

SHIRE OF LEONORA

NOTICE OF AN ORDINARY COUNCIL MEETING



**MINUTES OF ORDINARY MEETING HELD
IN SHIRE CHAMBERS, LEONORA
ON TUESDAY 17TH DECEMBER, 2013
COMMENCING AT 2:00 PM**

1.0 DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS / FINANCIAL INTEREST DISCLOSURE**1.1 President Cr Peter Craig declared the meeting open at 2:00 pm****1.3 Visitors or members of the public in attendance**
Nil**1.4 Financial Interests Disclosure**
Nil**2.0 DISCLAIMER NOTICE****3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

3.1 Present	
President	PJ Craig
Deputy President	RA Norrie
Councillors	RM Cotterill
	MWV Taylor (From 2:03 pm)
	LR Petersen
	GW Baker
Acting Chief Executive Officer	TM Browning
Manager of Works	DN Yates

3.2 Apologies	
Councillors	AE Taylor
Chief Executive Officer	JG Epis

3.3 Leave Of Absence (Previously Approved)
Nil**4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

8.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS

Moved Cr RA Norrie, Seconded Cr GW Baker that the Minutes of the Ordinary Meeting held on 17th November, 2013 be confirmed as a true and accurate record.

CARRIED (5 VOTES TO 0)*Cr MWV Taylor entered the meeting at 2:03pm*

President: _____

9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Shire President, Cr PJ Craig, made the following announcements:

- Congratulated Cr MWV Taylor on his appointment to the Goldfields Esperance Development Commission Board
- A media release circulated earlier this morning announced the closure of Perseverance Underground Mine in Leinster. A number of employees will be affected by the closure, and information will be circulated to Councillors as it becomes available.

10.0 REPORTS OF OFFICERS**10.1 CHIEF EXECUTIVE OFFICER****10.1(A) TENDER 02/2013 ROAD GRADER**

President: _____

SUBMISSION TO: Meeting of Council
Meeting Date: 17th December, 2013

AGENDA REFERENCE: 10.1 (A) DEC 13

SUBJECT: Tender 02/2013 Road Grader

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Not Applicable

FILE REFERENCE: Plant Tenders 10.5

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Maree Browning

OFFICER: Acting Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 16th December, 2013

BACKGROUND

In accordance with Council Plant/Vehicle replacement policy, tenders were called on the 28th November, 2013 for a road grader, including the trade in or outright sale of a 2006 Caterpillar Model 12H road grader. An advertisement appeared in the West Australian on that day. Tenders closed at 4.00pm Friday 14th December, 2013. Tenders were opened by authorised officers after the closing time.

Copy of Specifications provided is attached.

Tenders received are listed in the table below.

Name/Company:	Grader Model:	Supply Price:	Trade/Purchase Price for 2006 12H Grader:	Inc/Ex GST:
Murray Kirkham	N/A	N/A	\$111,000.00	Inc
Komatsu	GD555 Komatsu	\$375,650.00	\$103,400.00	Inc
Hitachi	670G John Deere	\$385,000.00	\$110,000.00	Inc
Hitachi	670G John Deere	\$374,000.00	N/A	Inc
Westrac	12M CAT	\$384,008.90	\$101,200.00	Inc
CJD	G940 Volvo	\$405,900.00	\$114,400.00	Inc
CJD	G940 Volvo	\$383,900.00	N/A	Inc

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

In accordance with Council policy to replace:

- Graders/Loaders every 5 years;
- Trucks every 4 years;

- Other light vehicles (except administration vehicles) every 2 years or 40,000 Kms; and
- Administration vehicles every year or 20,000km

President: _____

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council:

1. Accept the tender/offer for outright purchase of 2006 12H Motor Grader Registration No: 1CJG 289 for the sum of \$111,000.00 inc GST to Murray Kirkham
2. Accept the tender from Hitachi for the supply of one 670G John Deere Grader for the sum of \$374,000.00 inc GST.

VOTING REQUIREMENT

Simple majority required.

COUNCIL DECISION

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

1. Accept the tender/offer for outright purchase of 2006 12H Motor Grader Registration No: 1CJG 289 for the sum of \$110,000.00 inc GST to Murray Kirkham
2. Accept the tender from Hitachi for the supply of one 670G John Deere Grader for the sum of \$374,000.00 inc GST.

CARRIED (5 VOTES TO 0)



TENDER 02/2013 ROAD GRADER SPECIFICATIONS FOR GRADER 2013/2014

- 140 KW +ENGINE, 14 FOOT MOULDBOARD, APPROX 20 TONNE MACHINE
- AUSTRALIAN COMPLIANT AIRCONDITIONED ROPS CABIN
- QUALITY CD/RADIO WITH AUXILLARY INPUT AND BLUETOOTH
- UHF 40 CHANNEL TWO WAY RADIO
- 12 VOLT OUTLET, HD SEAT COVER
- LED FLASHING LIGHT (NOT STROBE TYPE)
- ANY SOFTWARE OR COMS LEADS REQUIRED FOR FAULT DIAGNOSES
- REAR MOUNTED RIPPERS WITH SPARE TYRE CARRIER AND 50 MM RINGFEEDER
- AIR COMPRESSOR AND STORAGE TANK ON MACHINE CAPABLE OF ACTIVATING AIR TRAILER BRAKES, WITH LIVE SUPPLY+ TREADLE SUPPLY (HYDRALIC OR CRANK DRIVEN)
- MALE AND FEMALE TRUCK TYPE AIR FITTINGS TO REAR OF MACHINE
- NITTO TYPE FEMALE AUXILLARY AIR OUTLET CONVENIATELY LOCATED
- LARGE 7 PIN FEMALE TRAILER LIGHTS SOCKET TO REAR OF MACHINE
- STEEL BELTED RADIAL TYRES+ SPARE (PREFFER 1400/24)
- WESTERN AUSTRALIAN ROAD REGISTRATION TO JULY 31 (SHIRES COMMON EXPIRY)
- PLEASE PROVIDE PRICING FOR AVAILABLE OPTIONS SUCH AS GRADE CONTROL
- GPS MONITORING CAPABILITY
- CURRENT FIELD SERVICE CHARGES AND INDICITAVE RESPONSE TIME
- FIXED PRICE SERVICING FOR MAJOR SERVICES
- SIGNWRITING TO BONNET DOORS
- PLEASE ALLOW FOR DELIVERY TO SHIRE OF LEONORA

TRADE OR OUTRIGHT PURCHASE MACHINE

- 2006 CATERPILLAR 12H SN: CBK 01167, REGISTRATION NO: 1CJG 289
- APPROX 13,000HRS, 14 FOOT BLADE, GOOD CONDITION

TRADE MACHINE CAN BE INSPECTED OPERATING AT LOCATION ARRANGED THROUGH WORKS MANAGER. CONTACT BY MOBILE 0428 376 154 MONDAY TO FRIDAY 8AM TO 4:30PM.

10.0 REPORTS OF OFFICERS**10.1 CHIEF EXECUTIVE OFFICER****10.1(B) TENDER 03/2013 DROP DECK TRAILER**

President: _____

SUBMISSION TO: Meeting of Council
Meeting Date: 17th December, 2013

AGENDA REFERENCE: 10.1 (B) DEC 13

SUBJECT: Tender 03/2013 Drop Deck Trailer

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Not Applicable

FILE REFERENCE: Plant Tenders 10.5

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Maree Browning

OFFICER: Acting Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 16th December, 2013

BACKGROUND

In accordance with Council Plant/Vehicle replacement policy, tenders were called on the 28th November, 2013 for a dropdeck trailer, including the trade in or outright sale of a 1994 Roadwest Triaxle Heavy Duty Low loader. An advertisement appeared in the West Australian on that day. Tenders closed at 4.00pm Friday 14th December, 2013. Tenders were opened by authorised officers after the closing time.

Copy of Specifications provided is attached.

Tenders received are listed in the table below.

Name/Company:	Supply Trailer:	Supply Price:	Trade/Purchase Price for 1994 Roadwest Trailer:	Inc/Ex GST:
PTE	Standard Spec	\$82,500.00	N/A	Inc
Lombardi	Standard Spec	\$89,100.00	N/A	Inc
Lombardi	Additional Spec	\$92,800.00	N/A	Inc
Howard Porter	Standard Spec	\$96,085.00	\$25,685.00	Inc
Procoman Trailers	Standard Spec	\$83,160.00	\$34,650.00	Inc
Midwest Truck Sales	N/A	N/A	\$15,400.00	Inc
Boomerang Engineering	Standard Spec	\$88,330.00	N/A	Inc

Tenders were assessed giving consideration to price, and experience.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

In accordance with Council policy to replace:

- Graders/Loaders every 5 years;
- Trucks every 4 years;

- Other light vehicles (except administration vehicles) every 2 years or 40,000 Kms; and
- Administration vehicles every year or 20,000km

President: _____

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council:

1. Accept the tender/offer for outright purchase of 1994 Roadwest Triaxle Heavy Duty Low loader for the sum of \$34,650.00 inc GST to Procoman Trailers.
2. Accept the tender from Boomerang Engineering for the supply of a drop deck trailer for the sum of \$88,330.00 inc GST.

COUNCIL DECISION

Moved Cr MWV Taylor, Seconded Cr RA Norrie that Council:

1. Accept the tender/offer for outright purchase of 1994 Roadwest Triaxle Heavy Duty Low loader for the sum of \$34,650.00 inc GST to Procoman Trailers.
2. Accept the tender from Boomerang Engineering for the supply of a drop deck trailer for the sum of \$88,330.00 inc GST.

CARRIED (5 VOTES TO 0)



**TENDER 03/2013 DROP DECK TRAILER
SPECIFICATIONS FOR DROP DECK TRAILER 2013/2014**

- 45 FEET DROP DECK TRAILER, BUILT AS LEAD TRAILER WITH RINGFEEDER AND AIR ETC TO REAR
- SPRUNG AXLES WITH 9 IN 1 SPREAD
- 10 STUD DISC BRAKE AXLES WITH 22" LOW PROFILE TYRES
- SLIDE OUT RAMPS FOR GOOSENECK
- ONE PIECE HYDRALIC RAMPS AT REAR APPROX 2.5 MTRS LONG ABLE TO HANDLE TRACK MACHINES UP TO 30 TONNE
- STEEL PIPED HYDRALIC LINES WHERE POSSIBLE WITH BUILT IN PRESSURE REDUCER FOR RAMPS
- 3.5 INCH SOLTIN KING PIN WITH SOLTON BALLRACE BLOCK
- WIND DOWN LANDING LEGS
- TOOLBOX EITHER SIDE OF TRAILER FOR STRAPS AND CHAINS
- WATERTANK (60 LTR. APPROX)
- GATE SLOTS, ROPE RAILS, DECK TIE DOWN POINTS
- FRONT GATE
- ALL LED LIGHTS WITH CONDUITED WIRING
- ROAD REGISTERED IN WESTERN AUSTRALIA TO 31 JULY (SHIRE COMMON EXPIRY)
- DELIVERY TO SHIRE OF LEONORA.

TRAILER FOR TRADE OR OUTRIGHT PURCHASE

- 1994 ROADWEST TRIAXLE HEAVY DUTY LOW LOADER
- HYDRALIC RAMPS + BEAVERTAIL, MANUAL SPREADERS, 151NCH TUBE TYRES, 8.5 MTR DECK, GOOD CONDITION.

PLEASE ARRANGE FOR INSPECTION THROUGH WORKS MANAGER. CONTACT BY MOBILE 0428 376 154 MONDAY TO FRIDAY 8AM TO 4:30PM.

10.0 REPORTS OF OFFICERS**10.1 CHIEF EXECUTIVE OFFICER****10.1(C) TENDER 04/2013 PADFOOT ROLLER**

President: _____

SUBMISSION TO: Meeting of Council
Meeting Date: 17th December, 2013

AGENDA REFERENCE: 10.1 (C) DEC 13

SUBJECT: Tender 04/2013 Padfoot Roller

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Not Applicable

FILE REFERENCE: Plant Tenders 10.5

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Maree Browning

OFFICER: Acting Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 16th December, 2013

BACKGROUND

As a result of plant purchases detailed in the 2013/14 Annual Budget, tenders were called on the 28th November, 2013 for a padfoot roller. An advertisement appeared in the West Australian on that day. Tenders closed at 4.00pm Friday 14th December, 2013. Tenders were opened by authorised officers after the closing time.

Copy of Specifications provided is attached.

Tenders received are listed in the table below.

Name/Company:	Supply Model:	Supply Price:	Inc/Ex GST:
CJD Equipment	Volvo SD160F	\$189,200.00	Inc
Goldfields TruckPower	Ammann ASC130PD	\$175,762.40	Inc
Goldfields Truck Power	Ammann ASC150PD	\$183,849.60	Inc
Wirtgen	Hamm 3414P	\$159,500.00	Inc
Tutt Bryant	Bomag BW216PD	\$154,000.00	Inc
Atlas Copco	Dynapac CA4600PD	\$168,405.31	Inc
Westrac	CS64 CAT	\$198,289.30	Inc

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

In accordance with Council policy to replace:

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

FINANCIAL IMPLICATIONS

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

President: _____

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council accept the tender from Tutt Bryant for the supply of a Bomag BW216PD Roller for the sum of \$154,000.00 inc GST.

VOTING REQUIREMENT

Simple majority required.

COUNCIL DECISION

Moved Cr GW Baker, Seconded Cr RA Norrie that Council accept the tender from Tutt Bryant for the supply of a Bomag BW216PD Roller for the sum of \$154,000.00 inc GST.

CARRIED (5 VOTES TO 0)

Mr DN Yates left the meeting at 2:14 pm



TENDER 04/2013 PADFOOT ROLLER

- APPROXIMATELY 14 TONNE OPERATING WEIGHT
- AUSTRALIAN COMPLIANT AIRCONDITIONED ROPS CABIN
- LED ROTATING BEACON
- UHF 40 CHANNEL TWO WAY RADIO
- QUALITY CD/AM/FM RADIO WITH BLUETOOTH
- ROAD REGISTERED IN WESTERN AUSTRALIA TO JULY 31st (SHIRE COMMON EXPIRY)
- PLEASE PROVIDE PRICING FOR SOLID REAR TYRES OR HD TYRE CHAINS
- DELIVERY TO SHIRE OF LEONORA.

PLEASE CONTACT WORKS MANAGER FOR ANY FURTHER DETAIL REQUIRED.
CONTACT BY MOBILE 0428 376 154 MONDAY TO FRIDAY 8AM TO 4:30PM.

President: _____

10.0 REPORTS OF OFFICERS**10.1 CHIEF EXECUTIVE OFFICER****10.1(D) BUILDING TO HOUSE VINTAGE VEHICLES**

SUBMISSION TO: Meeting of Council
Meeting Date: 17th December, 2013

AGENDA REFERENCE: 10.1 (D) DEC 13

SUBJECT: Building to House Vintage Vehicles

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: 10th December, 2013

BACKGROUND

For a number of months, Council have been informed of discussions and planning in relation to the building project to house vintage vehicles in the Gwalia precinct. This project was included in Council's Forward Capital Works Plan some years ago, and specifically included as the Shire of Leonora's 2012/13 Country Local Government Fund (CLGF) project.

Despite some delays in executing the funding agreement, the project is ready to go, and funds have been received from the Department of Regional Development to carry out the project. This project is due to be completed and acquitted by the end of the 2013/14 financial year, in accordance with the current Financial Assistance Agreement. This project will need to commence early in the 2014 calendar year if it is to be completed on time, otherwise there is a severe risk that funding will have to be returned and Council could lose its CLGF 2012/13 allocation.

Many conceptual ideas for the location, design and function of the shed has been circulated to Councillors, along with some consultation with the Gwalia Reference Group, and the project is now at a stage to progress further past this stage. Attached for Council information are latest drawings forwarded by Donovan Payne Architects, which are being proposed to form the base for compiling tender specifications.

STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulation 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.

President: _____

FINANCIAL IMPLICATIONS

An amount of \$337,610 is included in the 2013/14 annual budget for this project, which is represented by CLGF 2012/13 allocation of \$337,610.

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council authorise the Acting Chief Executive Officer to prepare tender specifications in consultation with Donovan Payne Architects, as per the attached drawings and call tenders for the project, with a recommendation and assessment of tenders to be presented to the February 2014 Ordinary Meeting of Council.

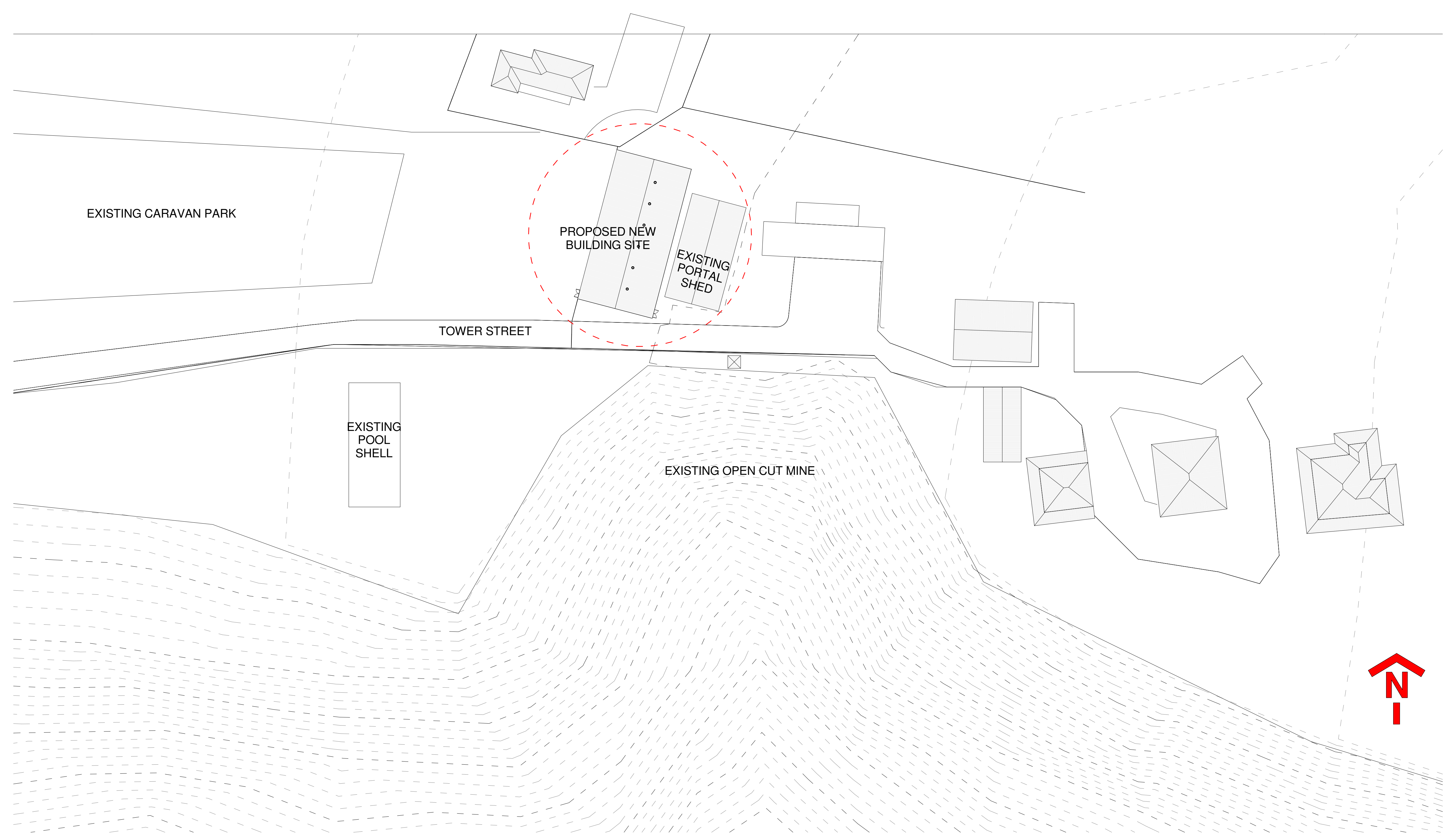
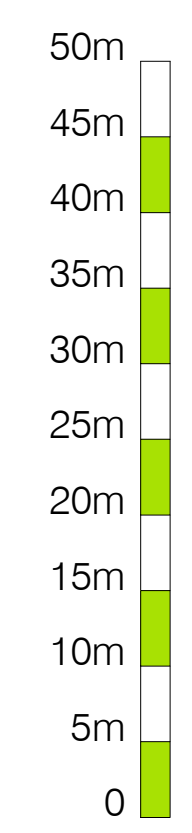
VOTING REQUIREMENT

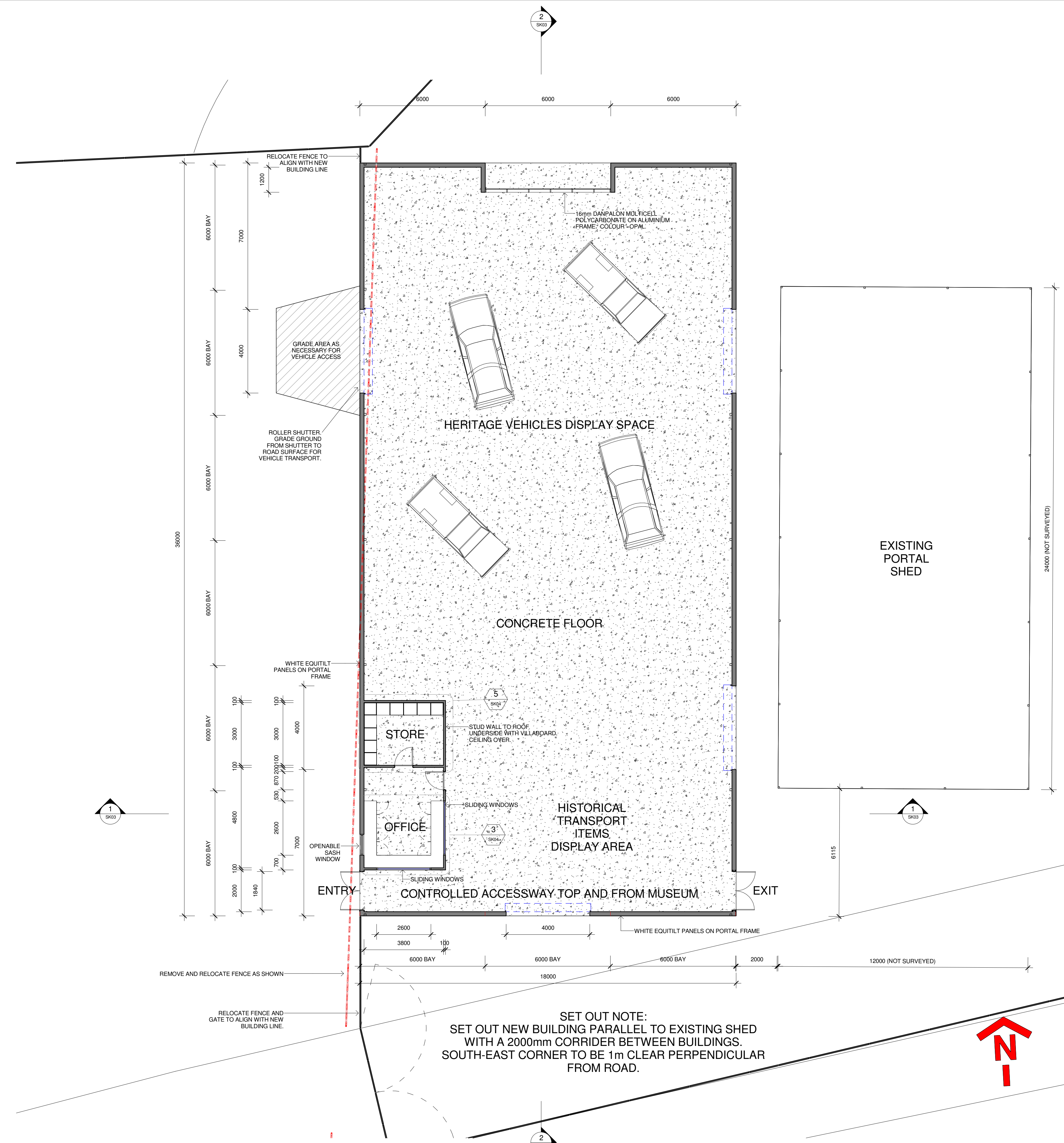
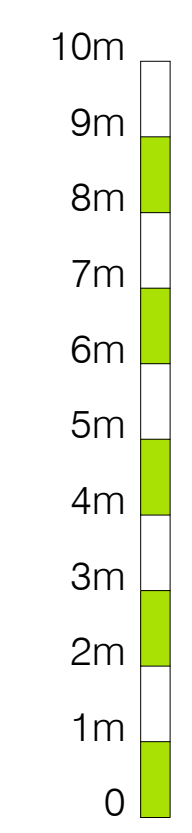
Simple majority required.

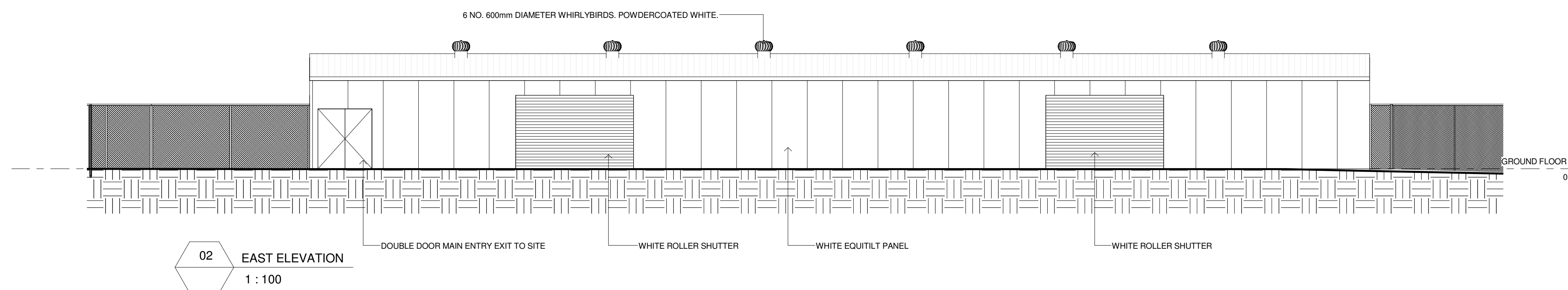
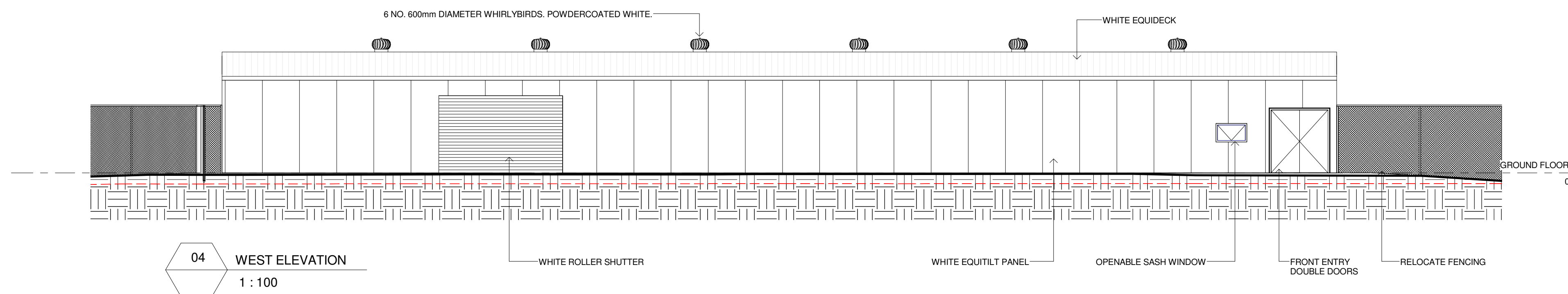
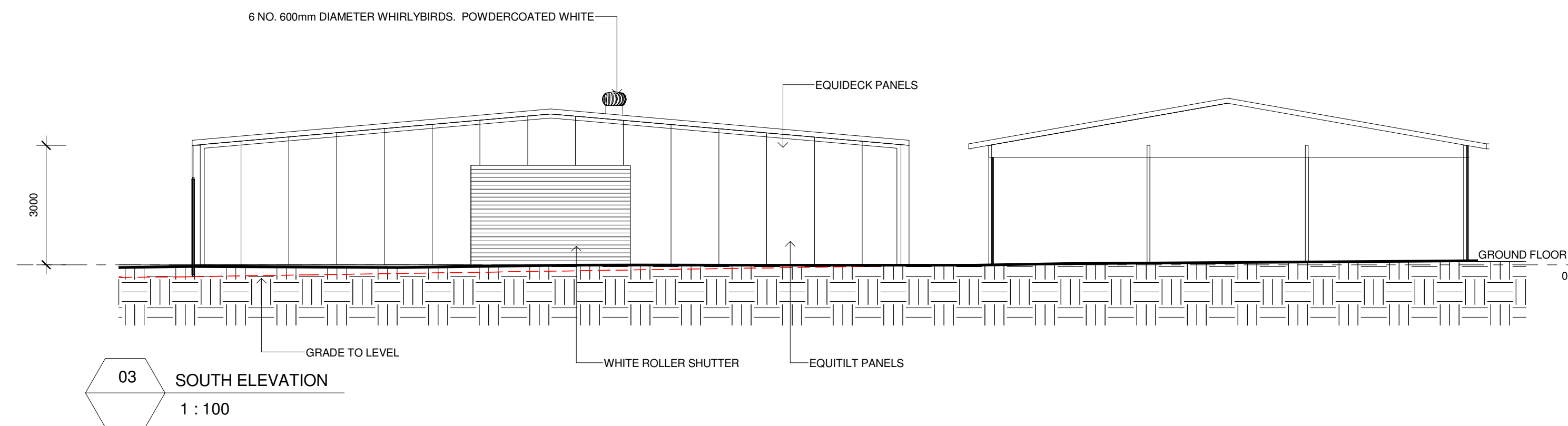
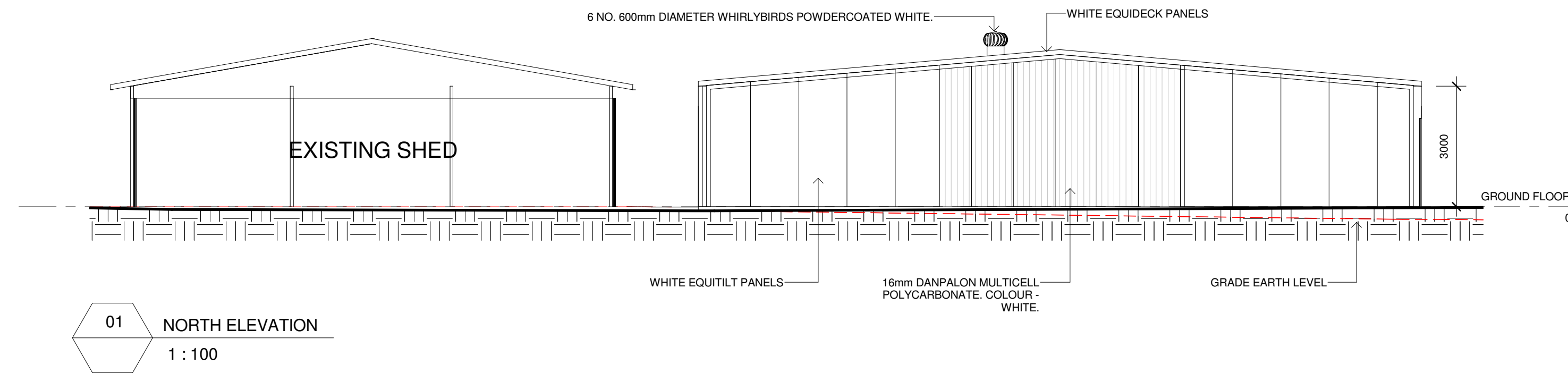
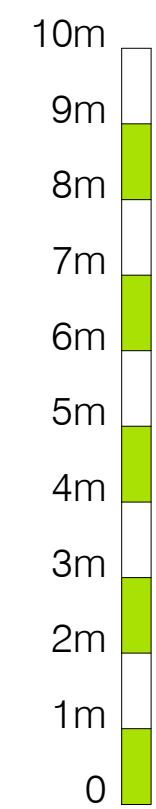
COUNCIL DECISION

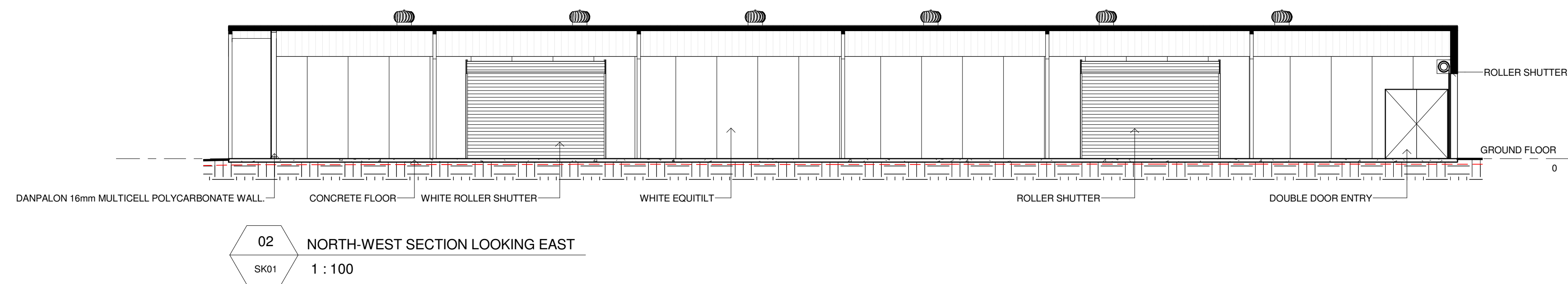
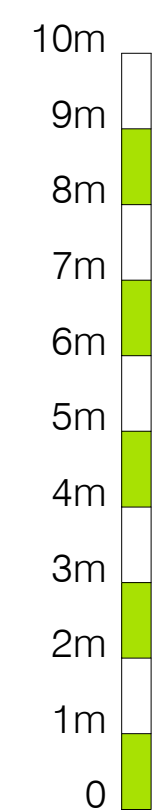
Moved Cr RA Norrie, Seconded Cr LR Petersen that Council authorise the Acting Chief Executive Officer to prepare tender specifications in consultation with Donovan Payne Architects, as per the attached drawings and call tenders for the project, with a recommendation and assessment of tenders to be presented to the February 2014 Ordinary Meeting of Council.

CARRIED (5 VOTES TO 0)

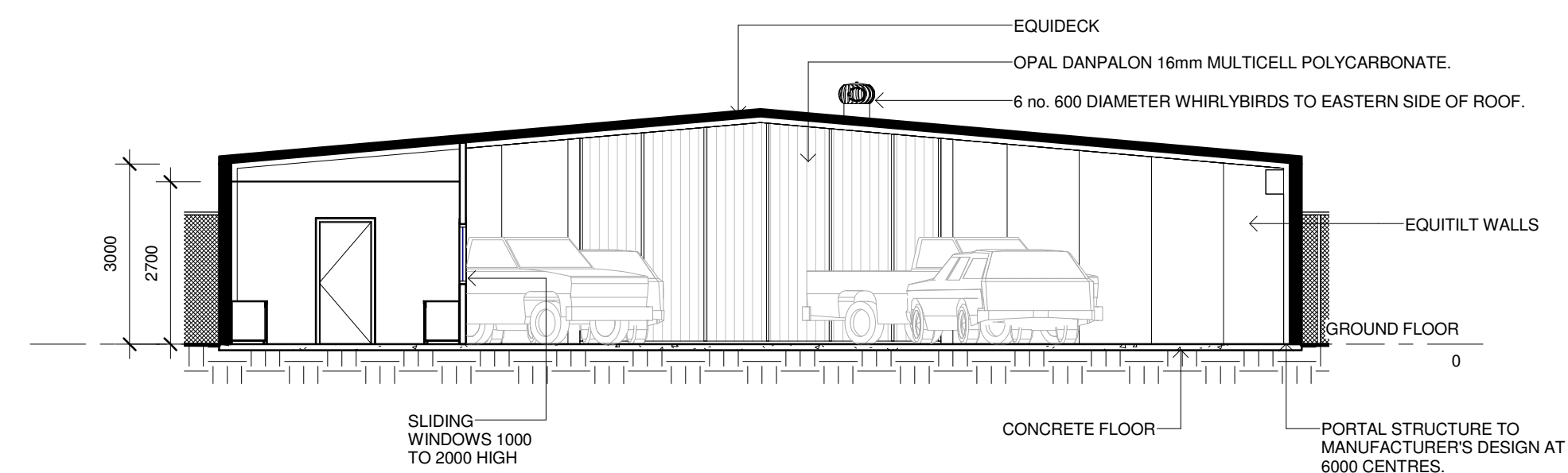








02 NORTH-WEST SECTION LOOKING EAST
SK01 1 : 100



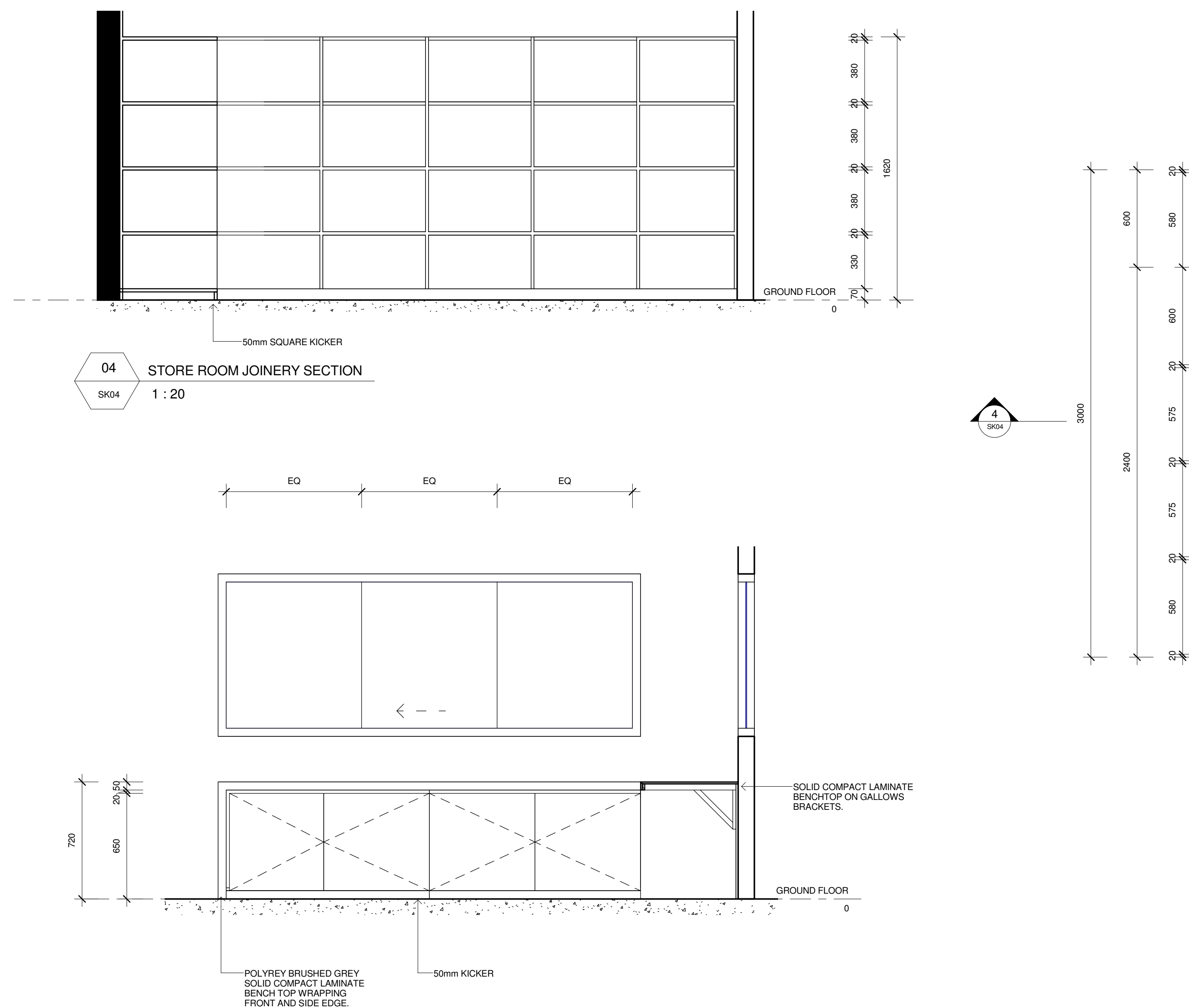
01 EAST-WEST SECTION LOOKING NORTH
SK01 1 : 100



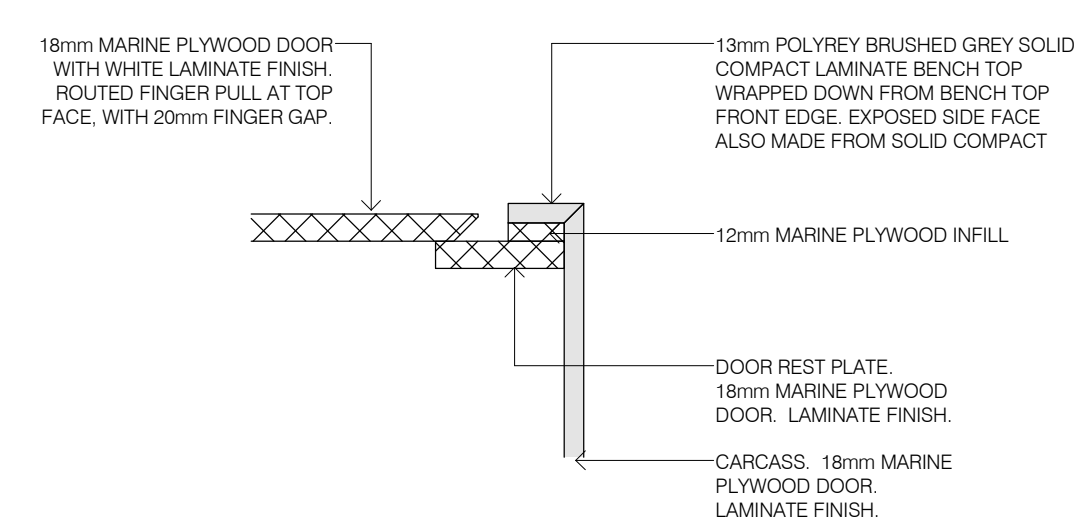
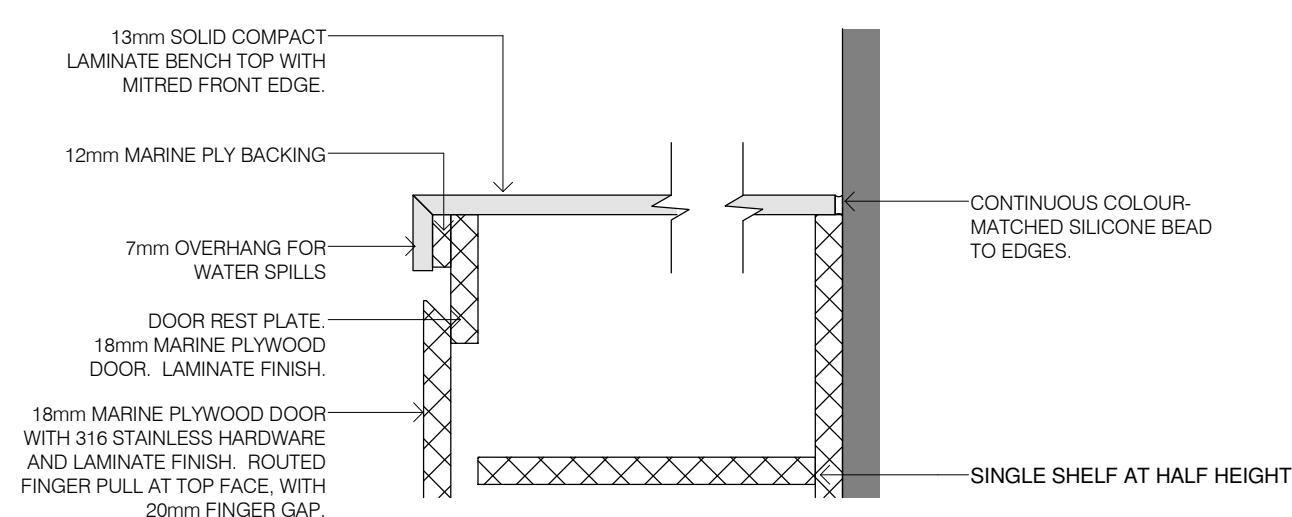
03 3D VIEW - APPROACH TO SITE



04 3D VIEW - INTERIOR

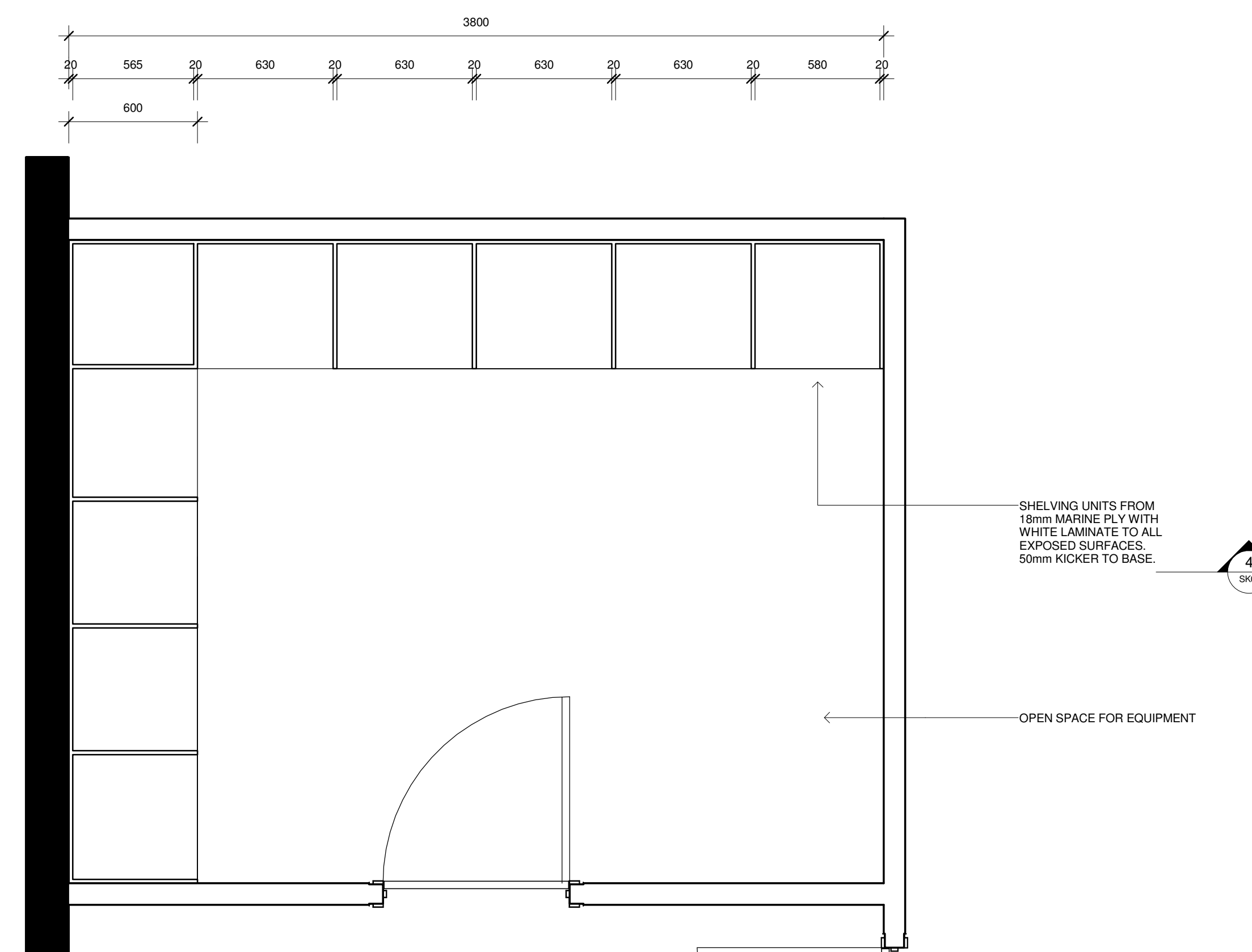


06 OFFICE JOINERY SECTION
SK04 1 : 20

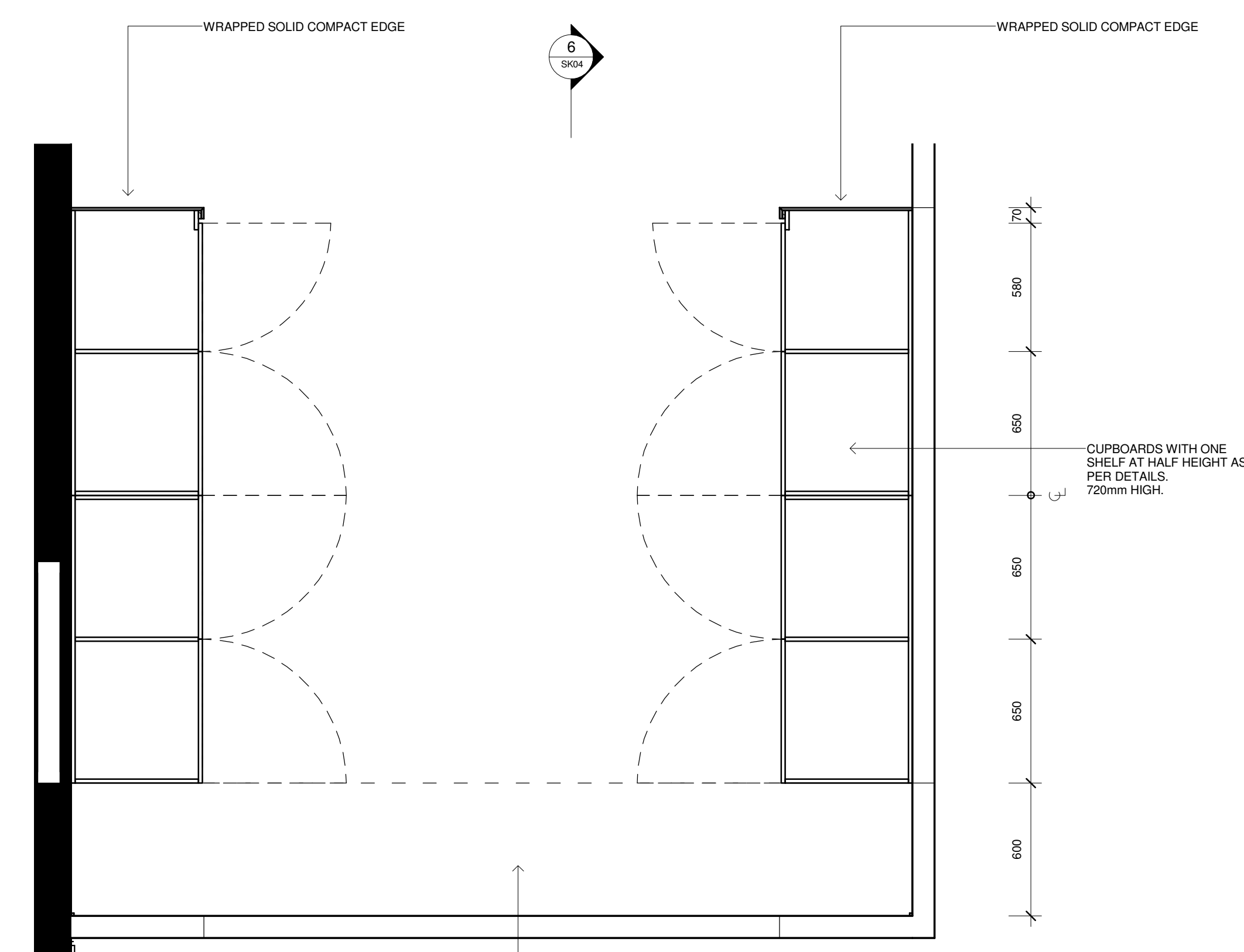


01 TYPICAL SOLID COMPACT AND MARINE PLY BENCH TOP SECTION DETAIL
1 : 5

02 TYPICAL SOLID COMPACT WRAPPED EDGE AWAY FROM WALL PLAN DETAIL
1 : 5



05 STORE ROOM JOINERY PLAN
SK01 1 : 20
600



03 OFFICE JOINERY PLAN
SK01 1 : 20 JOINERY

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

President: _____

SUBMISSION TO: Meeting of Council
Meeting Date: 17th December, 2013

AGENDA REFERENCE: 10.2 (A) DEC 13

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: 10th December, 2013

BACKGROUND

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

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

Monthly Financial Statements submitted for adoption include:

- (a) Statement of Financial Activity – 30th November, 2013
- (b) Compilation Report
- (c) Material Variances – 30th November, 2013

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.* President: _____

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the Monthly Financial Statements for the month ended 30th November, 2013 consisting of:

- (a) Statement of Financial Activity – 30th November, 2013
- (b) Compilation Report
- (c) Material Variances – 30th November, 2013

be accepted.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved RA Norrie, Seconded Cr GW Baker that the Monthly Financial Statements for the month ended 30th November, 2013 consisting of:

- (a) Statement of Financial Activity – 30th November, 2013
- (b) Compilation Report
- (c) Material Variances – 30th November, 2013

be accepted.

CARRIED (5 VOTES TO 0)

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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 30th November 2013. 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

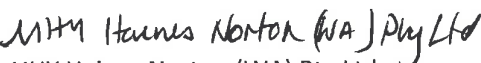
The Shire of Leonora are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

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
 Chartered Accountants



Paul Breman
 Director

5 December 2013

Shire of Leonora
MONTHLY FINANCIAL REPORT
For the Period Ended 30 November 2013

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

TABLE OF CONTENTS

Statement of Financial Activity

Note 1	Significant Accounting Policies
Note 2	Graphical Representation
Note 3	Net Current Funding Position
Note 4	Cash and Investments
Note 5	Budget Amendments
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals and Acquisitions
Note 9	Rating Information
Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Trust
Note 13	Major Variances

Shire of Leonora
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2013

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		2,320	1,120	567	(553)	(97.53%)	
General Purpose Funding		964,671	649,907	646,995	(2,912)	(0.45%)	
Law, Order and Public Safety		13,470	9,260	8,499	(761)	(8.95%)	
Health		84,693	61,173	37,796	(23,377)	(61.85%)	▼
Education and Welfare		191,211	85,434	111,236	25,802	23.20%	▲
Housing		48,960	20,410	19,209	(1,201)	(6.25%)	
Community Amenities		165,464	159,626	165,140	5,514	3.34%	
Recreation and Culture		179,400	88,667	94,523	5,856	6.20%	
Transport		1,165,885	628,476	502,475	(126,001)	(25.08%)	▼
Economic Services		576,960	154,704	199,478	44,774	22.45%	▲
Other Property and Services		124,270	52,074	23,525	(28,549)	(121.36%)	▼
Total (Ex. Rates)		3,517,304	1,910,851	1,809,443	(101,408)		
Operating Expense							
Governance		(498,465)	(218,683)	(152,456)	66,227	43.44%	▼
General Purpose Funding		(326,685)	(142,295)	(125,796)	16,499	13.12%	▼
Law, Order and Public Safety		(112,075)	(53,155)	(85,293)	(32,138)	(37.68%)	▲
Health		(694,900)	(311,655)	(236,927)	74,728	31.54%	▼
Education and Welfare		(506,656)	(222,796)	(211,721)	11,075	5.23%	
Housing		0	(11)	0	11	100.00%	
Community Amenities		(216,959)	(91,434)	(73,245)	18,189	24.83%	▼
Recreation and Culture		(1,246,660)	(509,081)	(458,012)	51,069	11.15%	▼
Transport		(4,001,498)	(1,661,878)	(1,778,878)	(117,000)	(6.58%)	▲
Economic Services		(1,645,916)	(545,592)	(541,680)	3,912	0.72%	
Other Property and Services		(70,005)	(46,068)	(92,349)	(46,281)	(50.12%)	▲
Total		(9,319,819)	(3,802,648)	(3,756,357)	46,291		
Funding Balance Adjustment							
Add back Depreciation		1,718,196	715,923	1,011,974	296,051	29.25%	▲
Adjust (Profit)/Loss on Asset Disposal	8	6,683	16,506	712	(15,794)	(2217.02%)	▼
Adjust Provisions and Accruals		0	0	(18,398)	(18,398)	(100.00%)	▼
Net Operating (Ex. Rates)		(4,077,636)	(1,159,368)	(952,626)	206,742		
Capital Revenues							
Grants, Subsidies and Contributions	11	803,243	0	0	0		
Proceeds from Disposal of Assets	8	252,726	252,729	92,727	(160,002)	(172.55%)	▼
Transfer from Reserves	7	90,000	0	0	0		
Total		1,145,969	252,729	92,727	(160,002)		
Capital Expenses							
Land and Buildings	8	(638,610)	(438,610)	(37,782)	400,828	1060.90%	▼
Plant and Equipment	8	(805,833)	(655,833)	(165,834)	489,999	295.48%	▼
Furniture and Equipment	8	(520,049)	(40,049)	(35,375)	4,674	13.21%	
Infrastructure Assets - Roads	8	(511,000)	0	(3,873)	(3,873)	(100.00%)	
Infrastructure Assets - Other	8	(330,553)	(67,044)	(51,694)	15,350	29.69%	▼
Transfer to Reserves	7	(330,798)	0	(4,804)	(4,804)	(100.00%)	
Total		(3,136,843)	(1,201,536)	(299,362)	902,174		
Net Capital		(1,990,874)	(948,807)	(206,635)	742,172		
Total Net Operating + Capital		(6,068,510)	(2,108,175)	(1,159,261)	948,914		
Opening Funding Surplus(Deficit)	3	1,083,479	1,083,479	1,134,984	51,505	4.54%	▲
Rate Revenue	9	4,985,031	4,984,575	4,957,984	(26,591)	(0.54%)	▼
Closing Funding Surplus(Deficit)	3	0	3,959,879	4,933,707	973,828		

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



Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

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.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(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

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.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

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 Closing Funding Surplus(Deficit)

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 the 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 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.

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

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

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the local government prior to the end of the financial year that are unpaid and arise when the Shire 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.

(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.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(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, service charges and sewerage rates.

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 non-current 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.

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.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

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) Statement of Objectives

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:

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) STATEMENT OF OBJECTIVE (Continued)

LAW, ORDER, PUBLIC SAFETY

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

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.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) 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.

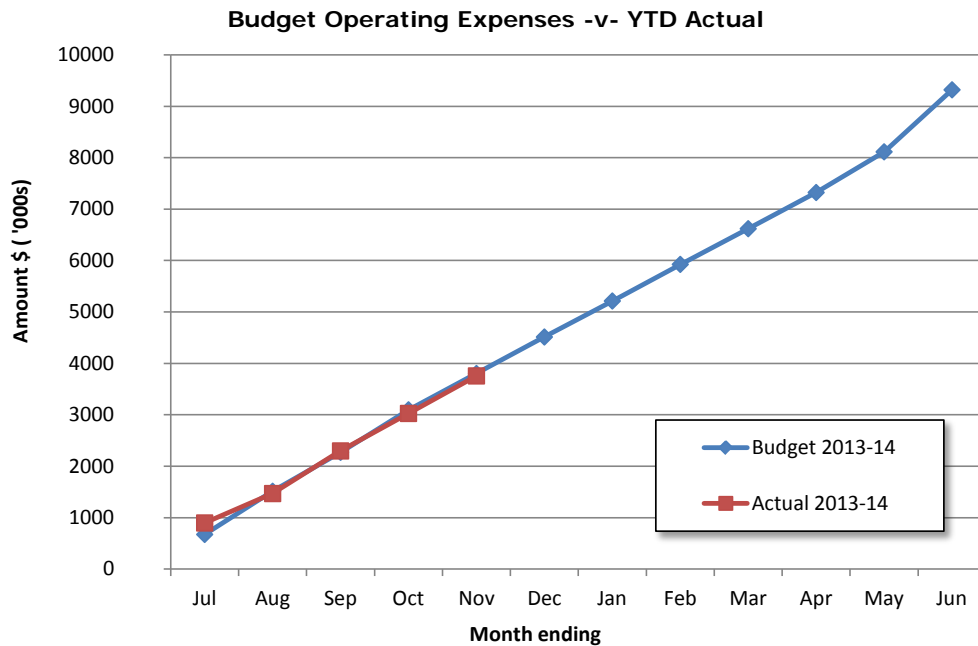
OTHER PROPERTY & SERVICES

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.

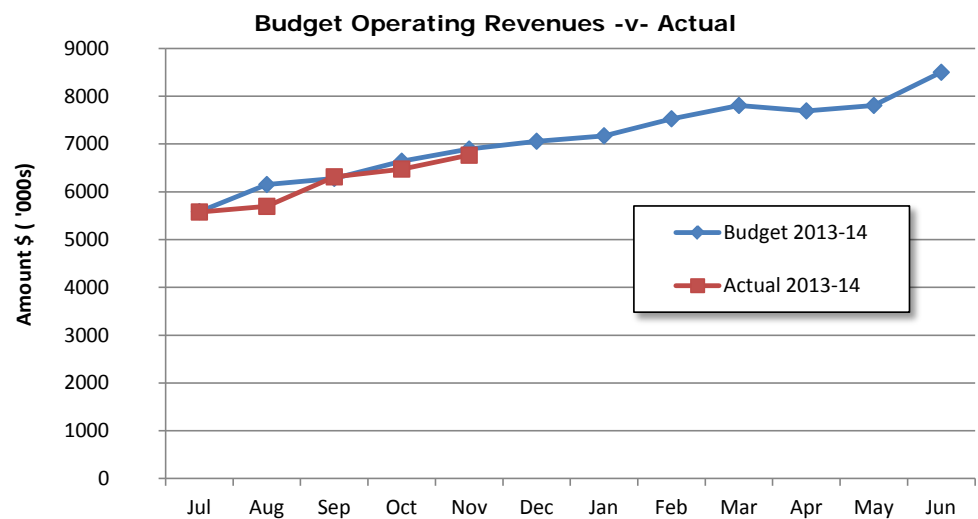
Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses

No significant activity to report (currently tracking close to budget estimates)

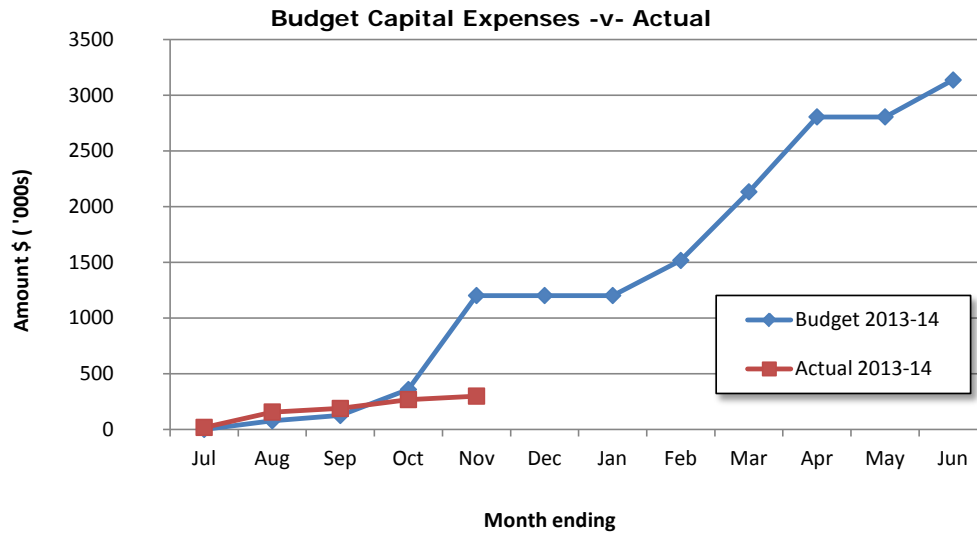


Comments/Notes - Operating Revenues

No significant activity to report (currently tracking close to budget estimates)

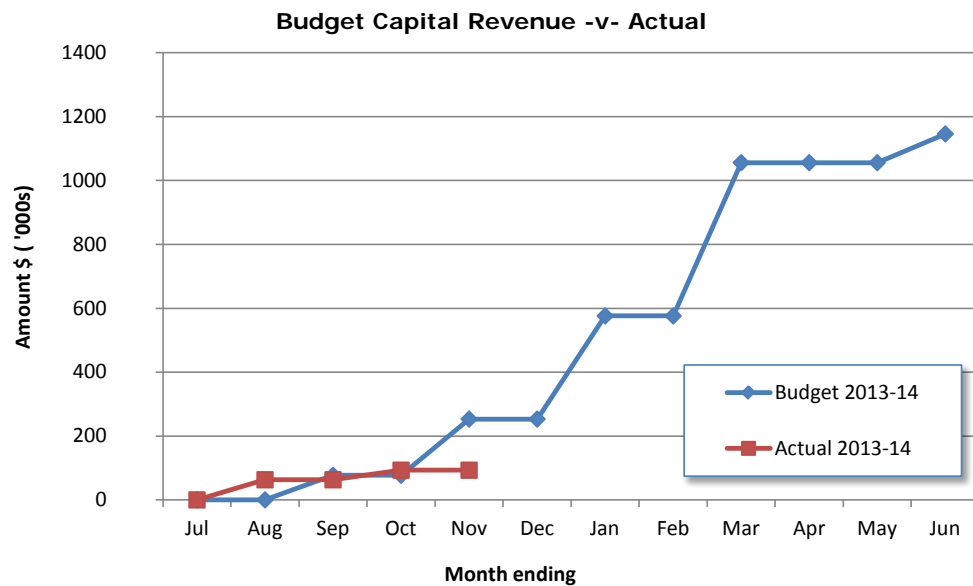
Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Capital Expenses

Plant purchases not yet complete. Tenders being presented to Council at Dec 2013 OMC.
 Variance is represented by outstanding plant purchases, and building additions (see note 8)



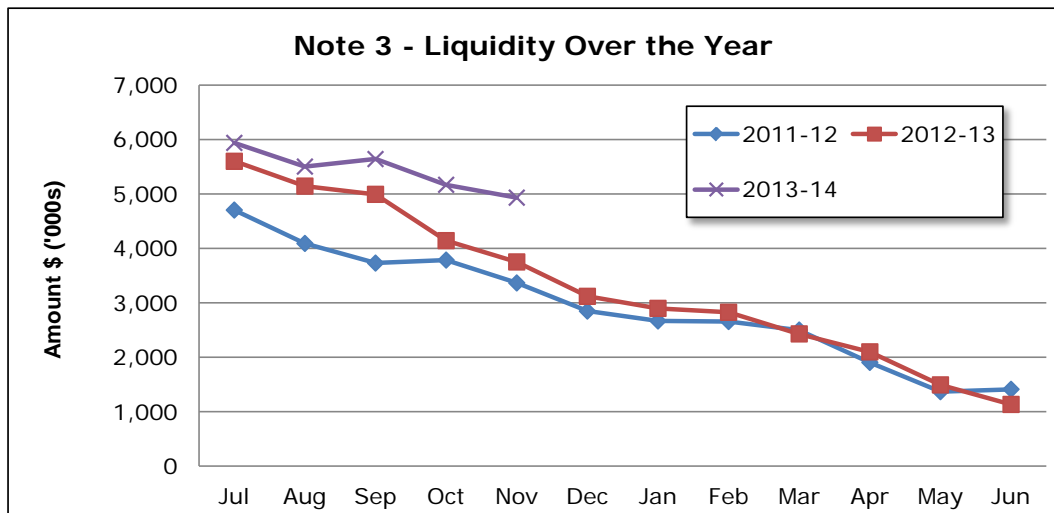
Comments/Notes - Capital Revenues

Proceeds on asset disposals not yet received due to plant tenders not yet being finalised.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note 3: NET CURRENT FUNDING POSTION

		Positive=Surplus (Negative=Deficit)		
		2013-14		
	Note	YTD 30th November 2013	30th June 2013	YTD 30th November 2012
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	4,333,859	1,195,818	3,452,576
Cash Restricted	4	475,271	470,467	396,502
Receivables - Rates	6	580,973	58,144	413,595
Receivables -Other	6	129,592	222,813	94,332
Inventories		69,315	48,918	43,550
		5,589,010	1,996,160	4,400,555
Less: Current Liabilities				
Payables		(161,634)	(390,709)	(248,956)
Provisions		(295,761)	(295,761)	(311,403)
		(457,395)	(686,470)	(560,359)
Less: Cash Reserves	7	(475,271)	(470,467)	(396,502)
Add: Cash Backed Provisions		277,363	295,761	308,993
Net Current Funding Position		4,933,707	1,134,984	3,752,687

**Comments - Net Current Funding Position**

Net Current Funding Position is \$1,181,020 higher than this time in the previous reporting period.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account	Variable	4,332,589			4,332,589	NAB	Cheque Acc.
Trust Account	Variable			16,112	16,112	NAB	Cheque Acc.
LSL Maximiser	Variable		124,695		124,695	NAB	Cheque Acc.
Fire Maximiser	Variable		13,734		13,734	NAB	Cheque Acc.
Plant Maximiser	Variable		51,652		51,652	NAB	Cheque Acc.
Annual Leave Maximiser	Variable		152,587		152,587	NAB	Cheque Acc.
Gwalia Precinct Maximiser	Variable		92,086		92,086	NAB	Cheque Acc.
Building Maintenance Maximiser	Variable		40,517		40,517	NAB	Cheque Acc.
Cash On Hand	Nil	1,270			1,270	NAB	On Hand
(b) Term Deposits							
N/A					0		
(c) Other Investments							
N/A					0		
Total		4,333,859	475,271	16,112	4,825,242		

Comments/Notes - Investments

Reserve funds are held in interest bearing accounts, and are available to be called upon at any time.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note5: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$ 0	\$ 0	\$ 0	\$ 0
Closing Funding Surplus (Deficit)				0	0	0	0

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note 6: RECEIVABLES**Receivables - Rates Receivable**

Opening Arrears Previous Years

Levied this year

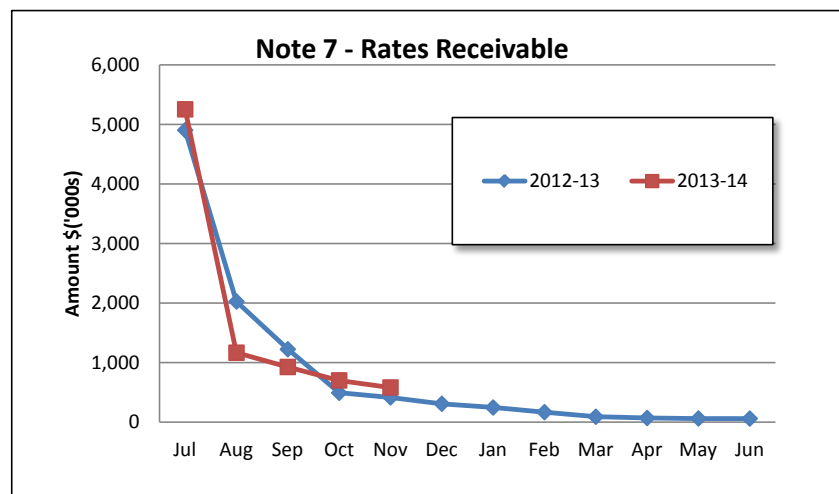
Less Collections to date

Equals Current Outstanding

Net Rates Collectable

% Collected

	YTD 30th November 2013	YTD 30th June 2013
	\$	\$
Opening Arrears Previous Years	58,144	41,773
Levied this year	5,233,426	4,977,405
<u>Less</u> Collections to date	(4,710,597)	(4,961,034)
Equals Current Outstanding	580,973	58,144
Net Rates Collectable	580,973	58,144
% Collected	89.02%	98.84%

**Comments/Notes - Receivables Rates and Rubbish**

Rates for the 2013-14 period were due at the end of August 2013. Recovery has been tracking well, with final notices issued for unpaid rates (those not on instalments)

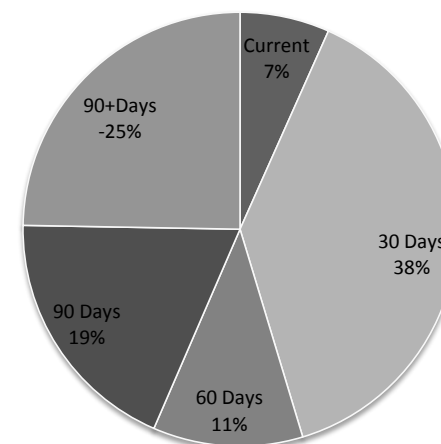
Receivables - General

Receivables - General

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90 Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	17,114	99,057	28,611	48,147	(63,337)
Total Receivables General Outstanding	129,592				

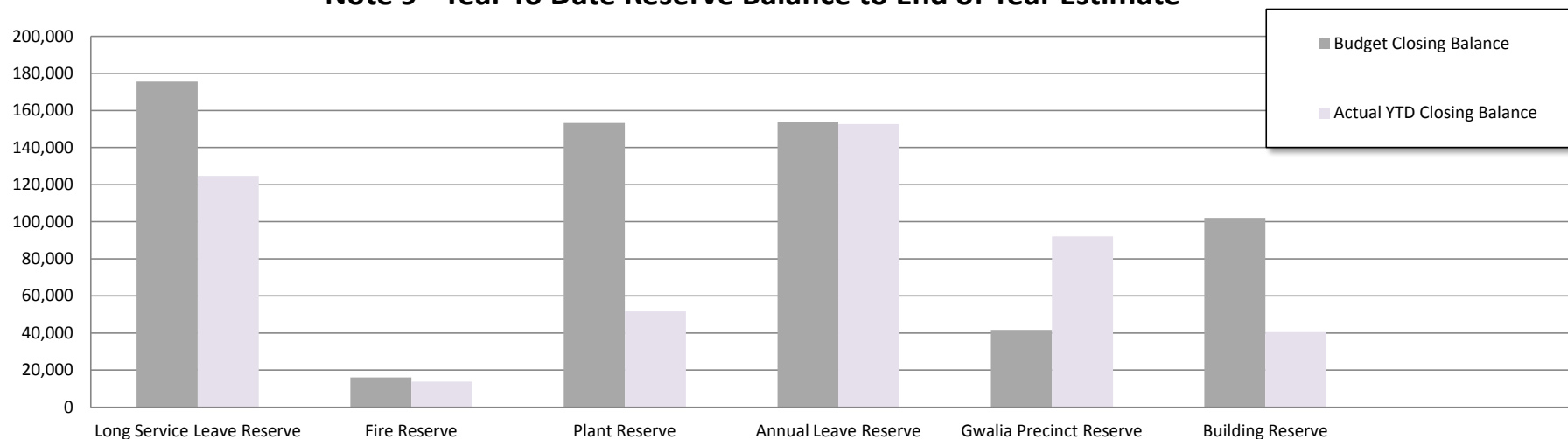
Note 7 - Accounts Receivable (non-rates)**Comments/Notes - Receivables General**

Outstanding debtors are followed up periodically (every fortnight), with reminders and final demands issued on bad debtors. Collection agency is engaged on long overdue bills.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note 7: Cash Backed Reserve

2013-14											
Name	Budget Opening Balance	Actual Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$		\$	\$
Long Service Leave Reserve	172,725	123,428	2,777	1,267	0	0	0	0		175,502	124,695
Fire Reserve	11,566	13,620	396	114	4,000	0	0	0		15,962	13,734
Plant Reserve	992	51,127	2,275	525	150,000	0	0	0		153,267	51,652
Annual Leave Reserve	150,391	151,037	3,398	1,550	0	0	0	0		153,789	152,587
Gwalia Precinct Reserve	65,801	91,150	925	936	65,000	0	(90,000)	0		41,726	92,086
Building Reserve	0	40,105	2,027	412	100,000	0	0	0		102,027	40,517
	401,475	470,467	11,798	4,804	319,000	0	(90,000)	0		642,273	475,271

Note 9 - Year To Date Reserve Balance to End of Year Estimate

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note 8: CAPITAL DISPOSALS AND ACQUISITIONS

Actual YTD Profit(Loss) of Asset Disposal				Disposals	Current Budget		
					YTD 30th November 2013		
Cost	Accum Depr	Proceeds	Profit (Loss)		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$	Plant and Equipment	\$	\$	\$
24,200	(312)	22,727	(1,161)	Asset 319 2011 Ford FG Falcon	(15,597)	(1,161)	14,436
25,300	(326)	24,545	(429)	Asset 504 2012 Ford Territory TX	(16,812)	(429)	16,383
			0	Asset 19 P819 1994 Roadwest Low Loader	30,000	0	(30,000)
			0	Asset 11 P289 2006 Cat 12H Grader	38,324	0	(38,324)
			0	Asset 301 Nissan Navara King Cab	(26,092)	0	26,092
32,000	(8,153)	30,000	6,153	Asset 502 2012 Ford Territory Titanium	(16,506)	6,153	22,659
21,000	(270)	15,455	(5,275)	Asset 310 2010 Ford Ranger PK XL	0	(5,275)	(5,275)
102,500	(9,061)	92,727	(712)		(6,683)	(712)	5,971

Comments - Capital Disposal/Replacements

Comments	Summary Acquisitions	Current Budget		
		YTD 30th November 2013		
		Budget	Actual	Variance
	Plant & Equipment	\$ 805,833	\$ 165,834	\$ (639,999)
	Land and Buildings	638,610	37,782	(600,828)
	Furniture and Equipment	520,049	35,375	(484,674)
	Infrastructure Roads	511,000	3,873	(507,127)
	Infrastructure Other	330,553	51,694	(278,859)
	Capital Totals	2,806,045	294,558	(2,511,487)

Comments	Land & Buildings	Current Budget		
		YTD 30th November 2013		
		Budget	Actual	Variance
Project completion delayed approx one month (late order: Youth Centre External Refurb		\$ 60,000	\$ 24,221	\$ (35,779)
Shed, fencing erected, landscaping commenced	Complete Construction Staff Housing	41,000	13,561	(27,439)
Architect has been engaged to assist with design	Upgrade Rec Centre (Gym)	100,000	0	(100,000)
Project unlikely to proceed due to limitations on solar	Solar Panels	100,000	0	(100,000)
Architect engaged for design etc, tenders to be called soon	Building for Vintage Hearse & Truck	337,610	0	(337,610)
			0	
	Capital Totals	638,610	37,782	(600,828)

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note 8: CAPITAL DISPOSALS AND ACQUISITIONS

Comments	Plant & Equipment	Current Budget		
		YTD 30th November 2013		
		Budget	Actual	Variance (Under)Over
Complete	2013 Ford Territory TX RWD 4L	\$ 35,778	\$ 35,778	\$ 0
Complete	2013 Ford Territory TX RWD 3L	35,098	35,098	0
Complete	Nissan Dualis ST Hatch (Mgr Ed)	24,478	24,478	0
Tenders called, recommendation for OMC Dec 2013	Drop Deck/Float	90,000	0	(90,000)
Tenders called, recommendation for OMC Dec 2014	14 tonne Padfoot Roller	150,000	0	(150,000)
Tenders called, recommendation for OMC Dec 2015	Grader	400,000	0	(400,000)
Complete	2013 Ford Ranger Utility	23,873	23,873	0
Complete	DCEO Vehicle	46,606	46,607	1
				0
	Capital Totals	805,833	165,834	(639,999)

Comments	Furniture & Equipment	Current Budget		
		YTD 30th November 2013		
		Budget	Actual	Variance (Under)Over
Completed	Upgrade FM Radio to ABC Country	\$ 15,642	\$ 15,642	\$ 0
Dependent on grant approval	Security Screening Equipment	480,000	0	(480,000)
Completed	Server Upgrade	24,407	19,733	(4,674)
				0
	Capital Totals	520,049	35,375	(484,674)

Comments	Roads	Current Budget		
		YTD 30th November 2013		
		Budget	Actual	Variance (Under)Over
Part of R2R project to commence approx Mar 2014	Resealing Town Streets (inc Kerb renewal)	\$ 416,000	\$ 3,873	(412,127)
Project to commence early 2014	Footpath Renewal	95,000	0	(95,000)
	Capital Totals	511,000	3,873	(507,127)

Comments	Other Infrastructure	Current Budget		
		YTD 30th November 2013		
		Budget	Actual	Variance (Under)Over
Pound in place, site works yet to be completed	Dual Purpose Pound Facility	\$ 30,000	\$ 14,955	(15,045)
Not yet commenced	Refuse Recycling	10,000	0	(10,000)
Not yet commenced	Playground Fitness Equipment	24,000	0	(24,000)
Finalised	Event Marquee	13,044	13,684	640
Not yet commenced	Upgrade Apron lights & Standby Genset	88,509	0	(88,509)
Engineer engaged to assist with project	Gwalia Headframe Renewal	90,000	20,515	(69,485)
Not yet commenced	Restoration Leonora Electric Tram	75,000	0	(75,000)
Completed	Extension to Street Lighting	0	2,540	2,540
				0
	Capital Totals	330,553	51,694	(278,859)

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
General Rates											
GRV	0.0610	588	16,665,696	1,016,607	273	0	1,016,880	1,009,101	1,500	0	1,010,601
UV	0.1340	1,107	28,001,802	3,769,795	(16,459)	0	3,753,336	3,775,665	15,000	0	3,790,665
Sub-Totals		1,695	44,667,498	4,786,402	(16,186)	0	4,770,216	4,784,766	16,500	0	4,801,266
Minimum Rates	Minimum \$										
GRV	279	104	160,751	29,016	0	0	29,016	27,342	0	0	27,342
UV	279	928	1,046,448	261,702	0	0	261,702	261,423	0	0	261,423
Sub-Totals		1,032	1,207,199	290,718	0	0	290,718	288,765	0	0	288,765
Concession							5,060,934 (94,502)				5,090,031 (90,000)
Written Back							4,966,432 (8,448)				5,000,031 (15,000)
Totals							4,957,984				4,985,031

Comments - Rating Information

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 2013/14 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.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

The Shire of Leonora has no borrowings.

(b) New Debentures

No new debentures were raised during the reporting period.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2013-14 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE GRANTS								
I030019- Grants Commission	WALGGC	Y	307,857	0	307,857	0	149,955	157,902
I030021- Federal Roads	WALGGC	Y	272,188	0	272,188	0	135,358	136,830
I030031- Country Local	RDL	Y	337,610	0	337,610	0	337,610	0
LAW, ORDER, PUBLIC SAFETY								
I053402- Fire Prevention Grant	DFES	Y	7,220	0	7,220	0	3,065	4,155
HEALTH								
I076475-Medical Centre Equipment	Munara	Y	23,125	0	23,125	0	23,125	0
I076473- Aged Care Feasability	Lotterywest	N	20,000	0	20,000	0	0	20,000
WELFARE SERVICES								
I080009 - Graffiti Hotspot	DPC	N	2,500		2,500		0	2,500
I080002- Childcare sustainability	DWEER	Y	53,110		53,110		26,555	26,555
I080014- Childcare	Minara	Y	10,981	380	11,361	0	11,361	0
I082001-Youth Programs	DCP	Y	38,318	9,000	47,318	0	47,318	0
RECREATION AND CULTURE								
I114467 - Recreation Centre	DTF	Y	3,000	0	3,000	0	0	3,000
I117001-CRC Operational Wages	RDL	Y	60,000	0	60,000	0	30,000	30,000
I117002-CRC Equipment	RDL	Y	10,000	0	10,000	0	10,000	0
I117003-CRC Other	RDL	Y	20,000	0	20,000	0	10,000	10,000
I117010-CRC Other	RDL	N	20,000	0	20,000	0	0	20,000
ECONOMIC SERVICES								
I134458- Gwalia Historial (Projects)	Various	N	117,500	0	117,500	0	53,100	64,400
I134461- Heritage Advisory Services	State Heritage	Y	5,000	0	5,000	0	0	5,000
I134462- Gwalia 50th Ann. Fundraising	Office	N	7,500	150	7,650	0	7,650	0
I138002 - Golden Gift Contribution	Various	N	115,000	0	115,000	0	14,000	101,000
I138005- Golden Gift Contribution	Various	N	55,000	0	55,000	0	0	55,000
I137001- R4R Business Case Funding	RDL	Y	22,500	0	22,500	0	0	22,500
TRANSPORT								
MRWA ROAD FUNDING								
I122214/15/16- Project Grants	RRG	Y	428,693	0	428,693	0	206,853	221,840
I122042/52/200- Direct Grants	MWRA	Y	106,223	2,168	108,391	0	108,391	0
OTHER ROAD/STREETS GRANTS								
I122206- Roads To Recovery	Building Program	Y	323,243	0	0	323,243	0	323,243
I126496- Security Screening Equipment	Dept Inf. & Transport	N	480,000	0	0	480,000	0	480,000
TOTALS			2,846,568	11,698	2,055,023	803,243	1,174,341	1,683,925
Operating			2,043,325				1,174,341	
Non-Operating			803,243				0	
			<u>2,846,568</u>				<u>1,174,341</u>	

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2013

Note 12: TRUST FUND

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

Description	Opening Balance 1-Jul-13	Amount Received	Amount Paid	Closing Balance 30-Nov-13
Proceeds from sale of impounded cattle	\$ 0	\$ 16,112	\$ 0	\$ 16,112
	0	16,112	0	16,112

President: _____

Shire of Leonora

Material Variances as at 30th November 2013

ACCOUNT	NAME	ACTUAL	Year To Date	BUDGET	DIFFERENCE	REASON FOR VARIATION
Income						
I030009	· Rates - Additional UV	\$ (16,459.44)	\$	5,000.00	\$ (21,459.44)	Alteration to timing of programme
I030002	· Rates - General Written Back	\$ (8,447.68)	\$	-	\$ (8,447.68)	May need reallocation to I030011
I076473	· Grant Aged Care Feasability	\$ -	\$	20,000.00	\$ (20,000.00)	Alteration to timing of project
I080002	· Grant-Sustainability Child Care	\$ 13,277.50	\$	26,556.00	\$ (13,278.50)	Second payment not yet received (due Nov 2013)
I082001	· Youth Support DCP Grant	\$ 47,317.83	\$	-	\$ 47,317.83	Some back payment received (need re-allocation to I082002)
I122215	· RRG Improve Old Agnew 2012-13	\$ -	\$	81,840.00	\$ (81,840.00)	Alteration to timing of grant
I122300	· Gain on Disposal of Assets	\$ -	\$	(68,324.00)	\$ 68,324.00	Tenders not yet complete, therefore plant not sold
I126410	· Fees - Landing at airport	\$ 60,318.71	\$	84,165.00	\$ (23,846.29)	Alteration to timing of programme
I134451	· Museum Entry	\$ 22,690.64	\$	12,500.00	\$ 10,190.64	More income than expected
I141450	· Charges - Plant Hire	\$ 3,469.82	\$	33,336.00	\$ (29,866.18)	Less private works undertaken than budgeted
		\$ 138,626.82	\$	190,073.00	\$ (51,446.18)	
Expenditure						
E041030	· Conference Expenses	\$ 437.00	\$	11,000.00	\$ (10,563.00)	Training budget to be utilised late Jan 2014
E041040	· Election Expenses	\$ 1,600.00	\$	10,000.00	\$ (8,400.00)	No election held, lower expenses than budgeted
E041187	· Strategic Plan Development	\$ 3,319.09	\$	30,000.00	\$ (26,680.91)	Alteration to timing of programme (works commenced)
E041189	· GVROC Project Participation	\$ 13,500.00	\$	23,572.00	\$ (10,072.00)	Alteration to timing of programme
E052014	· Salaries-Ranger	\$ 38,089.92	\$	-	\$ 38,089.92	Includes final payment to retiring ranger
E074075	· Doctor Top Up Salary	\$ 70,694.52	\$	60,385.00	\$ 10,309.52	Quarterly payment made instead of monthly
E074084	· Doctor Housing Allocation	\$ 12,261.30	\$	30,263.00	\$ (18,001.70)	Will increase as further maintenance carried out
E077002	· Aged Care Feasability Study	\$ -	\$	30,000.00	\$ (30,000.00)	Study not yet commenced
E080005	· Child Care Centre Salaries	\$ 89,556.41	\$	73,778.00	\$ 15,778.41	Increased costs to cater for qualified staff
E082001	· Youth Service Wages	\$ 19,528.36	\$	24,560.00	\$ (5,031.64)	Some reallocation required from E080005
E091045	· Mtce - Lot 792 Cohen St	\$ 1,271.30	\$	29,135.00	\$ (27,863.70)	Works are now progressing (orders issued etc)
E091454	· Housing Insurance	\$ 12,723.59	\$	4,620.00	\$ 8,103.59	Paid in one lump sum instead of instalments
E091451	· Allocated to Other Programs	\$ (77,044.90)	\$	(130,030.00)	\$ 52,985.10	Will balance out as further works progress
E091048	· Mtce - Lot 294 Queen Vic St	\$ 10,404.87	\$	28,415.00	\$ (18,010.13)	Works to progress later in the year
E092299	· Allocated to Health Program	\$ (12,261.30)	\$	(30,265.00)	\$ 18,003.70	Will balance out as further works progress
E113070	· Oval	\$ 10,413.37	\$	40,000.00	\$ (29,586.63)	Alteration to timing of programme
E113092	· Swimming Pool Mtce	\$ 110,430.30	\$	65,345.30	\$ 45,085.00	Cost of relief manager to be addressed at budget review
E113111	· Country Arts	\$ -	\$	12,500.00	\$ (12,500.00)	Alteration to timing of programme
E114290	· Salaries & Wages RecCentre	\$ 8,593.26	\$	31,020.00	\$ (22,426.74)	Savings will offset cost of relief pool manager
E122040	· Roadworks - Maintenance	\$ 402,409.57	\$	446,300.00	\$ (43,890.43)	Alteration to timing of programme
E122043	· Bush Grading	\$ 202,370.10	\$	116,655.00	\$ 85,715.10	Alteration to timing of programme
E122044	· Depreciation - Roads Infra.	\$ 447,950.00	\$	405,395.00	\$ 42,555.00	Plant depreciation rates to be reviewed
E122160	· Street Cleaning	\$ 81,684.85	\$	67,500.00	\$ 14,184.85	Alteration to timing of programme
E122190	· Loss on Disposal of Assets	\$ 5,275.04	\$	26,092.00	\$ (20,816.96)	Tenders not yet complete, therefore plant not sold
E122214	· RRG 13-14 Old Agnew Road	\$ 31,870.34	\$	145,835.00	\$ (113,964.66)	Alteration to timing of programme
E122298	· Depreciation Expense Depot	\$ 447,950.00	\$	405,395.00	\$ 42,555.00	Plant depreciation rates to be reviewed
E126010	· Aerodrome Maintenance	\$ 102,400.04	\$	115,269.00	\$ (12,868.96)	Alteration to timing of programme
E131045	· Gwalia Cactus Eradication	\$ 2,902.02	\$	16,669.00	\$ (13,766.98)	Alteration to timing of programme
E132076	· NG Tourism Working Group	\$ 10,836.55	\$	25,373.00	\$ (14,536.45)	Alteration to timing of programme
E134015	· Gardens & Grounds Mtce	\$ 23,101.16	\$	3,750.00	\$ 19,351.16	Overexpenditure to be addressed at budget review
E134021	· Insurance	\$ 23,222.01	\$	9,245.00	\$ 13,977.01	Paid in one lump sum instead of instalments
E134034	· Lotterywest Pink Camp Proj	\$ 49,580.00	\$	22,690.00	\$ 26,890.00	Alteration to timing of programme
E134035	· Lotterywest DeRubies Proj	\$ 36,637.50	\$	25,625.00	\$ 11,012.50	Alteration to timing of programme
E134036	· Gwalia 50th Anniversary Event	\$ 31,292.01	\$	20,835.00	\$ 10,457.01	Awaiting confirmation that costs finalised
E141010	· Private Works	\$ 297.56	\$	29,169.00	\$ (28,871.44)	Less private works undertaken than budgeted
E142010	· Depreciation - Admin	\$ 40,756.91	\$	20,320.00	\$ 20,436.91	Some investigation into rates required
E142011	· Salaries - Admin	\$ 244,742.21	\$	267,605.00	\$ (22,862.79)	Alteration to timing of programme
E142030	· Insurance Admin	\$ 54,232.13	\$	22,855.00	\$ 31,377.13	Paid in one lump sum instead of instalments
E142183	· Loss on Disposal of Assets	\$ -	\$	16,506.00	\$ (16,506.00)	Alteration to timing of programme
E142251	· Staff Housing Allocated	\$ 40,063.35	\$	67,620.00	\$ (27,556.65)	Will balance out as further works progress
E143030	· Sick & Holiday Pay	\$ 27,571.01	\$	47,345.00	\$ (19,773.99)	Alteration to timing

President: _____

E143040	· Insurance on Works	\$ 46,201.56	\$ 20,510.00	\$ 25,691.56	Paid in one lump sum instead of instalments
E143290	· Less PWOH Allocated	\$ (159,203.70)	\$ (226,480.00)	\$ 67,276.30	Some review of rates required
E144010	· Fuels & Oils	\$ 64,850.52	\$ 100,000.00	\$ (35,149.48)	Less expenditure than budgeted to date
E144050	· Insurance & Licences	\$ 52,612.72	\$ 20,760.00	\$ 31,852.72	Some adjustment to budget split required
E148298	· Depn Expense Plant/Equip	\$ 104,507.93	\$ 42,620.00	\$ 61,887.93	Some review of rates required
E148299	· Less Depn Allocated	\$ (51,202.50)	\$ (42,620.00)	\$ (8,582.50)	Some review of rates required
		<u>\$ 2,678,427.98</u>	<u>\$ 2,583,136.30</u>	<u>\$ 95,291.68</u>	

Capital Revenue (See Statement of Financial Activity)

Note 8	· Proceeds from Disposals of Ass	\$ 92,727.00	\$ 252,729.00	\$ (160,002.00)	Tenders not yet complete, therefore plant not sold
				\$ -	
		<u>\$ 92,727.00</u>	<u>\$ 252,729.00</u>	<u>\$ (160,002.00)</u>	

Capital Expenditure (See Statement of Financial Activity)

Note 8	· Land & Buildings	\$ 37,782.00	\$ 438,610.00	\$ (400,828.00)	Alteration to timing of programs
Note 8	· Infrastructure Assets Other	\$ 51,694.00	\$ 67,044.00	\$ (15,350.00)	Alteration to timing of programs
Note 8	· Plant & Equipment	\$ 165,834.00	\$ 655,833.00	\$ (489,999.00)	Tenders not yet complete, therefore plant not sold
				\$ -	
				\$ -	
		<u>\$ 255,310.00</u>	<u>\$ 1,161,487.00</u>	<u>\$ (906,177.00)</u>	

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

President: _____

SUBMISSION TO: Meeting of Council
Meeting Date: 17th December, 2013

AGENDA REFERENCE: 10.2 (B) DEC 13

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: 10th December, 2013

BACKGROUND

Attached statement consists of accounts paid by Delegated Authority and Direct Bank Transactions represented by **Cheques 17920 to 18060** and totalling **\$556,305.11** and accounts paid by Council Authorisation represented by **Cheques 18061 to 18135** totaling **\$259,856.40** be authorised for payment.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That accounts paid by Delegated Authority and Direct Bank Transactions represented by **Cheques 17920 to 18060** and totalling **\$556,305.11** and accounts paid by Council Authorisation represented by **Cheques 18061 to 18135** totaling **\$259,856.40** be authorised for payment.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr LR Petersen, Seconded Cr RA Norrie, that accounts paid by Delegated Authority and Direct Bank Transactions represented by **Cheques 17920 to 18060** and totalling **\$556,305.11** and accounts paid by Council Authorisation represented by **Cheques 18061 to 18135** totaling **\$259,856.40** be authorised for payment.

CARRIED (5 VOTES TO 0)

President: _____

Shire of Leonora**Monthly Report - List of Accounts Paid by Delegated Authority****Submitted to Council on the 17th December, 2013**

The following list of accounts has been paid via **direct bank transactions** since the previous list of accounts, totalling **\$9,967.40**

CHIEF EXECUTIVE OFFICER

Direct Deposits	Date	Name	Item	Payment
1 DD	18/11/2013	Toyota Financial Services	GEDV Vehicle – Nov 2013 B/S	1,476.05
1 DD	21/11/2013	National Australia Bank	Master Card Fees – Nov 2013 B/S	6,511.66
1 DD	29/11/2013	National Australia Bank	Bank Fee – Nov 2013 B/S	152.90
1 DD	29/11/2013	National Australia Bank	EFTPOS Fee – Nov 2013 B/S	92.79
1 DD	29/11/2013	Office National	Lease on Office P/Copier – Nov 2013 B/S	861.50
1 DD	06/12/2013	Office National	Lease on Office P/Copier – Dec 2013 B/S	861.50
1 DD	06/12/2013	Westnet Pty Ltd	CRC Internet – Dec 2013 B/S	11.00
			GRAND TOTAL	\$9,967.40

Shire of Leonora				
Monthly Report - List of Accounts Paid by Delegated Authority				
Submitted to Council on the 17th December, 2013				
The following list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Cheques numbered from 17920 to 18060 and totaling \$546,337.71				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment by Delegated Authority
17920	20/11/2013	Australian Taxation Office	October 2013 BAS	34,475.00
17921	20/11/2013	Doug Gilmore	Contract Grader	14,360.00
17922	20/11/2013	Poitier Medical Practice	Medical Services 1/10 – 31/12/2013	38,881.99
17923	20/11/2013	William P Axford	Refund of Surplus Child Care Fees	598.22
18020	20/11/2013	R F Young	Contract Grading	6,953.10
18021	20/11/2013	Department of Transport	Registration – EWM Vehicle	283.80
1 DD	27/11/2013	Shire of Leonora	Salaries & Wages – PPE: 27.11.2013	64,938.00
18022	27/11/2013	L.G.R.C.E.U.	Union Fee – PPE: 27.11.2013	19.40
18023	27/11/2013	Shire of Leonora	Tax/Rent – PPE: 27.11.2013	21,867.49
18024	27/11/2013	WA Super	Superannuation- PPE: 27.11.2013	8,022.62
18025	27/11/2013	Child Support Agency	Child Support – PPE: 27.11.2013	102.95
18026	27/11/2013	BT 4 Life Super	Superannuation- PPE: 27.11.2013	129.93
18027	27/11/2013	Host Plus	Superannuation- PPE: 27.11.2013	142.91
18028	27/11/2013	Australian Super	Superannuation- PPE: 27.11.2013	324.18
18029	27/11/2013	Asteron Super	Superannuation- PPE: 27.11.2013	50.13
18030	27/11/2013	Shire of Leonora	M. Krapil – Phone/Electricity & Gas Bottle Invoices	391.99
18031	28/11/2013	J. Brand	Travel Expense	427.70
18032	28/11/2013	Sparlon Electrical	Maintenance – Rec Centre/Pool and Electrical Re-wiring at Depot	5475.80
18033	28/11/2013	Annabel Wills Architecture Pty Ltd	Architectural Services – Old Station Master's House & various places in Gwalia	13,530.00
18034	28/11/2013	City of Greater Geraldton	Microchip Course for Dan Yates	331.12
18035	28/11/2013	Educational Experience	Goods for Leonora Child Care Centre	6,103.75
18036	28/11/2013	Gandy Project Management	Line Marking & respray at Airport	18,700.00
18037	28/11/2013	Goldfields Tourism Network Association Inc	Postcards – Historic and Contemporary	300.00
18038	28/11/2013	Leonora Painting Services	Painting at Patroni's Guest House	2,310.00
18039	28/11/2013	Leonora Pharmacy	Pensioner Christmas Gifts	240.00
18040	28/11/2013	Pipeline Mining and Civil Contracting	Conservation works at De Rubies House and work related to laying of concrete slab at Youth Centre	48,003.13
18041	28/11/2013	Ray Sutherland (Cancelled D/D)	Swimming Pool Management 6-30/11/2013	12,500.00
18042	28/11/2013	Red Terra Contracting	D6H Dozer Hire – Clear Batters at Agnew Road	10,846.00
18043	28/11/2013	Reliance Petroleum	Bulk Fuel & Oil Purchase	46,042.24
18044	28/11/2013	Reynolds Graphics Pty Ltd	Deposit – Update Design/Artwork on Northern Holiday Planner and Map	11,000.00
18045	28/11/2013	Rusted Solutions	Gel Requested by Works Manager	100.00
Sub Total				\$367,451.45

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$367,451.45
18046	28/11/2013	Telstra	Phone/Internet Usage – November 2013	407.57
18047	28/11/2013	Water Corporation	Water Usage – November – December 2013	13,620.10
18048	28/11/2013	Pip McCahon	Reimbursement	1,734.17
18049	02/12/2013	JT Professional Services (Cancelled – D/D)	Work during November for Development of Workforce Plan	1,485.00
18050	05/12/2013	Matthew Taylor	Bond Refund on Oval Facility	330.00
18051	05/12/2013	R F Young	Contract Grading	6,149.00
1 DD	11/12/2013	Shire of Leonora	Salaries & Wages – PPE: 11.12.2013	99,686.00
18052	11/12/2013	L.G.R.C.E.U.	Cancelled Chq – Incorrect Amount	0.00
18053	11/12/2013	Shire of Leonora	Tax/Rent – PPE: 11.12.2013	39,035.34
18054	11/12/2013	WA Super	Superannuation – PPE: 11.12.2013	15,566.03
18055	11/12/2013	Child Support Agency	Child Support – PPE: 11.12.2013	104.48
18056	11/12/2013	BT Super for Life	Superannuation – PPE: 11.12.2013	128.79
18057	11/12/2013	Host Plus	Superannuation – PPE: 11.12.2013	142.91
18058	11/12/2013	Australian Super	Superannuation – PPE: 11.12.2013	358.28
18059	11/12/2013	Shire of Leonora	M. Krapil – Btle Gas	119.19
18060	11/12/2013	L.G.R.C.E.U.	Union Fee	19.40
			GRAND TOTAL	\$546,337.71

Shire of Leonora				
Monthly Report - List of Accounts Paid by Authorisation of Council				
Submitted to Council on the 17th December, 2013				
<p>Cheques numbered from 18061 to 18135 totaling \$259,856.40 submitted to each member of the Council on 17th December, 2013 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
18061	17/12/2013	Aerodrome Management Services	Provision of an aerodrome technical specialist to provide airport compliance assistance at Leonora	5,738.33
18062	17/12/2013	Artist Network Trust Account	Chelsea Basham - 2014 Golden Gift Community Concert	6,600.00
18063	17/12/2013	Australia's Golden Outback	Advertisement	945.25
18064	17/12/2013	Australias Golden Outback	Shire Editorial 2014 Australia's Golden Outback Holiday Planner	1,675.00
18065	17/12/2013	BOC Limited	Argoshield Universal G Size	103.59
18066	17/12/2013	Bridgestone	Tyres and Grabber as requested by Works Manager	1,429.55
18067	17/12/2013	Bunnings Building Supplies Pty Ltd	Gardening/Landscaping Supplies	1,370.61
18068	17/12/2013	Business Key	Advertising - Info Centre/Library/CRC	654.50
18069	17/12/2013	Canine Control	Ranger Services - October & November, 2013	5,025.00
18070	17/12/2013	Chubb Security Services Ltd	ATM Upkeep - October 2013	2,117.37
18071	17/12/2013	Comfort Inn Midas	Accommodation, A Wheeler & E Cadd	290.00
18072	17/12/2013	D & K Goddard	20 copies of Hiding Place Novel	400.00
18073	17/12/2013	Department of Fire and Emergency Services	2013/14 Quarter 2 ESLB Contribution	31,232.02
18074	17/12/2013	Design Sense Graphics & Web	Addition of website "search" function	440.00
18075	17/12/2013	Donovan Payne Architects	Work towards Leonora Office and Administration Centre	47,850.00
18076	17/12/2013	Eagle Petroleum (WA) Pty Ltd	Fuel Costs - November, 2013	1,201.12
18077	17/12/2013	Earth Australia Contracting Pty Ltd	Work at Sewerage and Rubbish sites	8,591.00
18078	17/12/2013	Economic Transitions	Consultation with Shire representatives regarding Gwalia Masterplan with specific references to ...	753.09
18079	17/12/2013	Elite Gym Hire	Equipment Hire for December, 2013	726.00
18080	17/12/2013	Forman Bros	Repairs at CRC, Swimming pool, Airport, Public Toilets, Gwalia Residence and 40a Hoover street, Testing of Backflow Device at Info Bay Dump Point and investigate leak in Safe	2,430.45
Sub Total				\$119,572.88

Cheque	Date	Name	Item	Prescribed Payment
			Balance Brought Forward	\$119,572.88
18081	17/12/2013	Gary Ross	Reimbursement for Goods purchased for Hoover House	44.10
18082	17/12/2013	Goldfields Commercial Security P/L	Security Services	665.72
18083	17/12/2013	Goldfields Institute of Technology	Apply First Aid - 2 Day course - A Nardone	100.00
18084	17/12/2013	Goldfields Toyota	Service for GEDC Vehicle and Wiper Motor for P2012	891.40
18085	17/12/2013	Goldfields Truck Power	Work as requested by Works Manager	20,218.87
18086	17/12/2013	Goldline Distributors	Goods for Hoover House	213.30
18087	17/12/2013	H.C.N.	Annual Development and Support Fee	869.00
18088	17/12/2013	Halfway Studios	Cupcakes for Seniors Morning Tea - Leonora Community Grant	55.00
18089	17/12/2013	Hocking Heritage Studio	Consultancy Services	3,034.02
18090	17/12/2013	Horizon Power	Power Usage - Streetlights & Shire	4,309.90
18091	17/12/2013	Intelara Pty Ltd	Fees for Consulting Engineering Services	17,820.00
18092	17/12/2013	J.R. & A. Hersey Pty Ltd	Goods as requested by Works Manager	2,382.89
18093	17/12/2013	Jump 4 Us	Supervision of Kids activities at Annual Xmas Gathering at Leonora Oval	1,690.00
18094	17/12/2013	Kalgoorlie Retravisson	Wireless Router - Works Depot	149.00
18095	17/12/2013	Kerion Pty. Ltd.	Return Flights for Lenore Layman	480.00
18096	17/12/2013	Kleenheat Gas	Facility Fees and Various Gas Bottle Deliveries	1,472.99
18097	17/12/2013	Landgate	Mining tenements Chargeable - Schedule No. M2013/11	1,519.40
18098	17/12/2013	Leinster Contracting Services	Empty 2 Skip Bins at Leonora	726.00
18099	17/12/2013	Leinster Golf Club	Replacement Turf Matting for all tee boxes - Leinster Community Grant	3,850.00
18100	17/12/2013	Leonora Drive Connectors	Redarc Battery Isolator	198.00
18101	17/12/2013	Leonora Painting Services	Painting of Graffiti at back lane of Skate Park	2,530.00
18102	17/12/2013	Leonora Pharmacy -	Sunscreen for Pool and Gifts for Kids Xmas Party	250.00
18103	17/12/2013	Leonora Post Office	Postage costs - November 2013	424.95
18104	17/12/2013	Leonora Supermarket and Hardware	Supermarket Purchases - November, 2013	366.83
18105	17/12/2013	McBrides Garden Centre & Landscaping	Masterpave - Youth Centre Refurbishment	2,121.42
18106	17/12/2013	McBrides Landscaping Services	Plants for Landscaping at Shire Houses	409.19
18107	17/12/2013	McMahon Burnett Transport	Freight	2,967.35
18108	17/12/2013	MLG OZ Pty Ltd	Tarmoola 20mm Roadbase	568.26
18109	17/12/2013	Mukinbudin Agencies July 08	Rotary Hoe FRC800	3,696.00
18110	17/12/2013	Netlogic Information Technology	Remote Consultations and supply of anti-virus software	2,138.00
18111	17/12/2013	Niche Medical	Goods for Medical Practice	1,397.00
			Sub Total	\$197,131.47

President:

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$197,131.47
18112	17/12/2013	Office National Kalgoorlie	Monthly Copy Charges	849.05
18113	17/12/2013	Peter Craig.	Pro Rata Presidential and Deputy Allowance & Reimbursement for Flights	12,119.99
18114	17/12/2013	Pip McCahon	Reimbursement for consultancy Services	427.50
18115	17/12/2013	Pipeline Mining & Civil Contracting	Final Claim on De Rubies House	17,069.25
18116	17/12/2013	Powerchill Electrical & Refrigeration	Work as requested	5,117.47
18117	17/12/2013	Precision Acoustics	AC Calibration for WorkCover - Audiometer Danplex	217.80
18118	17/12/2013	PWT Electrical Pty Ltd	Work at Youth Centre and Shire Toilets	2,124.74
18119	17/12/2013	Richelle Berry	Reimbursement for WWC and Police Checks	117.50
18120	17/12/2013	RLG Mechanical Services	Cat 12H Grader Universal A/C High/Low Pressure Switch	42.68
18121	17/12/2013	Ross Norrie -	Deputy President Allowance (Pro rata) 2013/14	2,508.33
18122	17/12/2013	Shire Of Leonora - General	Xmas Vouchers	179.87
18123	17/12/2013	Sigma Chemicals	Chemicals for Pool	1,187.50
18124	17/12/2013	Skippers Aviation Pty Ltd	Flights for James Trail	600.00
18125	17/12/2013	Sunny Brushware Supplies Pty Ltd	Brooms and refills for Sweeper	1,281.50
18126	17/12/2013	Telstra	Internet/Phone Usage - November 2013	4,799.22
18127	17/12/2013	The Central Hotel	Accommodation - J Trail & P Craig	345.00
18128	17/12/2013	Toll Ipec Pty Ltd	Freight	1,085.13
18129	17/12/2013	UHY Haines Norton	Accounting Service Fee for November 2013	6,820.00
18130	17/12/2013	WA Local Government Association	2013 Local Government Elections Advertising	1,760.00
18131	17/12/2013	Water Corporation		1,711.52
18132	17/12/2013	West Australian Newspapers Ltd	Advertising - November, 2013	473.48
18133	17/12/2013	WesTrac Pty Ltd	Parts and Service as requested by Works Manager	1,021.80
18134	17/12/2013	Wurth Australia Pty Ltd	Goods as requested by Works Manager - Pool Maintenance	228.20
18135	17/12/2013	Yates Contracting	Hire of Foxtel - April - October, 2013	637.40
			GRAND TOTAL	\$259,856.40

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

President: _____

SUBMISSION TO: Meeting of Council
Meeting Date: 17th December 2013

AGENDA REFERENCE: 10.2 (C) DEC 13

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: 10th December 2013

BACKGROUND

The Policy Manual was extensively reviewed in close consultation with the Chief Executive Officer and other relevant staff in 2011. Since that review, there have been some new policies adopted by Council, which have been included in the enclosed document.

Some minor amendments have been also been undertaken with the Assets Accounting Policy, during the transition to fair value accounting, which are also included within the policy manual document.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Policy Review.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the Council adopt the Policy Manual as attached.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

President: _____

Moved Cr GW Baker, Seconded Cr RM Cotterill, that the Council adopt the Policy Manual as attached.

CARRIED (5 VOTES TO 0)



Shire of Leonora

POLICY MANUAL

Reviewed
17th December, 2013

(A) ADMINISTRATION**1. General Administration**

1.1	Agenda Items	3
1.2	Chambers	4
1.3	Legal Representation	5
1.4	Disclaimer	7
1.5	Well Wishes from Council	8
1.6	Meeting of Council – Guest Speakers	9
1.7	Public Relations – Press Releases	10
1.8	Execution of Documents	11

2. Finance

2.1	Investments	12
2.2	Corporate Credit Cards	13
2.3	Purchasing Policy	15
2.4	Rates Recovery	18
2.5	Insurance	20
2.6	Budget Management – Capital Acquisitions	21
2.7	Taxation Exemptions	22
2.8	Assets Accounting	23
2.9	Loans – Self Supporting	24
2.10	Asset Management Policy	25

3. Human Resources

3.1	Gratuity Payments	29
3.2	Conferences - Staff Attendance and Representation	30
3.3	Conferences - Staff Travel and Accommodation Expenses	31
3.4	Internet and Email Usage	32
3.5	Occupational Health and Safety	33
3.6	Acting Chief Executive Officer	34
3.7	Harassment, Bullying & Discrimination	35
3.8	Superannuation	39
3.9	Protection from the Sun for Outdoor Work	40
3.10	Equal Opportunity	41
3.11	Staff Training	42
3.12	Smoke Free Environment	44
3.13	Staff – Senior Employees	45
3.14	Staff – Presentations on Termination	46
3.15	Salaries and Wages – Mode of Payment	47
3.16	Payroll Deduction of Union Subscriptions	48
3.17	Staff Incentive – Sick Leave Bonus	49
3.18	Fitness for Work (Including Alcohol, Drugs & Illegal Substance Use in the Workplace)	50

(C) COMMUNITY SERVICES

4.1	Environment – Council Recognition	57
4.2	Library Charges	58
4.3	Unruly Behaviour in Council Facilities	59
4.4	Use of Community Bus and/or Other Vehicles	60
4.5	Gwalia Collection Policy	61

(M) MEMBERS

5.1	Conferences – Members Attendance and Representation	68
5.2	Conferences – Members Travel and Accommodation Expenses	69
5.3	Public Question Time	70

(T) TECHNICAL SERVICES

6.1	Plant and Vehicle Replacement Programme	72
6.2	Shire Plant and Equipment After Hours Use	73
6.3	Operation of Shire Plant	74
6.4	Refuse Collection Charges	75
6.5	Vendor/Trading Licence	76
6.6	Building Control – Free Standing Garden Sheds, Patios and Pergolas	77
6.7	Building Control – Duration	78
6.8	Building Control – Buildings – Set out by Licensed Surveyor	79
6.9	Building Control – Relocated Dwellings	80
6.10	Building Licences	81
6.11	Conditions for Surface Clearing and Drilling Activities within the Leonora Townsite	82

A.1.1**AGENDA ITEMS**Policy Adopted 16th December 2011**Objective**

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

Policy Statement

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

A.1.2**CHAMBERS**Policy Adopted 15th July 1997 and amended 16th December 2011**Objective**

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

Policy Statement

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

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

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

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

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

Policy Statement

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

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

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

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

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

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

Applications for Financial Assistance

- (a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.

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

Repayment of Assistance

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

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

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

Policy Statement

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

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

A.1.5**WELL WISHES FROM COUNCIL**Policy Adopted 15th July 1997**Objective**

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

Policy Statement

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

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

A.1.6 MEETINGS OF COUNCIL – GUEST SPEAKERS**Policy Adopted 15th July 1997****Objective**

To define appropriate parameters for guest speakers at Council meetings.

Policy Statement

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

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

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

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

A.1.7 PUBLIC RELATIONS – PRESS RELEASESPolicy Adopted 15th July 1997**Objective**

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

Policy Statement

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

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

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

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

A.1.8**EXECUTION OF DOCUMENTS**Policy Adopted 15th July 1997**Objective**

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

Policy Statement

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

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

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

Policy Statement

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

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

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

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

Policy Statement

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

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

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

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

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

.....
Name of Card Holder

.....
Signature of Card Holder

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

A.2.3**PURCHASING POLICY**Policy Adopted 20th February 2007 and amended 16th December 2011**Objective**

This policy is to deliver a best practice approach and procedures to internal purchasing for the Shire and to ensure consistency for all purchasing activities that integrates within all the Shires operational areas. The policy is to ensure that the Shire complies with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

Policy Statement

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

- Provides the Local Government with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Local Government receives value for money in its purchasing.
- Ensures that the Local Government considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Local Government is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Local Government's purchasing practices that withstand probity.

All officers and employees of the Local Government shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Local Government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

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

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs(for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

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

Local Government is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

Practically, sustainable procurement means the Local Government shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re manufacture or otherwise to minimise waste.

- For motor vehicles — select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments — where available use renewable energy and technologies.

PURCHASING THRESHOLDS

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

Up to \$10,000	Direct purchase from suppliers requiring only two verbal quotations (can be arranged by delegated officers)
\$10,001 to \$ \$25,000	Obtain at least two verbal or written quotes (Deputy CEO delegated to approve)
\$25,001 to \$99,999	Obtain at least three written quotations (CEO delegated to approve)
\$100,000 and above	Conduct a public tender process (full Council to approve)

Capital and Operating expenditure - that local suppliers be the first preference followed by regional suppliers;

LIMITS OF AUTHORITY

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

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

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

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

Policy Statement

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

(1) Instalments:

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

(2) Overdue & Final Notices

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

(3) Letters of Demand

- 3.1 Mining Tenements
 - A Letter of Demand will be issued, generally no later than 30 days after Final Notices have been generated, to the current owners of any registered lease within the Shire where no payments have been made.

- The Letter of Demand will give the owner up to 14 days to respond at which time details will be forwarded to the Shire's debt collection agency without further notice.

3.2 General and Other Property

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

(4) Issue of Summons

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

(5) Collection of Rent Due

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

A.2.5**INSURANCE****Policy Adopted 16th December 2011****Objective**

To ensure that the Shires assets are adequately protected

Policy Statement

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

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

A.2.6 BUDGET MANAGEMENT – CAPITAL ACQUISITIONSPolicy Adopted 15th July 1997**Objective**

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

Policy Statement

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

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

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

A.2.7**TAXATION EXEMPTIONS**Policy Adopted 15th July 1997**Objective**

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

Policy Statement

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

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

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

Policy Statement1. Depreciation of Assets

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

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

Furniture equipment

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

Tools	10 Years
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2. Capitalisation of Assets

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

3. Valuation Assets

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

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

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

A.2.9**LOANS – SELF SUPPORTING**Policy Adopted 15th July 1997**Objective**

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

Policy Statement

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

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

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

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

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

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

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

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

Policy Statement*Scope & Limitations*

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

- Government Agencies
- Private Enterprise
- Contractors

Background

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

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

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

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

*Guiding Statement***KEY COMMITMENTS**

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

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

RESPONSIBILITY AND REPORTING

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

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

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

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

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

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

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

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

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

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

POLICY DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Outcomes

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

A.3.1**GRATUITY PAYMENTS**Policy Adopted 17th February 1998**Objective**

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

Policy Statement

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

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

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

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

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

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

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

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

Policy Statement

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

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

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

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

Policy Statement

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

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

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

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

Policy Statement

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

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

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

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

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

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

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

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

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

Policy Statement

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

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

The employer acknowledges a duty of care to:

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

Employees have a duty of care to

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

Reviewed 17th December 2013

33

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

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

Policy Statement

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

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

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

a) The Harassment, Bullying and Discrimination Policy aims to create an environment free from harassment, bullying and unlawful discrimination leading to a productive and positive workplace and educational setting. To achieve this objective the Shire of Leonora will:

- Implement effective procedures to manage complaints based on the principles of natural justice,
- Promote and expect appropriate standards of conduct at all times.

Scope

a) The Shire of Leonora does not condone harassment, bullying or unlawful discrimination and values diversity in employment and education. This policy applies to all officers, employees and elected members, as well as contractors or volunteers. Breaches of this policy will be treated as misconduct or serious misconduct and dealt with under the relevant staff policies and procedures.

b) This policy applies in any Council context, including conferences, work functions, social and Christmas parties, as well as business trips.

Definitions***Harassment***

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

Sexual Harassment

a) Sexual Harassment is any behaviour of a sexual nature, which is unwelcome. It may involve a single incident or a series of incidents. The Commonwealth Sex Discrimination Act 1984 declares sexual harassment to be unlawful. The Shire of Leonora has a responsibility to protect all staff from sexual harassment. Sexual Harassment may include:

- physical contact - eg touching; patting; pinching; kissing or embracing someone; sexual assault and rape.
- verbal comments - eg innuendo; smutty jokes; suggestive comments about someone's appearance or body; persistently inviting someone out; questions about a person's private life; requests for sexual favours.
- nonverbal actions - eg leers; stares; displays of sexually explicit material; offensive body and hand movements; suggestive letters and drawings, including email; indecent exposure, stalking.

Reviewed 17th December 2013

35

b) When identifying sexual harassment, the intent of the person whose behaviour caused offence is largely immaterial, as it is the effect of their behaviour that is relevant. If behaviour is unwelcome and is sexually oriented, and occurs in circumstances where a reasonable person would have anticipated the possibility that a person would have been offended, humiliated or intimidated by the conduct, then it is sexual harassment.

c) Sexual harassment is not behaviour which is based on mutual attraction, friendship or respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

Bullying

a) Bullying is defined as any on-going anti-social or unreasonable behaviour that offends, degrades, intimidates or humiliates a person, and/or has the potential to create a risk to health, safety and wellbeing. Overt or covert bullying refers to activities that create an environment of fear through acts such as:

- cruelty, belittlement or degradation,
- public reprimand or behaviour intended to punish, such as isolation and exclusion from workplace activities,
- ridicule, insult or sarcasm,
- trivialisation of views and opinions, or unsubstantiated allegations of misconduct,
- physical violence such as pushing, shoving or throwing of objects.

Discrimination

a) Discrimination occurs when a person is treated less favourably than another person because of certain attributes. Under federal and state laws, it is against the law to discriminate against people or to harass them, in various areas of public life because of their:

- race, including colour, ethno-religious background or nationality,
- sex or pregnancy,
- transgender,
- marital status,
- disability,
- carers' responsibilities,
- homosexuality, or
- age.

b) It is also against the law to treat people unfairly, or harass them, because of the age, disability, carers' responsibilities, homosexuality, marital status, race, sex or transgender of any relative, friend or colleague.

c) Direct discrimination is where someone is treated less favourably because of their sex, age, race, disability, pregnancy or any of the other grounds covered by anti-discrimination legislation. Indirect discrimination occurs when a requirement (or rule) that is the same for everyone has an effect or result that is, or is likely to, disadvantage staff because of their sex, race, disability etc.

Policy Statement

a) Harassment or bullying of or unlawful discrimination against staff or Councillors by any employee or Councillor of the Shire of Leonora is unacceptable. Harassment, bullying and unlawful discrimination may:

- create an intimidating hostile, offensive or distressing work or study environment;
- adversely affect the performance of individual staff;
- adversely affect an individual's recruitment, level of appointment, promotion and progression opportunities;
- adversely affect an individual's access to and/or participation in the range of professional development opportunities, support services, social and recreational facilities provided by the Shire of Leonora;
- adversely reflect on the integrity and standing of the Shire of Leonora;
- increase the risk of the Shire of Leonora as an employer to be exposed as being vicariously liable.

b) The Shire of Leonora expects all members of staff, students, contractors and individuals who enter into particular relationships with the Shire of Leonora, to ensure that their behaviour meets appropriate standards and contributes to a productive workplace and learning environment.

Principles, Obligations and Responsibilities

a) Reports and complaints of harassment, bullying and unlawful discrimination will be treated seriously by the Shire and will be investigated promptly in a sensitive, thorough and confidential manner ensuring that complainants and witnesses are not victimised.

b) The principles of natural justice apply and will guide the application of this policy and associated procedures. This means that before a decision is taken about them, staff have the right to be informed about the nature and content of the issue, have the right to be heard and have the right to have an unbiased decision maker.

c) All managers have a leadership role in ensuring the Harassment, Bullying and Discrimination Policy is adhered to and in taking appropriate action in circumstances where they become aware of existing or possible harassment, bullying or unlawful discrimination.

d) The complaint resolution process is carried out in good faith and complaints that are frivolous, vexatious, misconceived or lacking in substance will be rejected if a preliminary investigation of the facts indicates this.

Resolution Options

a) The Shire of Leonora encourages staff to endeavour to resolve issues directly and informally through a process of discussion and conciliation where possible. This may involve seeking advice from a supervisor, or Senior Manager. At any stage, strategies used to resolve a grievance may include, but need not be limited to, mediation, counselling or conciliation meetings between the parties.

b) If the informal options do not work or are not appropriate, staff can make a formal complaint in writing under the Grievance Policy for Shire Staff.

c) Staff may also refer their complaint to an external body at any time.

d) In cases of assault or other criminal activity, staff should contact the Police.

Relevant Legislation

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

A.3.8**SUPERANNUATION**Adopted by Council 16th December 2011**Objective**

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

Policy Statement

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

Superannuation Guarantee:

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

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

Contributory Superannuation:

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

A.3.9 PROTECTION FROM THE SUN FOR OUTDOOR WORKPolicy adopted 15th July 1997**Objective**

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

Policy Statement

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

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

Shire will issue all of the above.

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

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

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

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

Policy Statement

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

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

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

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

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

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

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

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

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

Policy Statement

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

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

- d) Other appropriate training and professional development initiatives at the Chief Executive Officer's discretion.
8. As a general guide the Shires preference for staff training activities are:
- a) Utilisation of any local training opportunities or courses.
 - b) Co-ordination with other local training exercises (eg with local businesses and with government departments).
 - c) In-house training activities.

A.3.12**SMOKE FREE ENVIRONMENT**Policy Adopted 15th July 1997**Objectives**

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

Policy Statement

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

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

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

A.3.13**STAFF – SENIOR EMPLOYEES**Policy Adopted 15th July 1997**Objective**

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

Policy Statement

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

Chief Executive Officer
Deputy Chief Executive Officer
Manager Works

A.3.14 STAFF – PRESENTATIONS ON TERMINATION**Policy Adopted 15th July 1997****Objective**

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

Policy Statement

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

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

Reference to Council where unusual circumstances are involved.

A.3.15 SALARIES AND WAGES – MODE OF PAYMENT**Policy Adopted 15th July 1997****Objective**

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

Policy Statement

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

A.3.16 PAYROLL DEDUCTION OF UNION SUBSCRIPTIONS**Policy Adopted 15th July 1997****Objective**

To assist employees to meet their subscription obligations.

Policy Statement

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

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

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

Policy Statement

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

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

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

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

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

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

Objective

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

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

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

Scope

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

Definitions

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

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

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

Policy Statement

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

ALCOHOL

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

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

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

DRUGS AND PRESCRIPTION MEDICATION

Illicit drugs and other substances

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

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

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

Prescription and other medication

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

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

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

Fatigue

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

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

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

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

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

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

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

EMPLOYEE ASSISTANCE PROGRAMME (EAP)

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

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

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

DISCIPLINARY ACTION

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

General guidelines

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

fatigued will be subjected to a random drug and alcohol screen and will be stood down from work until such time as they have proven they are fit for work.

First offence

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

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

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

Second and Subsequent Offences

- The employee will be immediately suspended from duty if found unfit for work.
- The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances and the results provided to the Shire at the

employee's expense. The employee has up to three months to provide a negative test. Failure to provide a negative test will place the employee at serious risk of dismissal.

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

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

SUMMARY DISMISSAL

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

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

OTHER

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

- Contact the employee's next of kin to arrange pick up;

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

NEW EMPLOYEES

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

C.4.1 ENVIRONMENT – COUNCIL RECOGNITIONPolicy Adopted 15th July 1997**Objective**

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

Policy Statement

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

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

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

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

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

C.4.2**LIBRARY CHARGES**Policy Adopted 15th July 1997**Objective**

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

Policy Statement

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

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

C.4.3 UNRULY BEHAVIOUR IN COUNCIL FACILITIESPolicy Adopted 15th July 1997**Objective**

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

Policy Statement

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

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

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

C.4.4 USE OF COMMUNITY BUS &/OR OTHER VEHICLES**Policy Adopted 16th December 2011****Objective**

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

Policy Statement

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

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

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

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

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

Background

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

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

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

Policy Statement**1. Vision**

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

2. Mission

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

3. Aim

Our aim is to:

3.1 integrate and manage our cultural heritage collections to industry standards;

3.2 interpret Gwalia to engage and inform visitors about life and mining in Gwalia in the context of Western Australian and Australian history, and particularly the history of the immediate region;

3.3 be a repository for items directly relating to mining activities (exploration, extraction, processing, rehabilitation and management), domestic life and commercial enterprises at Gwalia since 1896, together with recognition of the people and stories behind the collection;

5.3 provide a research and educational resource for the public;

5.4 be a repository for items relating to the wider Leonora area, including the town of Leonora, until such time as it is determined they should be transferred elsewhere. This collection will be called the Regional Leonora Collection to distinguish it from the Gwalia Collection.

4. Principal themes and storylines

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

4.1 Principal Theme 1: Gwalia Storyline 1: The Mine Town Storyline 2: Sons of Gwalia Mine(s)
 Storyline 3: Transient nature of mining and ghost towns, with a focus on those within the Shire of Leonora.

4.2 Principal Theme 2: Regional Leonora

Storyline 1: Indigenous
 Storyline 2: Pastoral
 Storyline 3: Towns and settlements

5. Purpose of the Collection

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

We will achieve this by acquiring, conserving and sharing:

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

6. Acquisitions

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

6.1 Acquisitions criteria

Proposed new acquisitions for the collection will:

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

6.2 Physical condition

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

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

6.3 Accepting items for consideration

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

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

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

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

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

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

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

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

Suitable documentation is to be kept for transfers and purchases.

6.4 Considering items for acquisition

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

6.5 Acceptance of items

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

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

6.6 Accession register

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

6.7 Catalogue of items

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

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

6.8 Object files

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

6.9 Decline of offer

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

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

7. Loans

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

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

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

7.1 Inward loans

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

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

7.2 Outward loans

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

Loans will not be made to individuals.

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

7.3 Loan agreements

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

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

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

7.4 Condition reports

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

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

8. Access to the collection

8.1 Telephone, email, fax & web enquires

All enquiries will be:

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

8.2 Physical access

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

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

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

8.3 Requests for copies of material

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

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

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

9. Conservation

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

9.1 Preventative conservation

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

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

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

9.2 Interventive conservation

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

Statutory approvals will be sought prior to the commencement of work

10. Disposal and de-accessioning

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

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

Items can only be disposed of in the following ways:

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

10.1 Disposal criteria

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

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

10.2 De-accessioning procedures

10.2.1 The Curator will prepare a De-Accessioning Proposal for consideration by the Gwalia Reference Group. The Reference Group will then make a recommendation to Council for decision.

10.2.2. A De-Accessioning File will be kept, containing the De-Accessioning Proposal and a photograph of the item. A copy of the relevant minutes of both the Reference Group and Council decision will also be placed on the file.

10.2.3 Electronic records of the item are not to be deleted but instead marked 'De-accessioned'.

10.2.4 A copy of the relevant documentation will be placed in the Object File and the Cataloguing Sheet marked 'De-Accessioned'.

10.2.5 A note is also to be made in the Accession Register that the item has been de-accessioned (usually a line through the entry with date and reason).

10.2.6 If the Council determines not to dispose of the item, a copy of the De-Accessioning Proposal and relevant minutes will be kept in the Object File for information.

11. Winding up of operations

In the event of the Shire of Leonora determining that it can no longer be responsible for management of the collection and after due consideration by Council, the collection shall be distributed:

- (1) to an incorporated association or statutory body having compatible aims to this policy; or,
- (2) for charitable or benevolent purposes.

Under no circumstances shall any part of the collection be sold to individuals or profit making ventures.

12. Disaster preparedness

A Disaster Plan will be prepared and adopted by the Shire of Leonora.

The Disaster Plan will direct the recovery and salvage of the collection in the event of a disaster.

The Disaster Plan will be updated every two years.

13. Collection and policy review

13.1 This Collection Policy will be circulated to staff and volunteers, and made available to members of the public and potential donors.

13.2 This Collection Policy will be revised and updated annually.

M.5.1**CONFERENCES – MEMBERS
ATTENDANCE AND REPRESENTATION****Policy Adopted 16th December 2011****Objectives**

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

Policy Statement

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

1. When it is considered desirable that the Shire be represented at an international national or interstate conference, study tour, seminar or convention, a maximum of one Elected Member and one officer may attend;
2. Following attendance at such a conference, study tour, seminar or convention , the Elected Member shall within thirty days of their return submit a report detailing the proceedings for the Shire's information and records;
3. In considering Elected Members attendance at a conference, study tour, seminar or convention or the like, the Council will take into consideration previous attendance at similar events and possible benefits to the Shire for an elected member to attend the event;
4. All conference papers and/or information relating to the proceedings become the property of the Shire and will be returned to administration staff should the Elected Member no longer remain a Councillor.

M.5.2**CONFERENCES - MEMBERS
TRAVEL & ACCOMMODATION EXPENSES**Policy Adopted 15th July 1997 and amended 16th December 2011**Objectives**

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

Policy Statement

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

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

M.5.3**PUBLIC QUESTION TIME**Policy Adopted 17th November 1998 and amended 16th December 2011**Objective**

To provide a process which will address questions by the public in a timely manner?

Policy Statement**(1) Prior to the meeting.**

The Shire will provide a register and question form for people who wish to ask a question at public question time. The register and forms will be available at least 30 minutes prior to commencement of the meeting.

(2) During the meeting

The procedure for dealing with question from the public during the meeting will be as follows-

- (a) The presiding person opens question time with a brief statement on the rules including-
 - (i) the period of time set aside for public question time;
 - (ii) the availability of the written rules in the chamber;
 - (iii) the Shire policy that people will be called to ask their question in the order they have registered;
 - (iv) any person who has not registered will be given an opportunity to ask a question after those who have registered;
 - (v) the Shire policy that each person is allowed a certain number of questions or a set amount of time;
 - (vi) the right of each person, if they have further questions, to return to the end of the queue;
- (b) persons are requested to come forward in the order they have registered;
- (c) give their name;
- (d) read out their question;
- (e) before or during the meeting each person is requested to provide a written form of their question to the CEO;
- (f) the presiding member will determine who is to respond to the question;
- (g) the question is responded to, taken on notice or not accepted;
- (h) the person having used up their allowed number of questions or time is asked by the presiding member if they have more questions; if they do then the presiding member notes the request and places them at the end of the queue; the person resumes their seat in the gallery;
- (i) the next person on the registration list is called;
- (j) the original registration list is worked through until exhausted; after that the presiding member calls upon any other persons who did not register if they have a question. (people may have arrived after the meeting opened);
- (k) when such people have asked their questions the presiding member may, if time permits, provide an opportunity for those who have already asked a question to ask further questions;

- (l) public question time is declared closed following the expiration of the allocated time period or where there are no further questions.

3) Following the meeting

It is a requirement that the minutes of the meeting contain a summary of each question asked and the response given. Questions taken on notice will be researched and a written response provided to the questioner, assuming they have provided a name and contact details. Responses to questions taken on notice must be included in the minutes of the following meeting.

T.6.1 PLANT AND VEHICLE REPLACEMENT PROGRAM**Policy Adopted 16th December 2011****Objective**

To determine a plant and vehicle replacement program that provides for the economical replacement of, or purchase of additional, plant and vehicles.

Policy Statement

To ensure that the Shire has the most advantageous process for the replacement of, or purchase of additional, plant and vehicles, senior staff shall prepare a ten year purchase and replacement program.

The ten year programme shall be prepared in time to allow Council consideration for inclusion for long term planning documents for the ensuing 9 years and draft budget etc.

In determining the Vehicle Purchase and Replacement Programme of plant, machinery and light vehicles, the Manager of Works should use the guide below to determine their changeover date.

Plant is to be sold, replaced or changed over when:

- An optimum return is possible.
- The cost of maintenance, repairs and parts are considered excessive.
- The plant has reached the end of its useful life.
- It no longer meets the operational requirements of the Shire

Generally, graders and other heavy duty items (e.g. loaders) will be changed over every five years, prime mover and other trucks every ten years, light vehicles (except administration sedans) every two years or 40,000km, and administration sedans every year or 20,000km.

The Shire will purchase ANCAP four (4) and five (5) star rated motor vehicles where practicable.

T.6.2	SHIRE PLANT AND EQUIPMENT AFTER HOURS USE Policy adopted 16 th December 2011
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Objective

To establish the criteria for the after hours use of Shire plant and equipment where it is to be used for a local community organisation or sporting body.

Policy Statement

The Chief Executive Officer is authorised to permit the after hour's use of the Shires plant and equipment at no cost provided that the plant and equipment:

1. Is used to facilitate works for a local community organisation or sporting body;
2. Is operated by appropriately trained and authorised Shire employees only;
3. Does not leave the Shire of Leonora;
4. Is available at the relevant depot and does not involve unnecessary transportation.
5. Is returned to the relevant depot in time for normal Shire operations.

T.6.3**OPERATION OF SHIRE PLANT**Policy Adopted 16th December 2011**Objective**

To ensure the appropriate use of Shire plant and equipment

Policy Statement

That all Shire plant and equipment is to be operated only by authorised personnel, and that the Chief Executive Officer and / or Manager of Works are the only persons permitted to provide that authorisation.

T.6.4 REFUSE COLLECTION CHARGESPolicy Adopted 16th December 2011**Objective**

To set guidelines for the imposition of refuse collection charges on properties in the Shire of Leonora.

Policy Statement

Refuse collection charges are used to offset the costs of the waste collection and disposal service operated by the Shire. These costs include but are not limited to the following:

• Wages of refuse truck driver	• Refuse site annual maintenance
• Replacement of collection trucks	• Dozer hire for new trenches
• Refuse truck operating costs	• Landfill license from the DEC
• Supervision by Manager of Works	• Covering waste with fill
• Administration of refuse service	• Provision of fencing
• Street bin refuse collection	• Litter cleanup around site
• Maintenance of street bins	• Burning green waste
• Cost of providing a refuse site	

The Shire will identify the costs of providing the refuse collection and disposal service and impose fees and charges that reflect the cost of providing the waste management service.

When determining the fees, the Council will take into consideration that the income received from the refuse collection fees should offset the annual cost for the provision of waste management within the Shire.

In order to ensure that all landowners contribute equitably to the provision of the waste management service, the following category of fees will apply.

Category	Rate	Number
Vacant Residential Land	N/A	Nil
Vacant Commercial Land	N/A	Nil
Vacant Industrial Land	N/A	Nil
Residential Property	Residential collection rate	Min 1 - 240L bin
Commercial Property	Commercial collection rate	Min 1 - 240L bin
Industrial Property	Commercial collection rate	Min 1 - 240L bin

Note: Fees are set by the Council annually at the adoption of the budget

Caretaker's residences on commercial or industrial property will require an additional bin to service the residence.

A reduction in refuse collection charges will not be considered.

T.6.5**VENDOR / TRADING LICENCE**Policy Adopted 15th July 1997, amended 20th October 1998**Objective**

To set out guidelines for the issuance of Vendor/Traders Licences.

Policy Statement

The applicant should firstly submit an application for a Traders/Vendors Licence in writing addressed to:

The Chief Executive Officer
PO Box 56
Leonora WA 6438

Giving details of:

Name (Owner/Proprietor)
Business Name
Business Address and Postal Address
Nature of Business and type of goods sold
Duration of stay (usually no more than three days)

Then the Application and details are presented to the next Ordinary Meeting of Council held on the third Tuesday of every month. It is therefore important to make application no later than one week prior to the Council Meeting to allow the Council Staff to prepare the submission into the regular format for presentation to Council for consideration.

After the meeting day presentation, the applicant will be advice of Council's decision by telephone / fax and also in writing. The applicant will be advised if the submission is rejected and the reasons for rejection.

Fees: an annual fee set by Council each year in its schedule of fees and charges is payable to the Shire of Leonora.

Location for trading: Currently the vacant land south of the Leonora Motor Inn car park is suitable for trading, however this can be subject to Council discretion and may change from time to time.

Reviewed at Council meeting held on 20th October 1998 to include:

The Chief Executive Officer is delegated authority to negotiate with traders/vendors and when considering an application the Chief Executive Officer is to consider:

- i. The nature of business and type of goods sold;
- ii. The effect the business has local traders;
- iii. The duration of the stay

If a trader/vendor is unable to obtain suitable premises from which to operate within the central business area, the Chief Executive Officer is delegated authority to approve suitable location within the town site provided no nuisance is created by the nature of that business.

T.6.6 BUILDING CONTROL
FREE STANDING GARDEN SHEDS, PATIOS AND PERGOLAS
 Policy Adopted 15th July 1997

Objective

To set out guidelines for ratepayers as to whether a building permit is required or not.

Policy Statement

The Council does not require the submission of an application for Building Licence for the following structure provided they are constructed in new materials and in a workmanlike manner.

1. Free Standing Garden Sheds

Garden sheds of a maximum area not exceeding 15m², subject to the following conditions:

- a) To be located at the rear of the dwelling or unit;
- b) To be located at least 1m from the rear and side boundaries. In the case of a corner block, to be located no less than 6m from the secondary street;
- c) To be a maximum height of 2.1m;
- d) To be located no less than 1.8m from the dwelling or unit

Where there already exists two separate outbuildings on the site, Council approval is the required for a garden shed.

2. Patios

A “patio” is a structure attached to the exterior of a dwelling or unit and is roofed, but not enclosed.

Patios located at the rear of the dwelling or unit will permitted provided the structure does not exceed the area occupied in length by the rear of the dwelling or unit and no wider than 2.4m.

The structure is to be no wider than 1.2 to any boundary.

3. Pergolas

A “pergola” is a structure attached to the exterior of a dwelling and is partially roofed, but not enclosed.

Open-sided pergolas are not to be permitted at the rear of the dwelling under the same conditions as patios.

T.6.7 BUILDING CONTROL - DURATION
Policy Adopted 15th July 1997**Objective**

To ensure that building applications are carried out in a timely manner, so as not to impose long term on the amenity of the area.

Policy Statement

It is Councils Policy that all Building Licences issued are to be valid for a maximum period of 24 months.

An extension of time or renewal of Building Licence is to be limited to 12 months per extension.

The fee payable on the renewal of a Building Licence is to be in proportion to the extent of the building to be completed, eg:

If 50% completed then 50% of fee charged

If 75% completed then 25% of fee charged

T.6.8 BUILDING CONTROL BUILDINGS – SET OUT BY LICENSED SURVEYOR Policy Adopted 15 th July 1997

Objective

To ensure buildings are correctly set out within lot boundaries.

Policy Statement

It is the Council's policy that the following condition be imposed on all building licences issued for all developments, excluding single residential buildings, outbuildings, etc. That is, the condition is to be imposed on duplexes, group residential, commercial, industrial and the like.

All buildings are to be set out by a licensed surveyor. The set out is not to occur unless the boundaries of the lot have been re-established by a licensed surveyor who confirms that they pegs determining the lot boundaries are correctly positioned.

T.6.9**BUILDING CONTROL
RELOCATED DWELLINGS**Policy Adopted 15th July 1997**Objective**

To ensure that second hand dwellings are of a quality standard and do not impose negatively on the amenity of the area.

Policy Statement

This policy is to apply for any dwellings proposed for relocation into any part of the Shire.

All relocated dwellings are to comply with relevant provisions of the Building Code of Australia, Health Act and Town Planning Scheme.

The dwellings are to be inspected by a Council Building Surveyor at the expense of the applicant (to be paid in advance) and a list of required work will be made. Alternatively, Council will consider a written report from the appropriate Local Authority Building Services Department or a Structural Engineer.

For the assessment of the proposed relocation, the Council requires the submission of a Building Licence Application, together with plans, site plans and photographs of the dwelling.

The council may seek comment from adjoining and affected landowners.

If any approval is granted, the following additional requirements may be imposed and applicants are to be advised accordingly:

1. The formal submission of an application for both a building licence and septic tank (where applicable).
2. The building is to be completely restumped.
3. The underside of the building is to be enclosed.
4. The exterior claddings, walls and roof are to be brought up to as new standard (this may entail brick veneering).
5. Council will consider the effect on surrounding properties and may require alterations to the design and site location so as to complement the surrounding properties.
6. The applicant will be required to complete all specified required works within 12 weeks of the relocated building being placed on site.
7. A bank guarantee to the value of \$5,000 will be required to be lodged with Council, which will be released when the work is either completed or on a pro rata basis and refunded at the discretion of the Building Surveyor
8. Asbestos to be removed prior to transporting the dwelling to the Shire.

T.6.10**BUILDING LICENCES**Policy Adopted 15th July 1997**Objective**

To ensure that the customer is aware of fees that may be incurred when lodging a building application.

Policy Statement

It is Council policy that Building Licence applications be assessed before approval to determine the estimated value of the proposed construction in accordance with Regulation 24 of the Building Regulations 1989, for the purpose of setting Building Licence fees. Council's Building Surveyor is authorised to set minimum estimated rates for various methods of construction to assist in its assessment of applications.

If an applicant does not agree with the estimated value which has been calculated, the applicant may be required to submit such things such supporting evidence on construction value as considered necessary by the Building Surveyor to enable a revision of the estimated value.

T.6.11 CONDITIONS FOR SURFACE CLEARING AND DRILLING ACTIVITIES WITHIN THE LEONORA TOWNSITE

Policy Adopted 21st July 1998

Objective

To ensure minimal disruption occurs when clearing and drilling activities within the Leonora townsite are carried out.

Policy Statement

1. Drilling is to be conducted during daylight hours between the hours of 7.00am and 5.00pm excluding Sundays and Public Holidays.
2. The residents living within 500 metres of any drill site to be consulted prior to the commencement of any drilling.
3. The Department of Environmental Protection Regulations in regards to noise and dust are complied with.
4. Implementation of appropriate compliance audit to ensure compliance with DME guidelines, Mining Act 1978 and Regulations 1981 requirements.
5. All drill holes on land to be developed are to be backfilled with sand.
6. Clearing lines of vegetation for access should be done after reasonable alternatives accesses have been considered. Where clearing is necessary, equipment blades are to be above ground level so as to minimise soil displacement and erosion potential.
7. Grid lines and cross that have been cleared are to be closed off at the completion of the programme to prevent them being used as thoroughfare by vehicles. Cleared vegetative material can be used as a barrier for this purpose.
8. Damage to the environment is to be kept to a minimum.
9. Should groundwater be incepted whilst drilling, appropriate measure must be taken to contain the material being ejected/discharged (ie, sumps, or tanks). Drilling must cease immediately upon the discharge of water until appropriate and approved containment facilities have been implemented.
10. Prevention of hydrocarbon discharge and removal with suitable remediation of all contaminated soils.
11. At the completion of any drilling, all drill holes are to be securely capped immediately and plugged below ground level (preferably with conical concrete plugs) within three months of completion of the approved drilling programme.
12. Within three months of completion of the approved drilling programme, all plastic bags, grid pegs and other artificial debris and waste are to be removed from the site and compacted areas ripped on the contour and seeded with locally occurring native flora species.

10.0 REPORTS OF OFFICERS

President: _____

10.3 ENVIRONMENTAL HEALTH AND 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

18th February, 2014 at 9.30am

13.0 CLOSURE OF MEETING

There being no further business, Shire President Cr PJ Craig declared the meeting closed at 2:39 pm