason Signmakers	Roads to recovery signs	748.00
23901	09/05/2018	Kalgoorlie Case & Drill Pty Ltd	Supplies for depot maintenance	833.07
23902	09/05/2018	Kalgoorlie Retravisio	Topload washer for CC Centre	798.00
23903	09/05/2018	Kerion Pty. Ltd.	Flight for Robert Renfree LEO-PER 13/03/2018	250.00
23904	09/05/2018	Kleenheat Gas	Supply of gas bottles to Shire residential properties	465.37
23905	09/05/2018	Landgate	Mining tenements and valuation rolls	14,898.35
23906	09/05/2018	Lastminute Multimedia	Hoover House & Gwalia Museum promotional	1,089.00
23907	09/05/2018	Leinster Art and Craft Group	Items purchased for Leinster Art and Craft Group - Community grant 2017/18	3,183.60
23908	09/05/2018	Leinster Golf Club	Funding for the 40th Anniversary Leinster Commemoration Project	10,000.00
23909	09/05/2018	Leonora Motor Inn	Various charges for accommodation and meals	5,390.50
23910	09/05/2018	Leonora Pharmacy -	Items for CC Centre	312.00
23911	09/05/2018	Leonora Post Office	Postal charges for April, 2018	450.31
23912	09/05/2018	Leonora Supplies WA	Supplies from Supermarket for CCC, Museum and Shire Office	1,034.06
23913	09/05/2018	Mackie's Concrete Services	Supply of 4 x grids with galv. tops	43,780.00
23914	09/05/2018	Mara Crann Pty Limited	Supply of skilled operator and box out works on Leonora Nambi Rd and floodways	52,578.81
23915	09/05/2018	Midas Motel Kalgoorlie	Accommodation for Charlotte Huckerby - attending TAFE Kalgoorlie	145.00
23916	09/05/2018	Modern Teaching Aids Pty Ltd	Products for CC Centre	937.88
			Sub Total	\$684,551.51

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$684,551.51
23917	09/05/2018	Moore Stephens	Compilation of the monthly financial report for March 2018, including end of month accounting re...	4,290.00
23918	09/05/2018	Multiple Trades and Maintenance	Inspect and repair HWS at 11 Queen Victoria St, Leonora	112.75
23919	09/05/2018	Netlogic Information Technology	Remote consulting various Shire computer issues	862.50
23920	09/05/2018	Office National Kalgoorlie	Meter charges for copiers and ink for Medical Centre	989.30
23921	09/05/2018	Paramount Business Supplies Pty Ltd	Premium roll for CRC	169.99
23922	09/05/2018	Penns Cartage Contractors	Freight charges for April, 2018	1,773.20
23923	09/05/2018	Pier Street Medical	Employment medical, drug and alcohol screen - Zandra Comstive	196.00
23924	09/05/2018	PPCA	Renewal of licence 0625024 - Rec Centre, Bowls Club and Oval Complex	327.00
23925	09/05/2018	Prime Media Group Ltd	Advertising Gwalia Museum	63.80
23926	09/05/2018	Royal Life Saving (WA Branch)	Lifeguard course for Ebony Howard and safety assessment of Leonora Aquatic Facility	1,438.00
23927	09/05/2018	Safe Roads WA	Sealing works at inersections on Main Reef Road and floodways on Leonora-Nambi Road	76,010.00
23928	09/05/2018	Shire Of Leonora - General	Cover the cost of casual office rental	525.00
23929	09/05/2018	Signal Advantage Pty Ltd	Name badges - Margot Epis, Fifi Harris (councillor) and Alexis Moore (councillor)	110.00
23930	09/05/2018	Specialised Tree Lopping	Tree works including pruning and removal as required - 26 & 27/04/2018	6,600.00
23931	09/05/2018	Specialty Timber Flooring WA	Floor sanding and recoating at Rec Centre, Shire Offices and Gwalia Museum	12,606.00
23932	09/05/2018	Squire Patton Boggs	Legal costs for Azark Project and lease agreement dispute	6,708.60
23933	09/05/2018	State Library of WA	DDS freight recoup 2017-18 financial year - Leonora Public Library	301.82
23934	09/05/2018	Telstra	Phone usage - Shire buildings various - April, 2018	7,751.23
23935	09/05/2018	The Food Van	Morning tea for elderly folks April/May 2018	180.00
23936	09/05/2018	Threat Protect	Alarm monitoring for Shire properties	968.83
23937	09/05/2018	Toll Customised Solutions	Storage and distribution of tourist information	406.73
23938	09/05/2018	Toll Ipec Pty Ltd	Freight charges various	316.57
23939	09/05/2018	Trisley's Hydraulic Services Pty Ltd	Valve seal kits - Pool	299.73
23940	09/05/2018	Verb Advertising	Production of 1 x 30 sec commercial for television - Leonora Golden Gift 2018	847.00
23941	09/05/2018	WA Country Health Service - Goldfields	Rent of Doctors Surgery - Feb, Mar, Apr 2018	1,252.14
23942	09/05/2018	Water Corporation	Water service charges for vacant land at 524L Gwalia Street, Leonora	43.47
23943	09/05/2018	West Coast Civil	Works carried out on Nambi Road - Final Claim	97,549.20
23944	09/05/2018	Westland Autos No1 Pty Ltd	Panel repairs and 60,000km service	9,319.65
23945	09/05/2018	Wurth Australia Pty Ltd	Supplies for depot maintenance	811.73
23946	09/05/2018	Xstra Group Pty Ltd	Telephone and internet for NGROAC	511.44
			Grand Total	\$917,893.19

10.0 REPORTS OF OFFICERS

10.3 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR

Nil

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

A. ELECTED MEMBERS

Nil

B. OFFICERS

Nil

12.0 NEXT MEETING

Tuesday 19th June, 2018

13.0 CLOSURE OF MEETING