

# **SHIRE OF LEONORA**

## **NOTICE OF AN ORDINARY COUNCIL MEETING**



**MINUTES OF ORDINARY MEETING HELD  
IN SHIRE CHAMBERS, LEONORA  
ON FRIDAY 16<sup>TH</sup> DECEMBER, 2011  
COMMENCING AT 2:03 PM**

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

**1.1 Cr JF Carter declared the meeting open at 2:03pm.**

**1.2 Visitors or members of the public in attendance**

Nil

**1.3 Financial Interests Disclosure**

Nil

**2.0 DISCLAIMER NOTICE**

**3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

**3.1 Present**

President

Deputy President

Councillors

J F Carter

P Craig

G W Baker

S J Heather

MWV Taylor

L R Petersen

J G Epis

T M Browning

Chief Executive Officer

Deputy Chief Executive Officer

**3.2 Apologies**

Cr RA Norrie

**3.3 Leave Of Absence (Previously Approved)**

Nil

**4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5.0 PUBLIC QUESTION TIME**

Nil

**6.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7.0 PETTITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

President: \_\_\_\_\_

**8.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS**

**Moved Cr GW Baker, Seconded Cr MWV Taylor** that the Minutes of the Ordinary Meeting held on 15<sup>th</sup> November, 2011 be confirmed as a true and accurate record.

**CARRIED (6 VOTES TO 0)**

**9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

President: \_\_\_\_\_

**10.0 REPORTS OF OFFICERS****10.1 CHIEF EXECUTIVE OFFICER****10.1(A) LEASE OF PROPERTY**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 16<sup>th</sup> December, 2011

**AGENDA REFERENCE:** 10.1 (A) DEC11

**SUBJECT:** Lease of Property

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** The Returned and Services League of Australia – Leonora Sub-Branch

**FILE REFERENCE:** War Memorial, Leonora and RSL Branch 5.42a

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 16<sup>th</sup> November, 2011

**BACKGROUND**

Correspondence has been received from The Returned and Services League of Australia (RSL), Leonora Sub-Branch requesting that Council consider making available to their organisation, Barnes Federal Theatre as a permanent base. The RSL further advises that they are prepared to work in partnership with the Shire of Leonora to seek funding opportunities to undertake various works within and outside the building.

It is important that background information on this building is provided so all understand the significance of this building.

Barnes Federal Theatre is currently unoccupied and has been so since the Leonora Community Telecentre was re-located some years ago.

Construction of Barnes Federal Theatre commenced in 1899 and was officially opened in 1901. It was an innovative project to provide a venue for entertainment and recreation for the developing Leonora region at that time.

Part of the building also facilitated the further development of the adjacent (since demolished) Leonora Hotel, the first in Leonora. Over the years the sites continued to develop with the establishment of a skate-rink and picture gardens on the south side of the hall, and, later, in the 1980's Barnes Federal Theatre became the Shire of Leonora's town hall.

In 2003 ownership was transferred to the Leonora Gwalia Historical Museum Ltd. It remains now that the property be transferred to the Shire of Leonora.

Barnes Federal Theatre, a vernacular one storey hall constructed of local stone with a tuck-pointed brick frontage, and corrugated iron, showing some influences of Federation Free Classical architectural style, is of considerable cultural heritage significance to the community of Leonora for the following reasons:

- (1) it is representative of the establishment and subsequent development of a public entertainment hall in a small remote north eastern goldfields town of Leonora in 1899. The associations with the adjacent (now demolished) Leonora Hotel is significant in demonstrating the diversity of occupation and social activities of the community, and the initiative of the owners;

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- (2) it has aesthetic value of the distinctive classical façade and local stone construction of the later nineteenth century in north eastern goldfields of Western Australia;
- (3) the establishment, development and demise of *Barnes Federal Theatre* is the focus of recreational and social activities in Leonora from 1901 until the early 1960s;
- (4) the associations with brothers, Alan and Philip Barnes, are integrally significant with the place;
- (5) The site of *Barnes Federal Theatre* has the potential, through archaeological investigations, to yield information from the hotel site, and the skate-rink and picture gardens site, informing of ways of life associated with recreation, hospitality and social interaction from the early 1890s in Leonora;
- (6) is one of the few remaining, if not the only, building in the town that is constructed of local stone; and,
- (7) it has aesthetic value for its contribution to the vistas north along Tower Street in the town of Leonora.

A Conservation Management Plan prepared in October, 2003 outlines an appropriate framework for decision making and recommends a logical sequence of works to facilitate short and long term conservation of the place. Conservation is most important and warranted and its implementation over a period of time is imperative to ensure that the place is properly conserved for present and future generations.

A Conservation Management Plan is a necessary prerequisite prior to beginning any conservation work or future planning of the site.

Generally the structural condition of the building appears to be sound despite serious disintegration of the stone fabric, from rising damp on the south wall and considerable intervention and damage on the north wall. There is a vertical crack on the south wall, towards the front, that is through the entire width of the stone wall.

Authenticity refers to the extent to which the fabric is in its original state.

Barnes Federal Theatre can be described as being somewhat intact, although the front verandah has been removed, original roof has been replaced, ceilings have been relined, ablutions installed, openings bricked up and various other changes have taken place to facilitate a continued function.

In view of the significance of the place, and considering the continued future use of the place, the owner or lessee needs to be aware of any implications that may be attached to the :-

- conservation of the place
- continuation of appropriate uses and occupation of the place
- interpretation of the place
- signage
- parking
- routine maintenance and procedures
- negotiation of leases.

In terms of long term viability, the place needs to be occupied and used for viable and appropriate functions. Whatever the future use, it must be viable in terms of conserving the place, making it functional and providing some financial return to ensure it is sustainable into the future.

Barnes Federal Theatre was entered in the Register of Heritage Places on a permanent basis, pursuant to Section 51 of the *Heritage of Western Australia Act 1960* on the 26<sup>th</sup> May, 2006.

Land on which the Barnes Federal Theatre is located is described as follows.

*“Lot 71 on Deposited Plan 222749 being the whole of the land contained in Certificate of Title Volume 1813 Folio 645, Lot 72 on Deposited Plan 222749 being the whole of the land contained in Certificate of Title Volume 966 Folio 118 and portion of Leonora Lot 71 the subject of Diagram 11927 and being the whole of the land contained in certificate of Title Volume 1076 Folio 509.”*

## **STATUTORY ENVIRONMENT**

In accordance with the following:

- Shire of Leonora's Municipal Inventory of Heritage Places.
- Heritage Council of Western Australia
- the principles and guidelines of the Burra Charter
- the Health Act
- Building Code of Australia
- Shire of Leonora's Town Planning Scheme

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

No funding is contained within the current budget for conservation works on Barnes Federal Theatre; however this does not prevent the submission of funding applications to both Federal and State Governments.

## **STRATEGIC IMPLICATIONS**

In terms of long term viability, the place needs to be occupied and used for viable and appropriate functions.

## **RECOMMENDATIONS**

That Council resolve to offer the Returned and Services League of Australia – Leonora Sub Branch with a five (5) year Lease of Barnes Federal Theatre commencing 1<sup>st</sup> January, 2012 with the right to renew the lease for a further term of 5 years commencing 1<sup>st</sup> January 2017 subject to the following conditions being strictly adhered to:

- that the RSL at its cost provide Certification from a structural Engineer that the building in its present state is safe for occupancy
- that the RSL be responsible for all service charges including power, water, telecommunications, gas, rates and rubbish charges
- that the RSL be responsible for contents insurance
- that any works proposed inside or outside the building be referred to the Shire of Leonora so that approval or otherwise can be obtained from the Heritage Council of Western Australia before the work is undertaken.
- that the RSL pay an Annual Rental of \$50.00 each year to the Shire of Leonora
- that the RSL in partnership with the Shire of Leonora investigate all funding opportunities that target conservation of buildings considered to be of cultural heritage significance.

## **VOTING REQUIREMENT**

Simple majority required.

President: \_\_\_\_\_

## **COUNCIL DECISION**

**Moved Cr GW Baker, Seconded Cr LR Petersen,** that Council resolve to offer the Returned and Services League of Australia – Leonora Sub Branch with a five (5) year Lease of Barnes Federal Theatre commencing 1<sup>st</sup> January, 2012 with the right to renew the lease for a further term of 5 years commencing 1<sup>st</sup> January 2017 subject to the following conditions being strictly adhered to:

- that the RSL at its cost provide Certification from a structural Engineer that the building in its present state is safe for occupancy
- that the RSL be responsible for all service charges including power, water, telecommunications, gas, rates and rubbish charges
- that the RSL be responsible for contents insurance
- that any works proposed inside or outside the building be referred to the Shire of Leonora so that approval or otherwise can be obtained from the Heritage Council of Western Australia before the work is undertaken.
- that the RSL pay an Annual Rental of \$50.00 each year to the Shire of Leonora
- that the RSL in partnership with the Shire of Leonora investigate all funding opportunities that target conservation of buildings considered to be of cultural heritage significance.

**CARRIED (6 VOTES TO 0)**

President: \_\_\_\_\_

**10.0 REPORTS OF OFFICERS****10.1 CHIEF EXECUTIVE OFFICER****10.1(B) TENDER – LEONORA AIRPORT APRON EXTENSIONS**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 16<sup>th</sup> December, 2011

**AGENDA REFERENCE:** 10.1 (B) DEC 11

**SUBJECT:** Tender – Leonora Airport Apron Extensions

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Tenders General 10.7

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 29<sup>th</sup> November, 2011

**BACKGROUND**

On the 12<sup>th</sup> November, 2011 tenders were invited from suitably qualified contractors to carry out approximately 5300m<sup>2</sup> of bitumen sealing and 5100m<sup>2</sup> of asphalt at the Leonora Aerodrome – apron extension.

The advertisement which appeared in the Kalgoorlie Miner on the 12<sup>th</sup> November, 2011 detailed tender closing time and date being 4.00pm on Friday 25<sup>th</sup> November, 2011.

Tenders were opened by the Deputy Chief Executive Officer, Ms. Tanya Browning in the presence of Mr. Ian Mackay after closing time and date.

Tenders were received from the following

- Total Asphalt and Traffic Management Services \$244,921.05
- RNR Contracting Pty Ltd \$273,125.00

The tender submitted by RNR Contracting did not include all works as specified and as a consequence was not considered.

Both tenders included the Goods and Services Tax.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

An amount of \$348,700.00 is contained within the current budget for this project, which includes earthworks and other associated works not included in this report.

President: \_\_\_\_\_

### **STRATEGIC IMPLICATIONS**

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

### **RECOMMENDATIONS**

That Council accepts the tender submitted by Total Asphalt and Traffic Management, the total being \$244,921.05 including GST.

### **VOTING REQUIREMENT**

Simple majority required.

### **COUNCIL DECISION**

**Moved Cr GW Baker, Seconded Cr SJ Heather,** that Council accepts the tender submitted by Total Asphalt and Traffic Management, the total being \$244,921.05 including GST.

**CARRIED (6 VOTES TO 0)**

**10.0 REPORTS OF OFFICERS****10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2(A) MONTHLY FINANCIAL STATEMENTS**

**SUBMISSION TO:** Meeting of Council  
Meeting Date:

**AGENDA REFERENCE:** 10.2 (A) 11

**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:** 8<sup>th</sup> December, 2011

**BACKGROUND**

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

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

Monthly Financial Statements submitted for adoption include:

- (a) Statement of Financial Activity – 30<sup>th</sup> November, 2011
- (b) Compilation Report
- (c) Material Variances – 30<sup>th</sup> November, 2011

**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*

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- (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 30<sup>th</sup> November, 2011 consisting of:

- (d) Statement of Financial Activity – 30<sup>th</sup> November, 2011
- (e) Compilation Report
- (f) Material Variances – 30<sup>th</sup> November, 2011

be accepted.

#### **VOTING REQUIREMENT**

Simple Majority

#### **COUNCIL DECISION**

**Moved Cr LR Petersen, Seconded Cr SJ Heather**, that the Monthly Financial Statements for the month ended 30<sup>th</sup> November, 2011 consisting of:

- (a) Statement of Financial Activity – 30<sup>th</sup> November, 2011
- (b) Compilation Report
- (c) Material Variances – 30<sup>th</sup> November, 2011

be accepted.

**CARRIED (6 VOTES TO 0)**

**SHIRE OF LEONORA**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011**

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## SHIRE OF LEONORA

President: \_\_\_\_\_

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011

	NOTE	30 November 2011 Actual \$	30 November 2011 Y-T-D Budget \$	2011/12 Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues</b>	1,2				
Governance		320	794	1,900	(59.70%)
General Purpose Funding		402,101	380,769	1,105,205	5.60%
Law, Order, Public Safety		8,501	6,890	15,080	23.38%
Health		10,957	5,970	34,328	83.53%
Education and Welfare		49,630	47,769	97,352	3.90%
Housing		16,817	17,860	42,920	(5.84%)
Community Amenities		76,944	35,979	86,760	113.86%
Recreation and Culture		88,320	62,194	209,453	42.01%
Transport		284,574	1,393,270	3,477,040	(79.58%)
Economic Services		116,357	332,491	607,836	(65.00%)
Other Property and Services		81,458	60,500	145,200	34.64%
		<u>1,135,979</u>	<u>2,344,486</u>	<u>5,823,074</u>	<u>(51.55%)</u>
<b>(Expenses)</b>	1,2				
Governance		(158,499)	(169,722)	(401,765)	6.61%
General Purpose Funding		(116,188)	(122,032)	(292,867)	4.79%
Law, Order, Public Safety		(53,570)	(67,099)	(160,682)	20.16%
Health		(282,602)	(218,399)	(493,590)	(29.40%)
Education and Welfare		(175,812)	(182,211)	(418,181)	3.51%
Housing		(2,812)	(5,180)	0	45.71%
Community Amenities		(142,093)	(134,827)	(406,090)	(5.39%)
Recreation & Culture		(371,193)	(413,475)	(974,917)	10.23%
Transport		(1,614,569)	(2,462,035)	(5,852,051)	34.42%
Economic Services		(434,026)	(605,248)	(1,425,662)	28.29%
Other Property and Services		(16,794)	(123,699)	(70,008)	86.42%
		<u>(3,368,158)</u>	<u>(4,503,927)</u>	<u>(10,495,813)</u>	<u>25.22%</u>
<b><u>Adjustments for Non-Cash</u></b>					
<b><u>(Revenue) and Expenditure</u></b>					
(Profit)/Loss on Asset Disposals	4	85,785	71,234	163,085	0.00%
Depreciation on Assets		600,272	601,324	1,443,137	0.00%
<b><u>Capital Revenue and (Expenditure)</u></b>					
Purchase Land and Buildings	3	(326,273)	(820,000)	(1,293,000)	0.00%
Purchase Infrastructure Assets - Roads	3	(19,915)	0	(323,243)	0.00%
Purchase Infrastructure Assets - Other	3	(76,409)	(150,000)	(861,310)	100.00%
Purchase Plant and Equipment	3	(136,352)	(718,196)	(828,196)	0.00%
Purchase Furniture and Equipment	3	(5,700)	(15,000)	(15,000)	0.00%
Proceeds from Disposal of Assets	4	448,518	215,453	1,231,453	0.00%
Transfers to Reserves (Restricted Assets)	6	(6,121)	(38,154)	(91,570)	83.96%
Transfers from Reserves (Restricted Assets)	6	0	29,779	71,470	100.00%
ADD Net Current Assets July 1 B/Fwd	7	257,467	478,170	478,170	46.16%
LESS Net Current Assets Year to Date	7	3,367,322	2,192,912	0	(53.55%)
<b>Amount Raised from Rates</b>	8	<u>(4,778,229)</u>	<u>(4,697,743)</u>	<u>(4,697,743)</u>	

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

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011****1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

**(a) Basis of Accounting**

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(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.

Council currently hold no funds on behalf of other entities.

**(c) Rounding Off Figures**

All figures shown in this statement, other than a rate in the dollar, 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**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

**(g) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade 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.

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(h) Inventories*****General***

Inventories are valued 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.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

***Land Held for Resale***

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale 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 Municipality 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.

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

Buildings	30 to 50 years
Furniture and Equipment	2 to 15 years
Plant and Equipment	5 to 15 years
Infrastructure	10 to 40 years

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011****1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(k) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2012.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

**(l) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

**(m) 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 municipality 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 Council 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 projected 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 Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011****1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(n) 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.

**(o) 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 item included in the same class of obligations may be small.

**(p) 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.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011****2. STATEMENT OF OBJECTIVE**

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Includes costs and revenues associated with the President and Councillors in the exercise of their obligations as a governing body. Items of expenditure include conference, travel, meeting attendance fees, presidential allowance, receptions, donations, subscriptions and phone rentals. Costs of advertising and conducting elections are also included. Revenues include election nomination fees and reimbursements by members for private expenses.

An administration cost is also allocated which enables staff to process Council Meeting procedures, implement all government decisions and conduct Council meetings. Cost of conducting audit of Council books of accounts and procedures is also include under this heading.

**GENERAL PURPOSE FUNDING***1 Rates*

- (a) GRV (gross rental value) refers to property rates for Leonora, Gwalia, Leinster and Agnew town sites and operational mines and associated infrastructure.
- (b) UV (unimproved value) refers to mining properties and tenements (other than mines and other associated infrastructure) and includes prospecting licences, exploration licences and mining leases. It also refers to broad acre rural pastoral properties.
- (c) Additional rates and rates written back refer mainly to mining rates where tenements are granted or surrendered following the adoption of the budget.
- (d) Administration charge refers to the charge levied on ratepayers electing to make payment of rates on the offered instalment plan and is based on the actual cost involved in administering this process
- (e) Administration costs allocated are the costs of maintaining records, levying and collecting all rates.

*2 Grants*

- (a) Grants Commission - a general purpose grant allocated annually by the Federal Government to all local governments. The amount is determined by various formulae devised by the Grants Commission, with a significant component being based on population.
- (b) Roads Grant - An untied road grant allocated by the Federal Government and again distributed by the Grants Commission utilising a pre-determined formula.
- (c) Administration costs allocated to grants refers to the costs associated in collection of Federal Government grants including provision and updating of data used in grants commission formula.

*3 Interest from Investments*

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

**LAW, ORDER, PUBLIC SAFETY**

Costs and revenues associated with animal control within the Shire and also includes fire insurance, dog control and registration.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011****2. STATEMENT OF OBJECTIVE (Continued)****HEALTH**

Costs and revenues associated with compliance with the Health Act including inspections and approvals, food quality control, mosquito control, septic tank inspection/control, food hygiene inspection/control, contribution to doctors expenses, Royal Flying Doctor donation and notification of disease.

**EDUCATION AND WELFARE**

Provision of support for education and aged and disabled facilities within the district for the betterment of the residents.

**HOUSING**

Costs of maintaining Council owned accommodation units and collection of rentals paid by staff for use of those buildings. Costs that can be accurately attributed to other programs are allocated. Revenue associated with a State Government owned house by way of loan repayments to Council are also included.

Accommodation units include 3 houses, 2 duplexes and a single persons quarters.

**COMMUNITY AMENITIES**

Costs of collection and disposal of domestic and commercial refuse for town site of Leonora and Gwalia and maintenance of the landfill refuse site. Revenue collection by way of an annual fee for this service which is included on rate assessment notices.

Costs associated with review and administration of Council's Town Planning Scheme.

Provision of Christmas decorations in Leonora Town site.

Operation of the Leonora Cemetery.

**RECREATION AND CULTURE**

Provision and maintenance of Council owned parks, gardens and grassed oval/recreation ground at Leonora and a contribution to similar facilities within Leinster town site.

Costs of operation and maintenance of a purpose built recreation centre which includes indoor basketball court, two squash courts, kitchen, gymnasium and associated facilities and revenues collected from the public for use of these facilities.

Costs of maintenance of Council owned and provided television and radio re-transmission service which includes GWN, WIN and SBS television and WAFM and ABC fine music radio.

Costs and revenues associated with the operation and maintenance of library facilities at Leonora in conjunction with the Library Board of Western Australia.

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011****2. STATEMENT OF OBJECTIVE (Continued)****TRANSPORT**

Maintenance and improvements of 1,300 kilometres of Council controlled unsealed roads, town site footpaths and streets, drainage control, street cleaning and provision and maintenance of street trees. Costs of providing electricity for steel lights in the Leonora/Gwalia town sites and maintenance of Council's works depot and associated infrastructure.

Operation, maintenance and management of Leonora Aerodrome including runways, runway lighting, tarmac and terminal building and gardens. Purchase of aviation fuel for resale to aircraft operators.

Revenues by way of landing fees and Head Tax charges charged to all aircraft with the exception of the Royal Flying Doctors Service, lease/renting of building to all users of facilities and charges for fuel supplied to aircraft.

**ECONOMIC SERVICES**

Costs associated with tourism promotion throughout the Shire including employment of a Curator/Promotion Officer at the Gwalia Museum and historic precinct.

Contribution to employment of a Goldfields/Esperance Development Officer operating from Shire Offices - Leonora.

Costs and revenues associated with building control under building regulations, including inspections and issuing building permits.

**OTHER PROPERTY & SERVICES**

Costs and revenues for private hire of Council machinery and operators for completion of private works for ratepayers and others.

Costing allocation pools including administration, overheads, plant operation costs and salaries and wages which are all individually detailed and then allocated throughout all previously mentioned operating activities, works and services.

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011

3. ACQUISITION OF ASSETS		30 November 2011 Actual \$	2011/12 Budget \$
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
Upgrade Boardroom IT/Furniture	FE	5,700	15,000
<b>Health</b>			
Health Vehicle (4L)	PE	41,923	41,652
Doctor Vehicle (3L)	PE	41,920	41,652
<b>Education and Welfare</b>			
Redesign Youth Centre Entrance	LB	5,000	8,000
Youth Centre - External Refurbishment	LB	797	60,000
<b>Housing</b>			
Construct 4x2 House	LB	0	400,000
<b>Community Amenities</b>			
Garbage Truck	PE	0	360,000
Caravan Toilet Dump	LB	10,508	40,000
Renewal/Refurbish Streetscape	IO	31,090	150,000
Public Toilets - Cemetery	IO	0	180,000
Entry Statements - Cemetery	IO	0	57,610
<b>Recreation and Culture</b>			
Lawn Bowling Facility	LB	308,278	320,000
Extension CRC Meeting Room	LB	0	120,000
Caretakers Cottage	LB	1,690	0
<b>Transport</b>			
Haulmore Trailer	PE	0	110,000
Ford Utility	PE	0	36,000
Kubota Tractor	PE	0	65,000
Isuzu Tip Truck	PE	0	80,000
Extension Street Lighting	IO	0	100,000
Airport Apron Extension	IO	45,319	348,700
Roads to Recovery	IR	19,915	323,243
<b>Economic Services</b>			
Carport - Info Centre	LB	0	20,000
Restoration - Ken the Locomotive	IO	0	25,000
Restoration - Patron's Guest House	LB	0	285,000
<b>Other Property and Services</b>			
Upgrade Store Room (Records)	LB	0	40,000
CEO Vehicle (1L)	PE	52,509	52,240
DCEO Vehicle (2L)	PE	0	41,652
		<u>564,649</u>	<u>3,320,749</u>

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011

3. ACQUISITION OF ASSETS (Continued)	30 November 2011 Actual \$	2011/12 Budget \$
<b><u>By Class</u></b>		
Land Held for Resale	LR 0	0
Land and Buildings	LB 326,273	1,293,000
Infrastructure Assets - Roads	IR 19,915	323,243
Infrastructure Assets - Parks and Ovals	IO 76,409	861,310
Plant and Equipment	PE 136,352	828,196
Furniture and Equipment	FE 5,700	15,000
	<b><u>564,649</u></b>	<b><u>3,320,749</u></b>

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011

## 4. DISPOSALS OF ASSETS

<u>By Program</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	Actual	Actual	Actual
	2011 Actual \$	2011 Actual \$	2011 Actual \$
<b>Health</b>			
Health Vehicle	38,764	30,909	(7,855)
Doctor Vehicle	37,862	29,091	(8,771)
<b>Other Property &amp; Services</b>			
CEO Vehicle	44,386	36,364	(8,022)
<b>Other Community Amenities</b>			
Lot 6 Kurrajong	62,225	55,883	(6,342)
Lot 7 Kurrajong	61,918	55,883	(6,035)
Lot 17 Cavzer	135,977	120,194	(15,783)
Lot 18 Cavzer	153,171	120,194	(32,977)
	534,303	448,518	(85,785)

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	Actual	Actual	Actual
	2011 Actual \$	2011 Actual \$	2011 Actual \$
<b>Plant &amp; Equipment</b>			
Ford Falcon	44,386	36,364	(8,022)
Ford Falcon	37,862	29,091	(8,771)
Ford Sedan	38,764	30,909	(7,855)
<b>Land &amp; Buildings</b>			
Lot 6 Kurrajong	62,225	55,883	(6,342)
Lot 7 Kurrajong	61,918	55,883	(6,035)
Lot 17 Cavzer	135,977	120,194	(15,783)
Lot 18 Cavzer	153,171	120,194	(32,977)
	534,303	448,518	(85,785)

Summary

	<b>2010/11</b>
	<b>\$</b>
Profit on Asset Disposals	0
Loss on Asset Disposals	(85,785)
	<u>(85,785)</u>
	<u>(85,785)</u>

## 5. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

The Shire of Leonora has no borrowings.

## (b) New Debentures 2011/12

No new debentures were raised during the reporting period.

## SHIRE OF LEONORA

President: \_\_\_\_\_

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011

	30 November 2011 Actual \$	2011/12 Budget \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Long Service Leave Reserve</b>		
Opening Balance	129,055	129,055
Amount Set Aside / Transfer to Reserve	2,570	64,869
Amount Used / Transfer from Reserve	0	(26,750)
	<u>131,625</u>	<u>167,174</u>
<b>(b) Fire Disaster Reserve</b>		
Opening Balance	12,691	12,691
Amount Set Aside / Transfer to Reserve	253	2,441
Amount Used / Transfer from Reserve	0	0
	<u>12,944</u>	<u>15,132</u>
<b>(c) Plant Purchase Reserve</b>		
Opening Balance	992	992
Amount Set Aside / Transfer to Reserve	0	30
Amount Used / Transfer from Reserve	0	0
	<u>992</u>	<u>1,022</u>
<b>(d) Bowling Green Reserve</b>		
Opening Balance	44,720	44,720
Amount Set Aside / Transfer to Reserve	889	0
Amount Used / Transfer from Reserve	0	(44,720)
	<u>45,609</u>	<u>0</u>
<b>(e) Annual Leave Capital Reserve</b>		
Opening Balance	120,974	120,974
Amount Set Aside / Transfer to Reserve	2,409	24,230
Amount Used / Transfer from Reserve	0	0
	<u>123,383</u>	<u>145,204</u>
<b>Total Reserves</b>	<u>314,553</u>	<u>328,532</u>

All of the above reserve accounts are supported by money held in financial institutions.

## SHIRE OF LEONORA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011

6. RESERVES (Continued)	30 November 2011 Actual \$	2011/12 Budget \$
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Long Service Leave Reserve	2,570	64,869
Fire Disaster Reserve	253	2,441
Plant Purchase Reserve	0	30
Bowling Green Reserve	889	0
Annual Leave Reserve	2,409	24,230
	<u>6,121</u>	<u>91,570</u>
<b>Transfers from Reserves</b>		
Long Service Leave Reserve	0	(26,750)
Fire Disaster Reserve	0	0
Plant Purchase Reserve	0	0
Bowling Green Reserve	0	(44,720)
Annual Leave Reserve	0	0
	<u>0</u>	<u>(71,470)</u>
<b>Total Transfer to/(from) Reserves</b>	<u>6,121</u>	<u>20,100</u>

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Long Service Leave Reserve**

- This reserve is to offset Council's leave liability to it's employees.

**Fire Disaster Reserve**

- This reserve will assist in the provision of emergency contingencies in the case of fire disaster.

**Plant Replacement Reserve**

- to be used for the purchase of major plant.

**Bowling Green Reserve**

- to be used for the maintenance of the bowling green.

**Annual Leave Reserve**

- This reserve is to offset Council's annual leave liability to it's employees.

None of the above reserves are expected to be used within a set period as further transfers to the reserve accounts are expected before funds are utilised.

President: \_\_\_\_\_

**SHIRE OF LEONORA****NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011**

	<b>30 November 2011 Actual \$</b>	<b>Brought Forward 1-Jul \$</b>
<b>7. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	3,582,546	340,896
Cash - Restricted	314,553	308,432
Receivables	419,714	306,307
Inventories	(14,245)	44,700
	<u>4,302,568</u>	<u>1,000,335</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(620,693)</u>	<u>(434,436)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>3,681,875</b>	<b>565,899</b>
Less: Cash - Reserves - Restricted	(314,553)	(308,432)
<b>NET CURRENT ASSET POSITION</b>	<u><u>3,367,322</u></u>	<u><u>257,467</u></u>

## SHIRE OF LEONORA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY President: \_\_\_\_\_

FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011

## 8. RATING INFORMATION

<u>RATE TYPE</u>	Rate in \$	Number of Properties	Rateable Value \$	2011/12 Rate Revenue \$	2011/12 Interim Rates \$	2011/12 Back Rates \$	2011/12 Total Revenue \$	2011/12 Budget \$
<b>Differential General Rate</b>								
GRV	0.0561	581	16,358,817	918,302	5,184	0	923,486	912,708
UV Pastoral	0.0464	26	1,239,156	57,435	0	0	57,435	57,435
UV Other	0.1236	1,190	28,177,613	3,482,753	26,645	0	3,509,398	3,471,460
<b>Sub-Totals</b>		1,797	45,775,586	4,458,490	31,829	0	4,490,319	4,441,603
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV	258	91	156,696	23,478	1,183	0	24,661	25,284
UV Pastoral	258	4	15,156	1,032	0	0	1,032	1,032
UV Other	258	1,001	1,180,949	258,258	3,959	0	262,217	269,824
<b>Sub-Totals</b>		1,096	1,352,801	282,768	5,142	0	287,910	296,140
							4,778,229	4,737,743
Write-offs							0	(40,000)
<b>Totals</b>							4,778,229	4,697,743

All land except exempt land in the Shire of Leonora is rated according to its Gross Rental Value (GRV) in town sites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2011/12 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

President: \_\_\_\_\_

**SHIRE OF LEONORA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2011 TO 30 NOVEMBER 2011**

**9. TRUST FUNDS**

Council holds no funds on behalf of other entities

Shire of Leonora  
Material Variances as at 30th November 2011

**Variances 2010/11 Budget to Actual  
Month Ended 30/11/2011**

In accordance with your adopted policy (\$15000.00 Variance) the following accounts are reported for your information.

ACCOUNT	NAME	ACTUAL	Year To Date BUDGET	DIFFERENCE	REASON FOR VARIATION
<b>Income</b>					
I030005	· UV Mining Rate - \$0.1236	3,482,752.76	3,453,959.00	\$ 28,793.76	Valuation adjustments received in early July, resulted in increase in rate revenue
I030009	· Rates Addition UV	31,205.01	14,588.00	\$ 16,617.01	More valuation adjustments and tenement grants received than anticipated
I030011	· Rates Mining Written Back	0.00	16,669.00	\$ (16,669.00)	Less than budget estimate
I101410	· Charges Domestic Refuse Rem	54,880.00	24,669.00	\$ 30,211.00	Budget split is over 12 months (requires amendment to correctly reflect)
I117001	· CRC Operational Wages Grant	31,500.00	0.00	\$ 31,500.00	Income received earlier than anticipated
I122054	· Grant - RRG - Improvement Old	0.00	29,000.00	\$ (29,000.00)	No claim submitted for funds as yet
I122055	· Grant - RRG - Improvement Lec	0.00	26,667.00	\$ (26,667.00)	No claim submitted for funds as yet
I122056	· Blackspot MRWA 10-11	0.00	32,655.00	\$ (32,655.00)	No claim submitted for funds as yet
I122200	· Grants - MRWA Direct	0.00	91,199.00	\$ (91,199.00)	No claim submitted for funds as yet
I122211	· RRG - Kookynie Malcolm	0.00	91,199.00	\$ (91,199.00)	No claim submitted for funds as yet
I122213	· Natural Disaster Reinstatement	85,532.00	992,280.00	\$ (906,748.00)	Cost of Opening claim received, still awaiting other funds to be released
I132002	· Contribution Golden Gift	7,852.04	83,331.00	\$ (75,478.96)	Alteration to timing of budget programme
I134458	· Grant Income (Projects)	0.00	169,243.00	\$ (169,243.00)	Alteration to timing of budget programme
I136468	· Cont to Gold Treat Plant Feas	0.00	20,831.00	\$ (20,831.00)	Alteration to timing of budget programme
I141450	· Charges Plant Hire	63,274.75	41,669.00	\$ 21,605.75	Alteration to timing of budget programme
I144456	· Diesel Fuel Rebate	0.00	15,419.00	\$ (15,419.00)	Claim to be submitted
		<u>\$ 3,756,996.56</u>	<u>\$ 5,103,378.00</u>	<u>\$ (1,346,381.44)</u>	
<b>Expenditure</b>					
E041187	· Strategic Plan Development	0.00	32,500.00	\$ (32,500.00)	Alteration to timing of budget programme
E074075	· Doctor Top Up Salary	124,800.00	52,000.00	\$ 72,800.00	Payment allocated in one lump sum and not instalments
E081005	· Youth Support Wages	2,432.88	33,089.00	\$ (30,656.12)	Budget amount listed at incorrect line (should be E082001)
E101030	· Refuse Site Maintenance	3,869.28	18,994.00	\$ (15,124.72)	Alteration to timing of original programme
E102300	· Loss on Disposal of Asset	0.00	19,297.00	\$ (19,297.00)	Alteration to timing of original programme
E107041	· Sale of Industrial Blocks (Costs	5,790.47	21,374.00	\$ (15,583.53)	Only 4 lots sold at auction, therefore less costs so far
E113298	· Depreciation Expense	27,012.80	6,785.00	\$ 20,227.80	Further investigation required into postings in this account
E122040	· Roadworks - Maintenance	502,689.02	440,344.00	\$ 62,345.02	Alteration to timing of original programme
E122043	· Road Maintenance Bush Gradi	94,460.00	116,669.00	\$ (22,209.00)	Alteration to timing of original programme
E122120	· Depot Maintenance	40,788.69	16,668.00	\$ 24,120.69	Some works brought forward and carried out earlier
E122160	· Street Cleaning	86,063.60	62,500.00	\$ 23,563.60	Some works brought forward and carried out earlier
E122182	· Traffic signs	26,299.76	10,419.00	\$ 15,880.76	Budget split is over 12 months (requires amendment to correctly reflect)
E122190	· Loss on Disposal of Asset(s)	0.00	15,810.00	\$ (15,810.00)	Alteration to timing of original programme
E122203	· Grant RRG-Old Agnew	58,793.24	18,125.00	\$ 40,668.24	Some review required into allocations
E122205	· Leinster Agnew Shoulder Gradi	59,133.75	25,000.00	\$ 34,133.75	Budget split is over 12 months (requires amendment to correctly reflect)
E122207	· RRG Kookynie Malcolm Road	17,883.75	65,154.00	\$ (47,270.25)	Alteration to timing of original programme
E122208	· RRG Leonora Mt Ida Road	14,385.35	46,131.00	\$ (31,745.65)	Alteration to timing of original programme
E122209	· Natural Disaster Reinstatement	0.00	941,956.00	\$ (941,956.00)	Awaiting approval from FESA prior to commencing works
E126010	· Aerodrome Maintenance	66,103.29	40,831.00	\$ 25,272.29	Alteration to timing of original programme (more works carried out earlier)
E126021	· Insurance - Aerodrome	0.00	18,382.00	\$ (18,382.00)	Invoice not yet received and entered (was due August 2011)
E132078	· Leonora Golden Gift	(2,652.64)	166,669.00	\$ (169,321.64)	Reversal of cancelled cheque from 2010/11 period, alteration to timing of programme
E132097	· Italian Girls Gwalia	60,000.00	25,000.00	\$ 35,000.00	Budget split is over 12 months (requires amendment to correctly reflect)
E136042	· Gold Treatment Feasibility Stu	13,650.84	41,669.00	\$ (28,018.16)	Project has commenced, starting to trend back to budget estimates
E141010	· Private Works	14,084.15	29,169.00	\$ (15,084.85)	Alteration to timing of programme
E142011	· Salaries Admin	271,443.60	234,199.00	\$ 37,244.60	Three pay periods in November, will even out next month
E142299	· Less Allocated to Programs	(529,337.23)	(480,988.00)	\$ (48,349.23)	Some bulk payments made within program, will even out over a number of months
E143030	· Sick and Holiday Pay	17,421.43	46,937.00	\$ (29,515.57)	Less leave taken than budget estimate at YTD
E143290	· Less PWOH Allocated	(172,452.84)	(222,307.00)	\$ 49,854.16	Some bulk payments made within program, will even out over a number of months
E144010	· Fuels and Oils	153,153.09	87,500.00	\$ 65,653.09	Includes misallocation of \$44,000 for bulk diesel purchase
E144290	· Less POC Allocated	(279,578.50)	(205,937.00)	\$ (73,641.50)	Some bulk payments made within program, will even out over a number of months
		<u>\$ 676,237.78</u>	<u>\$ 1,723,939.00</u>	<u>\$ (1,047,701.22)</u>	

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, a summary of significant accounting policies and other explanatory notes for the period ending 30 November 2011. 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.

*UHY Haines Norton (WA) Pty Ltd*

UHY Haines Norton (WA) Pty Ltd  
Chartered Accountants



Paul Breman  
Director

06 December 2011

President: \_\_\_\_\_

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

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 16<sup>th</sup> December, 2011

**AGENDA REFERENCE:** 10.2 (B) 11

**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:** 9<sup>th</sup> December, 2011

**BACKGROUND**

Attached statement consists of accounts paid by Delegated Authority represented by **Direct Bank Deposits** and **Cheques 15120 to 15161** totalling **\$477,619.22**, and accounts paid by Council Authorisation represented by **Cheques 15162 to 15252** and totalling **\$299,860.31**.

**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 represented by **Direct Bank Deposits** and **Cheques 15120 to 15161** totalling **\$477,619.22**, and accounts paid by Council Authorisation represented by **Cheques 15162 to 15252** and totalling **\$299,860.31** be authorised for payment.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL DECISION**

**Moved Cr P Craig, Seconded Cr SJ Heather**, that accounts paid by Delegated Authority represented by **Direct Bank Deposits** and **Cheques 14984 to 15029** totalling **\$238,617.07**, and accounts paid by Council Authorisation represented by **Cheques 15030 to 15119** and totalling **\$225,724.51** be authorised for payment.

**CARRIED (6 VOTES TO 0)**

President: \_\_\_\_\_

<b>Shire of Leonora</b>				
<b>Monthly Report - List of Accounts Paid by Delegated Authority</b>				
<b>Submitted to Council on the 16<sup>th</sup> December, 2011</b>				
<p>The following list of accounts has been paid via <b>direct bank transactions</b> since the previous list of accounts, totalling <b>\$9126.65</b></p> <p>_____</p> <p><b>CHIEF EXECUTIVE OFFICER</b></p>				
<b>Direct Deposits</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment</b>
1 (D/D)	10/11/2011	National Australia Bank	Bank Fee - Nov 2011 B/S	112.00
1	10/11/2011	Westnet P/L	CRC Internet - Nov 2011 B/S	11.00
1	16/11/2011	National Australia Bank	Bank Fee - Nov 2011 B/S	140.87
1	18/11/2011	National Australia Bank	Bank Fee - Nov 2011 B/S	112.00
1	20/11/2011	Toyota Financial Services	GEDC Vehicle - Nov 2011 B/S	1,121.50
1	30/11/2011	National Australia Bank	M/Card Fees - Nov 2011 B/S	7,243.89
1	30/11/2011	National Australia Bank	Bank Fee - Nov 2011 B/S	112.00
1	30/11/2011	National Australia Bank	Bank Fee - Nov 2011 B/S	162.8
1	07/12/2011	National Australia Bank	Bank Fee (EFTPOS) – Dec 2011 B/S	99.59
1	07/12/2011	Westnet Pty Ltd	Phone/Internet – Dec 2001 B/S	11.00
			<b>GRAND TOTAL</b>	<b>\$9,126.65</b>

President: \_\_\_\_\_

**Shire of Leonora****Monthly Report - List of Accounts Paid by Delegated Authority****Submitted to Council on the 16<sup>th</sup> December, 2011**

The following list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Cheques numbered from **15120** to **15161** and totalling **\$468,492.57**

**CHIEF EXECUTIVE OFFICER**

<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>
15120	10/09/2011	J. Epis	Local Government Council Elections	2,400.44
15121	10/09/2011	J. Brand	Local Government Council Elections	520.25
15122	10/09/2011	G. Leslie	Local Government Council Elections	514.50
15123	10/09/2011	Lou Vaccaro	Contract Grading	7,480.00
15124	14/11/2011	PJJD Nominees (CNCLD/ CHQ)	Contract Grading	8,703.00
15125	14/11/2011	Horizon Power	Various Power Usage – Shire Properties	4,275.00
15126	14/11/2011	J L Sherriff	Consultancy Services – Nov 2011 (Gwalia)	3,690.00
15127	14/11/2011	K-Mart Kalgoorlie	CANCELLED	0.00
15128	14/11/2011	Majstrovich Building Co.	Work at Bowls Facility	113,132.83
15129	14/11/2011	Nicole Haverfield	Re-imburement Lay-By – Book and Catalogue Purchases – Leinster Community Grant.	424.00
15130	14/11/2011	Donovan Payne Architects	Consultancy - Bowls Facility	5,973.00
15131	14/11/2011	Goldfields Filter Clean	Clean and Test Air filters	378.40
15132	14/11/2011	K-Mart Belmont	Leinster Library Grant Purchases	1,296.00
1 (D/D)	16/11/2011	Shire of Leonora	Sal + Wages - PPE: 16/11/2011	50,624.00
15133	16/11/2011	LGRCEU	Union Fee - PPE: 16/11/2011	17.40
15134	16/11/2011	Shire of Leonora	Tax/Rent - PPE: 16/11/2011	18,061.25
15135	16/11/2011	WALGS Plan	Superannuation - PPE: 16/11/2011	9,537.40
15136	16/11/2011	Child Support Agency	Child Support - PPE: 16/11/2011	622.99
15137	16/11/2011	Garry Agnew	CANCELLED	0.00
15138	16/11/2011	Garry J Agnew (CNCLD/ CHQ)	Health + Building Contract	9,018.92
15139	17/11/2011	Leonora Funerals	Cemetery Fees Refund	385.00
15140	18/11/2011	Australia Taxation Office	October BAS	62,109.00
15141	18/11/2011	Samantha Honey	Donation - Indoor Netball	100.00
15142	18/11/2011	Leonora Dodgey Tyres	Plant Repairs / Service	520.00
15143	26/11/2011	Little YoYo Styles Pty Ltd	Leinster Library Grant Purchases	324.00
15144	26/11/2011	Movember	"Movember" Donation	500.00
15145	26/11/2011	Telstra	Internet + Phone Usage	345.00
15146	26/11/2011	WA Library Supplies	Leinster Library Grant Purchases	320.65
15147	26/11/2011	VIP Entertainment Agency	Children's Entertainment – Leonora Kids Christmas Party	8,206.00
15148	28/11/2011	Adam Ridgewell	Bond Refund – Oval Complex	330.00
1 (D/D)	30/11/2011	Shire of Leonora	Sal + Wages - PPE: 20/11/2011	55,914.00
15149	30/11/2011	LGRCEU	Union Fee - PPE: 20/11/2011	17.40
15150	30/11/2011	Shire of Leonora	Tax/Rent - PPE: 20/11/2011	21,707.42
15151	30/11/2011	WALGS Plan	Superannuation - PPE: 20/11/2011	9,730.82
15152	30/11/2011	Child Support Agency	Child Support - PPE: 20/11/2011	628.80
15153	30/11/2011	S. Williamson	Contract Grading	1,440.00
			<b>Sub Total</b>	<b>\$399,247.47</b>

President: \_\_\_\_\_

<b>Shire of Leonora</b>				
<b>Monthly Report - List of Accounts Paid by Delegated Authority</b>				
<b>Submitted to Council on the 16<sup>th</sup> December, 2011</b>				
<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>
			<b>Balance B/Fwd</b>	<b>\$399,247.47</b>
15154	30/11/2011	RF Young	Contract Grading	11,066.00
15155	30/11/2011	Kyle Hynard	Overpayment Rates – 7267	456.48
15156	05/12/2011	Garry J Agnew- (CAN CHQ)	Health & Building Report	5,846.74
15157	09/12/2011	Reliance Petroleum	Avgas, Grease and Cleaning Products	9,789.88
15158	09/12/2011	Telstra	Phone/Internet Usage – Various	3,277.61
15159	09/12/2011	Toll Fast	Freight – Water Samples	30.39
15160	9/12/2011	Narambeen Carpentry	Fix Television to wall in Council Chambers and Work on Tower Street Streetscape	30,286.00
15161	09/12/2011	Greg Loughlin	Contract Grading	8,492.00
			<b>GRAND TOTAL</b>	<b>\$468,492.57</b>

President: \_\_\_\_\_

<b>Shire of Leonora</b>				
<b>Monthly Report - List of Accounts Paid by Authorisation of Council</b>				
<b>Submitted to Council on the 16<sup>th</sup> December, 2011</b>				
<p>Cheques numbered from <b>15162</b> to <b>15252</b> and <b>direct bank transactions</b> totaling <b>\$299,860.31</b> submitted to each member of the Council on 16<sup>th</sup> December, 2011 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>				
<p>_____</p> <p><b>CHIEF EXECUTIVE OFFICER</b></p>				
<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment</b>
15162	16/12/2011	All Seasons Plaza Hotel Kalgoorlie	Accommodation and Meals – G + G Ross	184.00
15163	16/12/2011	Amcom IP Telephony Pty Ltd	Telephone usage - December	269.23
15164	16/12/2011	ATOM Supply	Pump for P742 and Set Puller Hydraulic	945.25
15165	16/12/2011	Australian Camp Services	Salads for Bowls Club Opening	193.60
15166	16/12/2011	Australia's Golden Outback	3 unit advertisement in Holiday Planner – Museum, Info Centre and Loop Trails	9452.50
15167	16/12/2011	Biggs Butchers	Meat for Lawn Bowling Facility Opening	537.00
15168	16/12/2011	Bitz Australia Pty Ltd	Battery Amaron 600CC - P2174	327.80
15169	16/12/2011	Boulder Promotion & Development Assoc.	KalKards Admin for Gwalia Cards	198.00
15170	16/12/2011	Bridgestone Earthmover Tyres Pty Ltd	Repairs to P011	631.40
15171	16/12/2011	Bunnings Building Supplies Pty Ltd	Various Building and Gardening Supplies	738.92
15172	16/12/2011	Business Key	Advertising in Goldfields Key Directory	654.50
15173	16/12/2011	Chubb Security Services Ltd	ATM Expenses - November	1,915.67
15174	16/12/2011	City of Stirling	Overdue Book cost - Replacement	7.70
15175	16/12/2011	Coates Hire	Roller Multi Tyre Hire (Ongoing)	5,989.50
15176	16/12/2011	Comfort Inn Bay of Isles	Accommodation – T. Browning + Charges	136.30
15177	16/12/2011	Complete Tyre Solutions	Tyres for P2019 and P2174	6,514.00
15178	16/12/2011	Courier Australia	Freight - Various	301.65
15179	16/12/2011	CPS Wear Parts	Grader Blade Curved (Carbon)	2,486.00
15180	16/12/2011	Cummins South Pacific Pty Ltd	Travel and repair costs –P2087	512.60
15181	16/12/2011	Dell Australia	Dell Power Edge Intel 25 tower Server	7,526.86
15182	16/12/2011	Des Taylor	Supply 4 Grader Tyres	5,737.60
15183	16/12/2011	Eagle Petroleum (WA) Pty Ltd	Various Petrol Costs	906.89
15184	16/12/2011	Express Yourself Printing	Stationery for Museum and CRC + Goods for Resale (CRC)	705.76
15185	16/12/2011	FESA	ESL Quarter 2 payment	28,287.80
15186	16/12/2011	Forman Bros	Replace and Repair Broken Solenoid Valve – Memorial Park; Supply and install Leach Drains, + Plumbing at Leonora Racecourse (Leonora Comm. Grant) – Demolish Pool and refill area at Hoover House.	5,172.75
15187	16/12/2011	Galaxy Embroidery and Printing	Goods for Resale - Museum	524.92
15188	16/12/2011	Gemma Boucher	Purchases for Youth Centre	204.65
15189	16/12/2011	Goldfields Commercial Security P/L	Upload Security codes for K Nardone and G Agnew	55.00
15190	16/12/2011	Goldfields Realty	Auction Services – Com/Ind Lots	4,400.00
15191	16/12/2011	Goldfields Tourism Network Assoc Inc	Shire contribution to Discovery trail et al.	40,150.00
15192	16/12/2011	Goldfields Truck Power	Parts for P2174	122.23
			<b>Sub Total</b>	<b>\$125,790.08</b>

President: \_\_\_\_\_

<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment</b>
			<b>Balance B/Fwd</b>	<b>\$125,790.08</b>
15193	16/12/2011	Goldline Distributors	Catering Goods for Hoover house – Cleaning Supplies for Shire and Toiletries for Bowls club, Golf Club and Rec Centre.	474.99
15194	16/12/2011	Great Western Travel Village	Accommodation + Meals - Tanya Browning	100.00
15195	16/12/2011	GVROC	Subscription Costs	10,660.00
15196	16/12/2011	Harvey Norman, Kalgoorlie	New TV For Youth Centre	298.00
15197	16/12/2011	Hesperian Press	Contribution to Ghost Town Book	3,850.00
15198	16/12/2011	Horizon Power	Various Power Usage	4,377.81
15199	16/12/2011	Ian Diffen Tyres & Mufflers	P33 Tyres + Alignment	1,554.00
15200	16/12/2011	J.R. & A. Hersey Pty Ltd	Supplies for Depot	1,646.89
15201	16/12/2011	Jason Signmakers	Street Signs	992.86
15202	16/12/2011	Jonox	Work on Albion-Yeelirrie Road	2,550.00
15203	16/12/2011	Kalaire Pty Ltd	New Air Con. Unit for CRC	3,100.00
15204	16/12/2011	Kalgoorlie Caravan & Camping	Boots for Ranger and Parts for P843, P500, P6 and P249	2,243.20
15205	16/12/2011	Kalgoorlie Retravision	Electric Microwave and LED LCD TV + Swivel for P843 and P500; Fax for Depot	1,820.00
15206	16/12/2011	Kelly Patrick	Fuel costs - Reimbursement	62.21
15207	16/12/2011	Kleenheat Gas	Gas Cylinder refills and Annual Fees	1,041.24
15208	16/12/2011	Landgate	Various Valuation expenses	1,628.95
15209	16/12/2011	Leinster CRC	Leinster Library purchases - Grant	66.83
15210	16/12/2011	Leonora Community Resource Centre	Business Cards + Laminating	222.04
15211	16/12/2011	Leonora Post Office	Postage costs Nov'11	526.02
15212	16/12/2011	Leonora Supermarket and Hardware	Supermarket Purchase, Oct'11	918.67
15213	16/12/2011	LGIS Insurance Broking	Bush Fire Insurance	909.57
15214	16/12/2011	Mackay Projects Pty Ltd	Engineering Services for Ian Mackay	35,849.00
15215	16/12/2011	Marlou Contracting	Remove and Fite New Tyre	60.50
15216	16/12/2011	Matthew Jones	Plumbing work at 294 Queen Vic, Repair Leaking roof of Lot 294 Queen Vic and Supply and replace Glass Windows Front Office Council Chambers	3,680.00
15217	16/12/2011	McMahon Burnett Transport	Various Freight Costs	3,210.18
15218	16/12/2011	Mine Trades and Maintenance	Repairs - Child Care Centre	825.00
15219	16/12/2011	MOR Corporation Australia	Goods for Resale - Info Centre	471.48
15220	16/12/2011	Mozi	Goods for Resale - Info Centre	511.04
15221	16/12/2011	MRGTV	Best Country Towns Re-Run	2,750.00
15222	16/12/2011	Navigator (Bronzewing) P/L	Surrender of 36/404 - Rates #6476	200.75
15223	16/12/2011	Office National Kalgoorlie	Service costs + Travel expense	1,837.74
15224	16/12/2011	On- Line Business Equipment	Click Charge - CRC	211.08
15225	16/12/2011	Pipeline Mining & Civil Contracting	Installation of street signs	21,264.65
15226	16/12/2011	Powerchill Electrical & Refrigeration	Fix Power and TV Outlet + Make lead for Aerial in Boardroom and Find and repair Tripping RCD at 9 Cohen Street	683.10
15227	16/12/2011	Quest Yelverton Kalgoorlie	Accommodation D.Yates - Meeting	159.00
15228	16/12/2011	Reynolds Graphics Pty Ltd	Holiday Planner Advert Art and PDF	176.00
15229	16/12/2011	RLG Mechanical Services	Repairs to P531 and P14788	376.52
15230	16/12/2011	Ross Norrie -	Fuel Costs – R. Norrie	465.30
15231	16/12/2011	Satellite Television & Radio Australia	Prep and Sub Digital TV Licence	495.00
			<b>Sub Total</b>	<b>\$238,059.70</b>

President: \_\_\_\_\_

<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment</b>
			<b>Balance B/Fwd</b>	<b>\$238,059.70</b>
15232	16/12/2011	Shire Of Leonora - Rates	A: 7247, 7248, 7252, 7254, 7263, 7271	123.30
15233	16/12/2011	Sigma Chemicals	Augur for Granados	364.65
15234	16/12/2011	Skippers Aviation Pty Ltd	Perth to Leonora (and Vice Versa) Flights for I Mackay, J Sherriff, E Edusei, D Fitzgerald and C Linto	1,746.00
15235	16/12/2011	St John Ambulance Assoc. Kalgoorlie	Apply First Aid Course - P Kelly	180.00
15236	16/12/2011	Sunny Brushware Supplies Pty Ltd	Broom replacements – Street Sweeper	638.00
15237	16/12/2011	Telstra	Phone/Internet Usage	59.90
15238	16/12/2011	Toll Ipec Pty Ltd	Freight Costs	447.11
15239	16/12/2011	Toll Priority	WA Storage for Nov 11	205.33
15240	16/12/2011	UHY Haines Norton	Accounting fee - November 2011	6,050.00
15241	16/12/2011	WA Country Health Service - Goldfields	Rental costs - Dec'11 (Doctor's Surgery)	408.80
15242	16/12/2011	WA Library Supplies	Leinster Comm. Grant Purchases	869.80
15243	16/12/2011	WA Local Government Association	Advertising - Elections '11	1,639.00
15244	16/12/2011	Water Corporation	Water Usage - Various	22,178.65
15245	16/12/2011	West Australian Newspapers Ltd	Advertising Costs - November, 2011	1,218.90
15246	16/12/2011	Western Australian Showbag Services P/L	Showbags for Leonora Kids Christmas Party	640.00
15247	16/12/2011	Western Plant Hire (WA) Pty Ltd	Roller Hire - November (Ongoing)	8,580.00
15248	16/12/2011	Westland Autos No1 Pty Ltd	New Admin/DCEO Vehicle	14,064.10
15249	16/12/2011	WesTrac Pty Ltd	Waterpump for P281	1,287.44
15250	16/12/2011	Whitehouse Hotel	Lunch for 7 People - Meeting	38.50
15251	16/12/2011	Wurth Australia Pty Ltd	Parts ordered for Depot	911.13
15252	16/12/2011	Youth Affairs Council of WA	YACWA Membership 2011-12	150.00
			<b>GRAND TOTAL</b>	<b>\$299,860.31</b>

President: \_\_\_\_\_

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

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 16 December 2011

**AGENDA REFERENCE:** 10.2 (C) 11

**SUBJECT:** Policy Review

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** 1.40

**AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** Tanya Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 12<sup>th</sup> December 2011

**BACKGROUND**

The Policy Manual has been extensively reviewed in close consultation with the Chief Executive Officer and other relevant staff. There have been many extensive changes to the document, primarily the removal of policies that have become outdated with changes to legislation, regulations, or guidelines produced by the Department of Local Government. There have also been some additional policies incorporated into the manual to document existing practices and/or to provide direction in matters of compliance such as occupational health and safety. Other policy items have been reviewed and updated to reflect current requirements and practices.

Specific policy items that have been removed from the manual are:

- Civic Receptions
- Elections – Promotion
- Insurances – Professional Indemnity
- Meetings of Council and Committees – Agendas, Minutes and Distribution to Councillors.
- Advertising – General and Statutory
- Complaints Against Third Parties
- Tender Procedures
- Delegations to CEO – Limits
- Sales Tax
- Library Books Deposit
- Staff Productivity Incentive Scheme
- Apprenticeship Training – Assistance
- Vandalism – Reward for Conviction
- Timing of Roadworks
- Litter Control – Honorary Inspectors
- Recreation Centre – Unruly Behaviour
- Policy Manual
- Complaints
- Event Risk Management
- Airside Safety Management
- Complaints (s 5.37)

New policy items include:

President: \_\_\_\_\_

- Occupational Health and Safety Policy
- Credit Card Policy
- Internet and Email Usage
- Agenda Items
- Disclaimer
- Rates Recovery
- Insurance
- Acting Chief Executive Officer
- Superannuation
- Plant Replacement
- Operation of Shire Plant
- Refuse Charges

The format of the document has also been updated to include a policy objective. This should allow users to quickly identify any specific items that they may be looking for, and also sets out a brief statement as to the intent of the policy.

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

Policy Review.

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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

### **RECOMMENDATIONS**

That the Council adopt the Policy Manual as attached.

### **VOTING REQUIREMENT**

Simple Majority

### **COUNCIL DECISION**

**Moved Cr MWV Taylor, Seconded Cr P Craig**, that the Council adopt the Policy Manual as attached.

**CARRIED (6 VOTES TO 0)**

President: \_\_\_\_\_

**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, 21<sup>st</sup> February, 2012

**13.0 CLOSURE OF MEETING**

There being no further business, Presiding Member Cr JF Carter declared the meeting closed at 2:30pm.