

President: _____

SHIRE OF LEONORA

NOTICE OF AN ORDINARY COUNCIL MEETING



**MINUTES OF ORDINARY MEETING HELD
IN SHIRE CHAMBERS, LEONORA
ON TUESDAY 21ST AUGUST, 2012
COMMENCING AT 9:33 AM**

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

1.1 Cr JF Carter declared the meeting open at 9:33 am

1.2 Visitors or members of the public in attendance
Nil

1.3 Financial Interests Disclosure
Cr LR Petersen – Item 10.3(A)

2.0 DISCLAIMER NOTICE

3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

3.1 Present	
President	J F Carter
Councillors	G W Baker
	M W V Taylor
	R A Norrie
	L R Petersen
	S J Heather
Chief Executive Officer	J G Epis
Deputy Chief Executive Officer	T M Browning

3.2 Apologies

Nil

3.3 Leave Of Absence (Previously Approved)

Cr P Craig

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

Cr SJ Heather requested a leave of absence from the ordinary council meeting to be held 18th September, 2012.

Moved Cr GW Baker, Seconded Cr LR Petersen.

CARRIED (6 VOTES TO 0)

7.0 PETTITIONS / DEPUTATIONS / PRESENTATIONS

Nil

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8.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS

Moved Cr RA Norrie, Seconded Cr MWV Taylor that the Minutes of the Ordinary Meeting held on 17th July, 2012 be confirmed as a true and accurate record.

CARRIED (6 VOTES TO 0)

9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Shire President, Cr JF Carter, thanked Deputy CEO TM Browning for accompanying him to Local Government Week meetings and attending various sessions as a representative of the Shire of Leonora

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10.0 REPORTS OF OFFICERS**10.1 CHIEF EXECUTIVE OFFICER****10.1(A) ASSET MANAGEMENT POLICY**

SUBMISSION TO: Meeting of Council
Meeting Date: 21st August, 2012

AGENDA REFERENCE: 10.1 (A) AUG 12

SUBJECT: Asset Management Policy

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Strategic/Business Plans 9.13

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 30th July, 2012

BACKGROUND

To ensure that there is organisation-wide commitment to asset management and the objectives of the Asset Management Improvement Framework (AMIS) and the Asset Management Plan/s (AMP) are achieved, an Asset Management Policy has been developed. The policy is a separate document that is endorsed by Council. A Copy of the proposed policy follows this report.

Importantly the policy is based on core principles.

- The Council will regularly review the services it provides based on the needs of the community through community engagement.
- The service must align with the Strategic Community Plan and fit within the Corporate Business Plan (A capital evaluation process will be utilised to assess this).
- Options for the council to facilitate delivery of the service by a third party will be identified and considered (non-asset ownership service delivery option).
- If the service is needed infrastructure assets that are required to deliver the service will be identified along with;
 - The whole of life cost of delivering the service; and
 - 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 are always linked to the Financial Management System.

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- Options to renew infrastructure assets before acquiring new infrastructure assets are considered.
- Rationalisation of assets will be considered.
- A cross-functional, multidisciplinary team (AMWG) will be established and maintained to develop the systems and processes to comply with the above key principles.

STATUTORY ENVIRONMENT

In October 2010, the WA Department of Local Government (DLG) released the Integrated Strategic Planning and Reporting Framework (IPR) approach which became law in August 2011. The IPR is the preparation of an Integrated Strategic Plan (ISP) comprising a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP) that is informed by various strategies including Long Term Financial Planning (LTFP), Workforce Planning (WP), and Asset Management.

The Asset Management Policy forms part of the Asset Management Improvement Framework.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

KMPG and Core Business Australia, through the GVROC have been engaged to assist with Asset Management Planning. Future assistance from both organisations will be at cost to Council, however adequate funds are contained within the current budget.

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the attached Asset Management Policy as presented be adopted.

VOTING REQUIREMENT

Simple majority required.

COUNCIL DECISION

Moved Cr MWV Taylor, Seconded Cr SJ Heather that the attached Asset Management Policy as presented be adopted.

CARRIED (6 VOTES TO 0)

Asset Management Policy

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:

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;

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- 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.

Linkage to Other Council Policy

This policy links to other policies as follows; **To be updated**

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.

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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 the 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.

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10.0 REPORTS OF OFFICERS**10.1 CHIEF EXECUTIVE OFFICER****10.1(B) ASSET MANAGEMENT WORKING GROUP**

SUBMISSION TO: Meeting of Council
Meeting Date: 21st August, 2012

AGENDA REFERENCE: 10.1 (B) AUG 12

SUBJECT: Asset Management Working Group

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Strategic/Business Planning 9.13

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 1st August, 2012

BACKGROUND

The Asset Management Policy refers to an Asset Management Working Group (AMWG) which 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 Asset Management Policy, Improvement Strategy or Plans are identified, the AMWG is responsible for reporting this to the Executive Management Group (EMG) for consideration. Where aspects of Council's policy, Improvement Strategy or Plans are not being achieved or adhered to, the AMWG is responsible for reporting non-compliance to the EMG for corrective action. The AMWG reports to the EMG on all matters relating to Asset Management.

The AMWG will oversee the implementation of asset management and its link to the long-term financial planning. It is established by the adopting of the separate Asset Management Policy by Council and delivers quarterly reporting to the CEO and the Executive Management Team.

The AMWG will have terms of reference that includes a roles and responsibilities matrix setting out which Officer is responsible for each task over the entire asset management lifecycle for each major asset group.

The AMWG has a training gap analysis comparing the current training achievements of each Officer against required training needs of the Roles and Responsibilities Matrix. The training gap analysis will then be prioritised to target specific training of Officers in critical areas.

The AMWG will have representation from across the organisation to ensure that Asset Management supports the required service delivery and their responsibility includes:

- establishing the terms of reference that support the endorsed Asset Management Policy;
- agreeing the asset hierarchy including common asset numbers and linkages across asset registers;
- ensuring inventory information is up-to-date and regularly reviewed;
- ensuring condition reports are maintained;

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- ensuring the account structure and system is sufficiently componentised to allow the reporting of operating, maintenance, renewal, upgrade and new expenditure at the right component level and by asset hierarchy into the Finance System;
- apply the Council endorsed Risk Management Framework;
- maintain a regular meeting schedule; and
- report to the Chief Executive Officer.

The AMWG has the responsibility for Asset Management Improvement of skills and processes that include:

- annual review and update of the Asset Management Improvement Framework (AMIS) and Asset Management Plan (AMP);
- applying the Council endorsed Risk Management Framework;
- annually revise the asset renewal demand projections in the Asset Management Plan, update the renewal model and ensure the Long Term Financial Plan is updated with changes;
- annually revise the roles and responsibilities matrix and update a skills assessment gap in order to refine the ongoing training program for Officers and Councillors;
- analysis of the realistic useful lives of assets in order to refine the renewal demand model;
- ensure assets are reflected at fair value so that realistic Asset Sustainability indicators can be developed; and
- develop and document in the Asset Management Plan a formal process for the handover of new asset-to-asset custodians and ensure the impacts on Business as Usual are recognised.

The AMWG will ensure there is a process in place to evaluate and monitor asset management performance. This will include;

- Quarterly reporting to the Executive Management Team against progress of the Asset Management Improvement Framework.
- Monitoring and reporting to the Executive Management Team in relation to Community and Technical Level of Service KPIs.

I am suggesting that the Asset Management Working Group comprise three senior Council employees, namely:

- Ms. Tanya Browning – Deputy Chief Executive Officer
- Mr. Dan Yates – Manager, Works and Services
- Mr. Garry Agnew – Principal Environmental Health Officer/Building Surveyor

And two or three Shire of Leonora elected members, possibly one from the Audit Committee.

STATUTORY ENVIRONMENT

Local governments are required to adopt a Strategic Community Plan and a Corporate Business Plan by 31st July, 2013. Budgets must be compiled from these two documents after this time. Asset Management Policy and Plans are linked to the Integrated Planning and Reporting Framework.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

KMPG and Core Business Australia, through the GVROC have been engaged to assist with Asset Management Planning. Future assistance from both organisations will be at cost to Council, however adequate funds are contained within the current budget.

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STRATEGIC IMPLICATIONS

The Asset Management Working Group will oversee the implementation of asset management and its link to long term financial planning, the responsibility for Asset Management Improvement of skills and processes and ensure that there is a process in place to evaluate and monitor asset management performance.

RECOMMENDATIONS

That Council resolve that the following elected members and staff be appointed as the Asset Management Working group:

Cr Peter Craig
Cr Matthew Taylor
Cr Glenn Baker
Cr Larnie Petersen
Cr Ross Norrie
Ms Tanya Browning
Mr Dan Yates
Mr Garry Agnew

VOTING REQUIREMENT

Simple majority required.

COUNCIL DECISION

Moved Cr GW Baker, Seconded Cr RA Norrie that Council resolve that the following elected members and staff be appointed as the Asset Management Working group:

Cr Peter Craig
Cr Matthew Taylor
Cr Glenn Baker
Cr Larnie Petersen
Cr Ross Norrie
Ms Tanya Browning
Mr Dan Yates
Mr Garry Agnew

CARRIED (6 VOTES TO 0)

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10.0 REPORTS OF OFFICERS**10.1 CHIEF EXECUTIVE OFFICER****10.1(C) REFERENCE GROUP - GWALIA**

SUBMISSION TO: Meeting of Council
Meeting Date: 21st August, 2012

AGENDA REFERENCE: 10.1 (C) AUG 12

SUBJECT: Reference Group – Gwalia

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Gwalia Reference Group 8.14a

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 2nd August, 2012

BACKGROUND

The Gwalia Reference Group met on the 17th July, 2012. Minutes of this meeting are attached to this report. As detailed previously, matters raised at GRC meetings and detailed in the Minutes are to be considered by Council at its next monthly meetings. From the 17th July, 2012 Minutes, the following matters require the attention of Council.

(i) MAZZA’S STORE

Mention is made that Mazza’s Store should be the next priority for conservation work at Gwalia.

The Forward Capital Works Plan (2010 – 2015) adopted by Council on the 17th December, 2010 details capital works in year 2 of the Plan for restoration of heritage listed buildings but none thereafter.

It is acknowledged that within the Shire of Leonora, in particular Gwalia, many unique structures of significant heritage value exist which require some renewal to ensure future generations can observe and learn the valuable history surrounding them, as well as to ensure continued strong tourism patronage associated with the buildings.

The Shire’s Forward Capital Works Plan is reviewed annually and I am suggesting that “Restoration of Heritage Listed Buildings” be given due consideration when this review is undertaken.

In addition, and prior to any other restoration/conservation projects at Gwalia being undertaken, the Heritage Council of Western Australia should be offered an invitation to visit and discuss with Council a way forward in regards work programs, highlighting issues with the project currently being undertaken at Patroni’s Guest House.

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(ii) GWALIA HEADFRAME REPAIR

It is my opinion that the Gwalia Reference Group should not be burdened with the issues surrounding the repair of the headframe, the responsibility remaining with the Shire of Leonora. As you know, I have had discussions with Mr. Ian Maitland, a structural engineer to develop schematic solutions to overcome deficiencies. An amount of \$67,000.00 is contained in the current budget to undertake this work.

(iii) VINTAGE VEHICLES STORAGE

Minutes make mention of the vintage vehicles being stored and displayed in a large existing shed and that funding set aside for the new building be directed to refurbishment of the vehicles.

The Forward Capital Works Plan 2010 to 2015 details that the new building for both vehicles be funded in the 2012/2013 financial year. In fact, Country Local Government Funding is earmarked for this project.

It should be remembered that the Forward Capital Works Plan is developed in accordance with the requirements specified by the Department of Regional Development and Lands. The Forward Capital Works Plan is linked to the Strategic Community Plan which will help shape the services that the Shire of Leonora will deliver over the next ten years.

The Strategic Community Plan has been developed with Leonora's community expectations and needs at heart. These needs have been gathered through an in-depth process of consultation and engagement. The Shire of Leonora used a number of methods to make sure that the view from as wide a range of people in the community as possible, including residents, business owners, Councillors, government agencies and others was obtained

It is reasonable to accept the recommendation of the Gwalia Reference Group that an additional building at Gwalia would be surplus to these requirements however the suggestion that the funding set aside for the building be directed to the refurbishment of the vintage vehicles should not be considered. In fact, restoration of the vintage vehicles is not mentioned in any forward capital works documents and as a consequence funding from the Country Local Government Fund and the Department of Regional Development and Lands would not apply.

Funding of course could be redirected to other projects but these projects are outside the Gwalia Historical Precinct. If the Gwalia Reference Group is of the opinion that a new building at Gwalia is surplus to requirements, I suggest that the matter be taken back to the community for determination and reconsideration.

Personally I think construction of the building at Gwalia should proceed as planned. Funding opportunities of this type and nature may not exist in years to come. Many items currently not under shelter at Gwalia and subject to the elements of the weather could be relocated to the large shed currently empty.

(iv) CARAVAN PARKING – GWALIA

The Minutes detail an increasing number of travellers camping in caravans at Gwalia.

Unfortunately the Leonora Caravan Park is operating at capacity. Requests for caravaners to camp elsewhere have been approved, the majority setting up site at the oval. If the caravaners are creating a nuisance at Gwalia move on requests will be enforced but this should only be done as a last resort. The proposed RV site at Gwalia is for self contained vehicles only.

Other items detailed in the Minutes are administrative type issues.

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STATUTORY ENVIRONMENT

Section 3.1(2) of the Local Government Act 1995 states that the general function of a local government is to provide for the good government of persons in the district.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Funding for the vintage vehicles building and repairs to headframe at Gwalia are currently earmarked in the current budget.

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council resolve the following:

- (i) that representation from the Heritage Council of Western Australia be invited to the Council Meeting on the 18th September, 2012 to discuss future conservation/restoration projects within the Gwalia Precinct.
- (ii) that Council accept responsibility for the repair of the Gwalia headframe and that the Gwalia Reference Group be relieved of this burden
- (iii) that construction of the building to house vintage hearse and truck as detailed in Forward Capital Works Plans be progressed as originally intended.

VOTING REQUIREMENT

Simple majority required.

COUNCIL DECISION

Moved Cr SJ Heather, Seconded Cr LR Petersen that Council resolve the following:

- (i) that representation from the Heritage Council of Western Australia be invited to the Council Meeting on the 18th September, 2012 to discuss future conservation/restoration projects within the Gwalia Precinct.
- (ii) that Council accept responsibility for the repair of the Gwalia headframe and that the Gwalia Reference Group be relieved of this burden
- (iii) that construction of the building to house vintage hearse and truck as detailed in Forward Capital Works Plans be progressed as originally intended.

CARRIED (6 VOTES TO 0)

GWALIA REFERENCE GROUP
DRAFT MINUTES OF MEETING

Tuesday, 17 July 2012 at Hoover House, Gwalia

The meeting opened at 3.40 pm.

1. Attendance/Apologies

Attendance: Jeff Carter; Judy Carter; Tralee Cable; Matt Taylor; Gail Ross; Jacqui Sherriff

Apologies: Jeff Waddington

2. Confirmation of Minutes of Previous Meeting

The minutes of the previous meeting, held on 10 May 2012, were confirmed.

Moved: Gail Ross; Seconded: Judy Carter.

3. Business Arising

3.1 Forward Plan

Jacqui advised that she has completed a re-draft and will circulate it to members prior to the next meeting. *Action: Jacqui*

3.2 Living Ghost Town Registration

No information received as yet. *Action: Jeff to ask CEO to follow up with Roland Rocchiccioli*

3.3 Possible acquisitions from Pastoral Stations

No further action. *Move to Incomplete Business on next agenda.*

3.4 Gwalia State Hotel

It was agreed that this needs to be raised with St Barbara Ltd through their Reference Group representative. *To be discussed at the next meeting*

3.5 Lotterywest grants and acquittal reports

Jacqui advised that she has spoken with Faye Baxter, Heritage Grants Officer at Lotterywest. Faye advised that any future application for conservation works to Mazza's or Patroni's Guest Home would be considered as a new application, given the time lapsed since the last application (2008/09) and the fact that the site is now owned and managed by the Shire. *For noting*

4. Promotion and Publicity

4.1 Name and Logo

Jeff advised that Council has agreed to the name 'Gwalia' with 'A Living Ghost Town' tag line.

It was agreed that the new logo needs to be designed as soon as possible so that new brochures can be printed. *Action Jacqui/CEO*

4.2 Website

Jacqui advised that the Shire has submitted an application to Lotterywest under the Interpretation of Cultural Heritage Grant program for funding assistance for a new website. The grants will be announced in November/December 2012.

It was agreed that the pages on the Shire website regarding Gwalia and Hoover House be updated. *Action Jacqui/CEO*

It was agreed that the existing website remain in place and that visitors are directed to the Shire website for further information when that one is updated. *Action: Jacqui*

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4.3 Media

Jacqui reported that she completed the online survey as requested at the May meeting.

Jacqui is yet to contact the Manager of ABC Regional Radio in Kalgoorlie regarding Northern Goldfields stories.

Action: Jacqui

4.4 Advertising Brochures

It was agreed that brochures for the museum and Hoover House need to be revised and printed as soon as the new logo is available. *Action: Jacqui/Gail/CEO*

5. Visitor Services

5.1 Museum Visitor Numbers

Museum visitors for the month of May 2012: 323 adults; 5 children

Museum visitors for the month of June 2012: 336 adults; 60 children (including children from APOD)

5.2 Hoover House B&B & Function Venue

B&B guests for the month of May 2012: 53 guests (37 rooms)

Functions for the month of May 2012: one function; three coach lunches (56 people)

B&B guests for the month of June 2012: 70 guests (39 rooms)

Functions for the month of June 2012: no functions or meetings

Gail advised that she has placed complimentary tea and coffee vouchers at the caravan park and motel as a way of gauging how many people staying there visit Gwalia. The uptake has been a bit slow.

5.3 Cane lounge for Hoover House verandah

Judy offered to follow up the purchase of a new cane lounge with the Deputy CEO. *Action: Judy*

6. Projects

6.1 Patroni's Guest Home Conservation Project

It was noted that work is progressing slowly.

6.2 Gwalia Townsite Interpretation Project

The initial report from the consultants was noted.

It was agreed that the project progress along the lines outlined in the report, including relocating front of house to Mazza's Store. *Action: Jacqui*

6.3 Woodline Engine (Midland/Ken) Preservation Project

Gail raised concerns about Mr Biggs highjacking visitors before they have a chance to pay their entrance fees to the museum. In some cases, Mr Biggs keeps them so long that they don't have time to look through the museum.

Action: CEO to speak with Mr Biggs about talking to visitors before they go through the museum.

Concerns were raised about the extent and quality of the work on the engine. The work is far in excess of the recommendations in the conservation report and does not appear to be of an adequate standard. It was again agreed that the train does not need to be returned to working order. It was agreed that staff and elected members again speak with Mr Biggs about the extent of the work required. *Action: Jeff/Matt/CEO*

7. Building Collection

7.1 Townsite Conservation

Conservation strategies for the buildings are progressing.

It was agreed that Mazza's Store should be the next priority for conservation in order to facilitate use of the building. It was suggested that Jacqui speak with Wendy Duncan's office manager about Royalties for Region funding for heritage projects. *Action: Jacqui*

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7.2 Headframe

It was noted that there is funding in the budget for works to the headframe. A quote has been received for crane hire; this is expensive and none are available at the moment.

It was suggested that other options be investigated: (i) using a cherry picker; (ii) approaching St Barbara Ltd to see if we can have use of a crane next time they do a shut down. *Action: Jeff/CEO*

7.3 Mine Manager's House

Swimming pool site, pergola and hitching rail
To be progressed by contractors working in Patroni's.

Verandah

No report.

7.4 Materials behind Mazza's Store

It was noted that this material has been cleared.

7.5 Swimming Pool

It was agreed that this needs to be raised with St Barbara Ltd through their Reference Group representative. *To be discussed at the next meeting*

8. Object Collection

8.1 Donated items in storage at Shire

The Works Manager has advised that there is a winder, drill press, hearse and truck at the Shire Depot. *Noted*

It was agreed that it is the Reference Group's preference that the hearse and truck be stored and displayed in the large shed. The space has been cleared and lights installed. A fence is required. *Action: Gail/CEO/Jeff*

It was noted that the hearse needs refurbishment and it was suggested that the funding set aside for a new building for the hearse and truck be redirected to refurbishment of the vehicles.

8.2 Standard forms

A number of forms have been sent to members for checking. Others to follow. *Noted*

9. Archives and Photographs Collection

9.1 Review of Archive Collection

Progressing. *Noted*

10. Professional Development

Jacqui advised that she attended two professional development workshops in June and July: (i) Museums Australia Interpretation Masterclass: Exploring avenues for engaging potential audiences through use of digital technology; (ii) WA Museum Workshop – Staying Legal (copyright, ownership etc). *Noted*

11. Other Business

11.1 Budget priorities

It was noted that Council adopted the budget for 2012/13. The big budget items include conservation of the headframe; maintenance budgets for museum and Hoover House and a new website. *Noted*

11.2 RV Accredited Site

Jeff advised that the Council has agreed to the RV site at the entrance gates. Charges for the RV site were discussed by Council and it was noted that other councils do not usually charge for RV parking.

Members agreed that no charges be made for this season and that visits to the museum by RV travellers be monitored. *The possibility of charging for RV parking is to be revisited at the beginning of next tourist season. Action: Gail*

President: _____

Gail raised the issue of the increasing number of travellers camping in caravans at Gwalia Park. The matter was discussed and it was agreed that the Shire be contacted if people are found camping there. Consideration may be given to placing a sign at the park stating 'No Camping' once the RV site has been established. *Action: Gail*

11.3 Oven in Hoover House kitchen

Gail advised that the oven needs replacing. *Action: Gail/CEO*

11.4 Light at entrance gate

Gail requested a light at the entrance gates.

Motion: That the Shire be requested to install a light at the entrance gates for increased security and visibility for guests after dark. *Moved: Gail Ross; Seconded: Matt Taylor. All in favour. Action Gail/CEO*

11.5 Advertising signage at town entrances

Gail raised the question of installing advertising signage on the main roads leading into Leonora. It was agreed that the signs should be professionally designed and incorporate the new logo.

Motion: That the Shire be requested to liaise with the Main Roads Department to have signage installed on the roads from Menzies, Laverton and Leinster advertising the museum, coffee shop and RV site. *Moved: Judy Carter; Seconded: Tralee Cable. All in favour. Action: Jacqui/Gaill/CEO*

11.6 Tidy Towns judging

The Tidy Towns judging was held on Monday, 16 July. Gwalia has been entered in the heritage category. Announcements will be made in September. *Noted*

12. Date of next meeting

Date and time to be advised.

The meeting closed at 4.45pm.

President: _____

10.0 REPORTS OF OFFICERS**10.1 CHIEF EXECUTIVE OFFICER****10.1(D) COUNTRY LOCAL GOVERNMENT FUND – REGIONAL ALLOCATIONS**

SUBMISSION TO: Meeting of Council
Meeting Date: 21st August, 2012

AGENDA REFERENCE: 10.1 (D) AUG 12

SUBJECT: Country Local Government Fund – Regional Allocations

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Goldfields Voluntary Regional Organisation of Councils

FILE REFERENCE: GVROC 2.15

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 8th August, 2012

BACKGROUND

As Member Councils are aware, GVROC must determine its regional CLGF projects for 2012/2013.

Don Burnett, CEO City of Kalgoorlie-Boulder at the Technical Officers Working Group Meeting held in Kalgoorlie on Friday 6 July 2012 presented a discussion paper, with an accompanying spread sheet on possible regional projects for CLGF funding in 2012/2013.

In providing some information on this discussion paper he noted in an email dated 28 June 2012 to Member Councils' CEOs as follows:

Please note we are still pursuing our Regional \$150m Strategic program with the Premier and will be again discussing with him next week. If we get this fund it should cover most of the subregional projects for local governments, costed ones anyway, in the regional plan.

Thus consideration of potential projects via regional CLGF funding should be projects of a truly regional nature.

Don Burnett in his paper detailed the benefits that could accrue to Member Councils from an alternate energy project, proposing that the GVROC request funds from the GEDC to do a business plan for the participating local governments for possible sources of alternate energy, which could be solar, heat source, wind etc for community facilities and/or other commercial uses.

The business plan would investigate the types of energy alternates that could work across the region, what is the best return on investment, eg it may be best to install PV units on facilities, such as at the Shire of Dundas' offices. Alternatively all the funds could be put into a single project thereby creating a revenue stream for participating Member Councils. Irrespective of the project decided upon it is expected there would be a direct or indirect return in reduced energy bills for participating Member Councils.

President: _____

In presenting his proposal, Don Burnett also tabled a spreadsheet that detailed the proportioning funding for Member Councils for 2012/11-2012/2013.

He also noted that consideration should also be given to projects in the future funding rounds, ie from 2013/2014 onwards.

It was also agreed that the Executive Officer should investigate the potential for the funding of energy audits for Member Councils, with Richard Brookes noting that the Shire of Dundas had already conducted an energy audit.

In meeting with Member Councils, Ms Linda Leonard, Reporting and Evaluation Department of Regional Development and Lands confirmed that the allocations for 2012/2013 is the same as for 2011/2012, with the regional component for each Member Council will also be the same.

The Goldfields Esperance Development Commission (GEDC) has again offered to support the GVROC in the planning process for determining projects suitable for funding from the 2012/2013 pool of funds, submitting a proposal for consideration by the GVROC. Advice from Ms Mia Hicks, Acting Senior Grants Officer Goldfields Esperance Development Commission (GEDC) at the meeting on Friday 6 July 2012, suggested that the funding from the GEDC for CLGF business case development could be aggregated if a larger project was to be considered by the GVROC's Member Councils.

On discussing projects for consideration in the 2012/2013 round of funding the GVROC Technical Officers Working Group resolved as follows:

RESOLUTION: *Moved: Mal Osborne* *Seconded: Jim Epis*

The Technical Officers Working Group recommends to the Goldfields Voluntary Regional Organisation of Councils that for the 2012/2013 round of regional CLGF funding that:

1. *It submit an alternate energy project for the region with the pool of funding for the project to be determined by Member Councils;*
2. *It request the Goldfields Esperance Development Commission provide funding for the preparation of a business cases for GVROC Member Councils for the following projects in the 2012/2013 regional CLGF round of funding:*
 - a) *Retro-fitting of lighting and renewable energy power generation;*
 - b) *Regional waste management;*
 - c) *Norseman gateway project; and*
 - d) *A project for the Shires of Laverton and Ngaanyatjarraku (still to be determined).*

CARRIED

Executive Officer Comment:

The GEDC has confirmed (on advice from the Department of Regional Development and Lands) that that the amounts used to develop business case is at the discretion of participating local governments in a project.

Confirmation of this advice means that the GVROC can seek to allocate greater or lesser business case funding to each of the projects listed above. During discussion at the meeting held on Friday 6 July 2012 thought was given to a funding split as show below.

- a) Retro-fitting of lighting and renewable energy power generation - \$40-60,000
- b) Regional waste management - \$20,000
- c) Norseman gateway project - \$20,000
- d) A project for the Shires of Laverton and Ngaanyatjarraku (still to be determined) - \$20,000

No decisions on funding splits, however, were made. This decision is required before work on selecting consultants can be undertaken.

Once the GVROC has determined its projects for 2012/2013 the GEDC requires the lead local government for a project to provide a letter outlining the following:

President: _____

- 1) Confirmation of the regional grouping members for the project;
- 2) Description of the project including a budget amount;
- 3) Identification of where the project fits within the Goldfields-Esperance Strategic Development Plan 2012-2021; and
- 4) A quotation from a selected consultant to develop the business case.

Executive Officer Additional Comment:

Mr Burnett provided further information to Member Councils based on his “alternate energy projects” report tabled at the Technical Officers Working Group meeting held Friday 6 July 2012, noting that:

- A decision on the funding of projects from the regional CLGF pool of funds for 2012/2013 should be made as quickly as possible;
- The amount of funding available in 2012/2013 for regional projects will depend on whether or not the Shires of Laverton and Ngaanyatjarraku decide to continue with their sub-regional grouping or come back into the “GVROC pool” for the allocation of regional CLGF funding. Both the Shires of Ravensthorpe have previously advised that their regional CLGF funds will go to projects in other regional groupings;
- A briefing paper on funding the projects he had put forward was nearing completion and would be circulated to all Member Councils for comment. A hard copy of the draft was circulated amongst those CEOs present; and
- Whilst complicated, it was important to ensure that the projects chosen would provide the greatest benefit to those involved.

Considerable discussion followed after the additional information was provided by Mr Burnett. Issues covered included:

- The ongoing costs associated with the development of any alternate energy projects, particularly within the smaller and more isolated Member Councils;
- The need to finalise the business cases as soon as possible for whatever project(s) decided upon by the GVROC’s Member Councils;
- That should the four projects currently listed within the recommendation listed responsibility for each project would be as follows:
 - a) Retro-fitting of lighting and renewable energy power generation – City of Kalgoorlie-Boulder;
 - b) Regional waste management – Shire of Coolgardie;
 - c) Norseman gateway project – Shire of Dundas; and
 - d) A project for the Shires of Laverton and Ngaanyatjarraku (still to be determined) – the Shires of Laverton and Ngaanyatjarraku; and
- That formal recognition from the Department of Regional Development and Lands would be needed for the Shires of Laverton and Ngaanyatjarraku to continue as a subregional group for the purpose of regional CLGF funding.

STATUTORY ENVIRONMENT

Section 3.1(2) of the Local Government Act 1995 states that the general function of a local government is to provide for the good government of persons in the district

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 Shire of Leonora resolve to support the following resolution of the Goldfields Esperance Voluntary Regional Organisation of Councils carried at its meeting held on the 1st August, 2012.

That for the 2012/2013 round of regional CLGF funding, the Goldfields Voluntary Regional Organisation of Councils:

1. Submit an alternate energy project for the region with the pool of funding for the project to be determined by Member Councils, with Member Councils notifying the Executive Officers of their intention to participate in the project no later than Friday 31 August 2012;
2. That the City of Kalgoorlie-Boulder be given delegate authority to commence preparation of a business case for the alternate energy project, with the business case to look at participating Member Councils using funds from both the 2012/2013 and 2013/2014 allocations of regional CLGF funds;
3. Request the Goldfields Esperance Development Commission provide funding for the preparation of a business cases for GVROC Member Councils for the following projects in the 2012/2013 regional CLGF round of funding:
 - a) Retro-fitting of lighting and renewable energy power generation;
 - b) Regional waste management;
 - c) Norseman gateway project; and
 - d) A project for the Shires of Laverton and Ngaanyatjarraku (still to be determined); and
4. Give delegated authority to the GVROC Technical Officers Working Group to prepare and submit business cases for projects, other than the alternate energy project, agreed to for the 2012/2013 round of regional CLGF funds.

VOTING REQUIREMENT

Simple majority required.

COUNCIL DECISION

Moved Cr LR Petersen, Seconded Cr SJ Heather that the Shire of Leonora resolve to support the following resolution of the Goldfields Esperance Voluntary Regional Organisation of Councils carried at its meeting held on the 1st August, 2012.

That for the 2012/2013 round of regional CLGF funding, the Goldfields Voluntary Regional Organisation of Councils:

1. Submit an alternate energy project for the region with the pool of funding for the project to be determined by Member Councils, with Member Councils notifying the Executive Officers of their intention to participate in the project no later than Friday 31 August 2012;
2. That the City of Kalgoorlie-Boulder be given delegate authority to commence preparation of a business case for the alternate energy project, with the business case to look at participating Member Councils using funds from both the 2012/2013 and 2013/2014 allocations of regional CLGF funds;
3. Request the Goldfields Esperance Development Commission provide funding for the preparation of a business cases for GVROC Member Councils for the following projects in the 2012/2013 regional CLGF round of funding:
 - e) Retro-fitting of lighting and renewable energy power generation;
 - f) Regional waste management;
 - g) Norseman gateway project; and
 - h) A project for the Shires of Laverton and Ngaanyatjarraku (still to be determined); and

President: _____

4. Give delegated authority to the GVROC Technical Officers Working Group to prepare and submit business cases for projects, other than the alternate energy project, agreed to for the 2012/2013 round of regional CLGF funds.

CARRIED (6VOTES TO 0)

President: _____

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

SUBMISSION TO: Meeting of Council
Meeting Date: 21st August, 2012

AGENDA REFERENCE: 10.2 (A) AUG 12

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: 14^h August, 2012

BACKGROUND

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

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

Monthly Financial Statements submitted for adoption include:

- (a) Statement of Financial Activity – 31st July, 2012
- (b) Compilation Report
- (c) Material Variances – 31st July, 2012

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 —*

President: _____

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
 - (b) *budget estimates to the end of the month to which the statement relates;*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the month to which the statement relates.*
34. (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
34. (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
 - (b) *by program; or*
 - (c) *by business unit.*
34. (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
34. (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the Monthly Financial Statements for the month ended 31st July, 2012 consisting of:

- (a) Statement of Financial Activity – 31st July, 2012
- (b) Compilation Report
- (c) Material Variances – 31st July, 2012

be accepted.

VOTING REQUIREMENT

Simple Majority

President: _____

COUNCIL DECISION

Moved Cr RA Norrie, Seconded Cr GW Baker, that the Monthly Financial Statements for the month ended 31st July, 2012 consisting of:

- (a) Statement of Financial Activity – 31st July, 2012
- (b) Compilation Report
- (c) Material Variances – 31st July, 2012

be accepted.

CARRIED (6 VOTES TO 0)

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 31 July 2012. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF LEONORA

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

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Leonora we have compiled the accompanying special purpose financial statements in accordance with the requirements of the Local Government Act 1995, associated Regulations and APES 315 Compilation of Financial Information.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Leonora provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit of the Shire of Leonora. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

UHY Haines Norton (WA) Pty Ltd

UHY Haines Norton (WA) Pty Ltd
Chartered Accountants



Paul Breman
Director

10 August 2012

Shire of Leonora
MONTHLY FINANCIAL REPORT
For the Period Ended 31st July 2012

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

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President: _____

Shire of Leonora
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31st July 2012

Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
Governance	1,820	152	42	(110)	(261.11%)	
General Purpose Funding	1,304,550	108,713	2,696	(106,016)	(3931.87%)	▼
Law, Order and Public Safety	15,530	1,294	1,818	524	28.81%	
Health	74,584	6,215	4,248	(1,967)	(46.31%)	
Education and Welfare	163,370	13,614	27,571	13,957	50.62%	
Housing	46,740	3,895	2,507	(1,388)	(55.36%)	
Community Amenities	89,771	7,481	83,955	76,474	91.09%	▲
Recreation and Culture	205,579	17,132	7,638	(9,494)	(124.29%)	
Transport	3,286,324	273,860	51,040	(222,820)	(436.56%)	▼
Economic Services	530,724	44,227	50,307	6,080	12.09%	
Other Property and Services	131,697	10,975	1,798	(9,177)	(510.39%)	
Total (Ex. Rates)	5,850,689	487,557	233,620	(253,937)		
Operating Expense						
Governance	(444,302)	(37,025)	(77,382)	(40,357)	(52.15%)	▲
General Purpose Funding	(321,990)	(26,833)	(48,355)	(21,523)	(44.51%)	▲
Law, Order and Public Safety	(155,837)	(12,986)	(12,673)	313	2.47%	
Health	(576,692)	(48,058)	(71,813)	(23,755)	(33.08%)	▲
Education and Welfare	(454,078)	(37,840)	(49,995)	(12,155)	(24.31%)	
Housing	(15,000)	(1,250)	(1,771)	(521)	(29.42%)	
Community Amenities	(393,913)	(32,826)	(14,346)	18,480	128.82%	▼
Recreation and Culture	(1,065,368)	(88,781)	(120,675)	(31,894)	(26.43%)	▲
Transport	(6,202,421)	(516,868)	(285,315)	231,553	81.16%	▼
Economic Services	(1,518,990)	(126,583)	(92,178)	34,405	37.32%	▼
Other Property and Services	(70,007)	(5,834)	(92,218)	(86,384)	(93.67%)	▲
Total	(11,218,598)	(934,883)	(866,721)	68,162		
Funding Balance Adjustment						
Add back Depreciation	1,557,338	129,778	138,505	8,727	6.30%	
Adjust (Profit)/Loss on Asset Disposal	303,023	0	0	0		
Adjust Provisions and Accruals	0	0	516	516	(100.00%)	
Net Operating (Ex. Rates)	(3,507,548)	(317,548)	(494,080)	(176,532)		
Capital Revenues						
Grants, Subsidies and Contributions	471,643	39,304	0			
Proceeds from Disposal of Assets	720,800	60,067	0	(60,067)	(100.00%)	▼
Proceeds from New Debentures	0	0	0	0		
Proceeds from Sale of Investments	0	0	0	0		
Proceeds from Advances	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0		
Transfer from Reserves	50,000	0	0	0		
Total	1,242,443	99,370	0	(60,067)		
Capital Expenses						
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,181,796)	(98,483)	0	98,483	100.00%	▼
Plant and Equipment	(862,562)	(71,880)	0	71,880	100.00%	▼
Furniture and Equipment	(235,748)	(19,646)	0	19,646	100.00%	▼
Infrastructure Assets - Roads	(323,243)	(26,937)	0	26,937	100.00%	▼
Infrastructure Assets - Other	(913,860)	(76,155)	0	76,155	100.00%	▼
Purchase of Investments	0	0	0	0		
Repayment of Debentures	0	0	0	0		
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(336,740)	0	(997)	(997)	(100.00%)	
Total	(3,853,949)	(293,101)	(997)	292,104		
Net Capital	(2,611,506)	(193,731)	(997)	232,037		
Total Net Operating + Capital	(6,119,054)	(511,278)	(495,077)	55,505		
Opening Funding Surplus(Deficit)	1,408,625	1,408,625	1,390,769	(17,856)	(1.28%)	▼
Rate Revenue	4,710,429	4,710,429	4,706,487	(3,942)	(0.08%)	
Closing Funding Surplus(Deficit)	0	5,607,776	5,602,179	33,707		

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

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

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 31st July 2012

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 31st July 2012

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 service 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 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 to settle 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 31st July 2012

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 these as 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 associated 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 31st July 2012

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 31st July 2012

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 31st July 2012

President: _____

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 31st July 2012

President: _____

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.

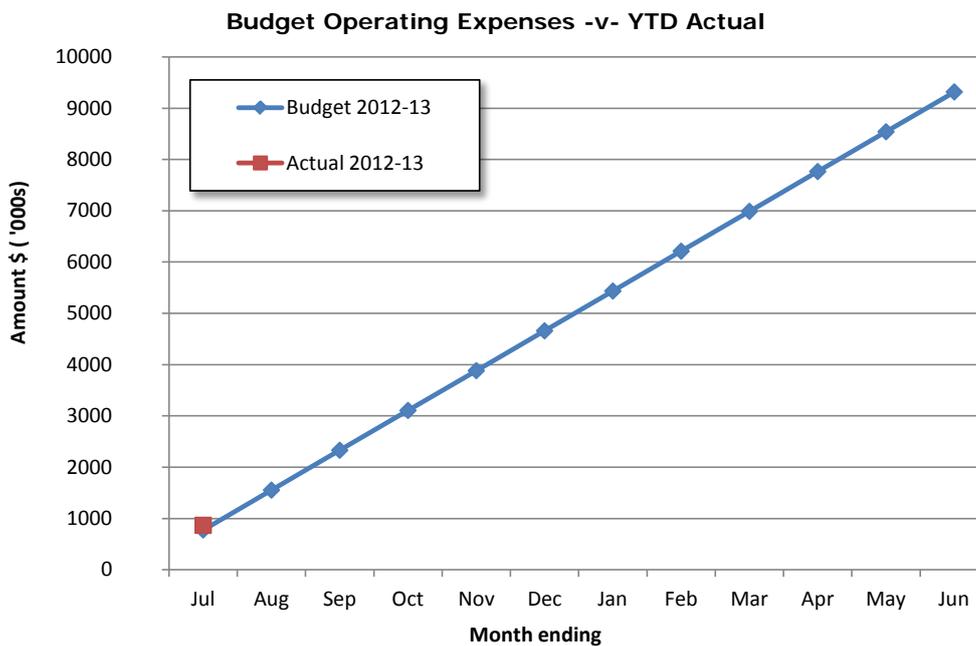
OTHER PROPERTY & SERVICES

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.

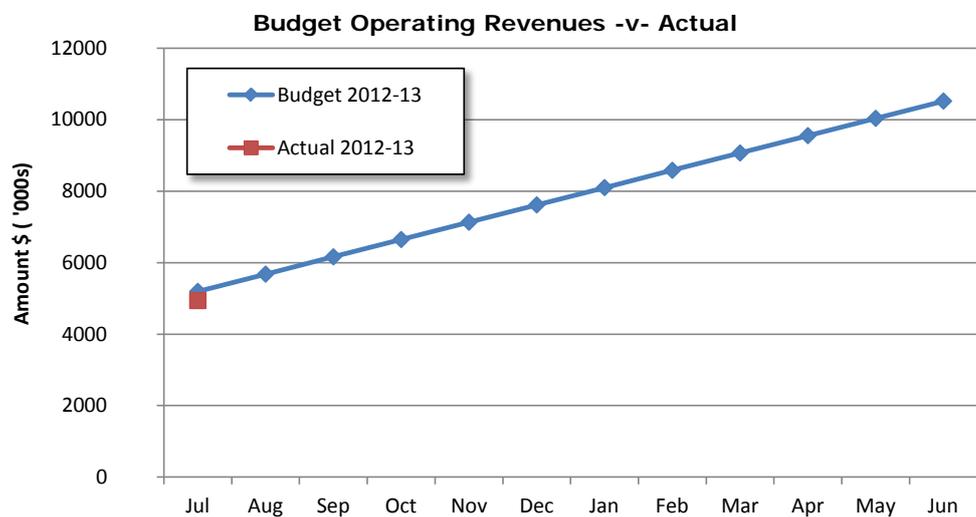
Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses

[Insert explanatory notes and commentary on trends and timing]

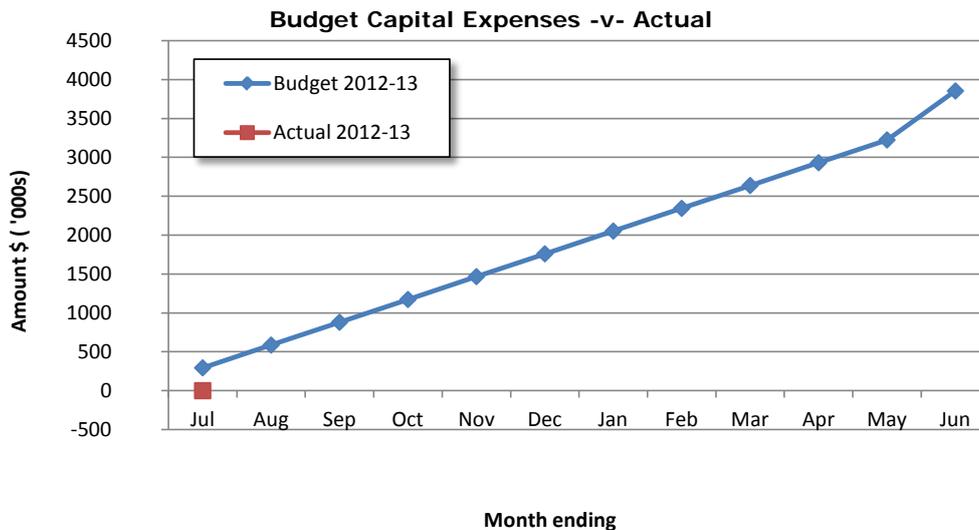


Comments/Notes - Operating Revenues

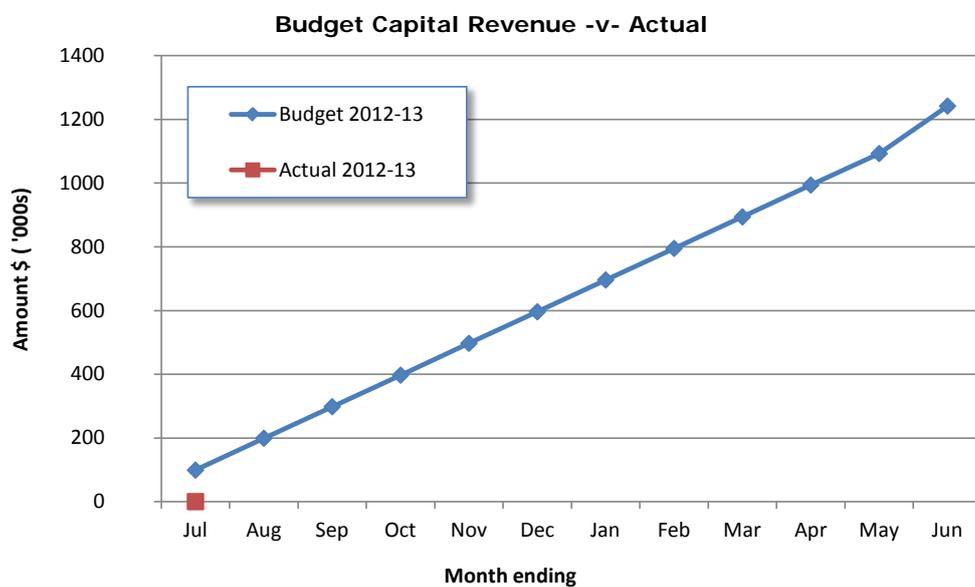
[Insert explanatory notes and commentary on trends and timing]

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

President: _____

Note 2 - Graphical Representation - Source Statement of Financial Activity**Comments/Notes - Capital Expenses**

[Insert explanatory notes and commentary on trends and timing]

**Comments/Notes - Capital Revenues**

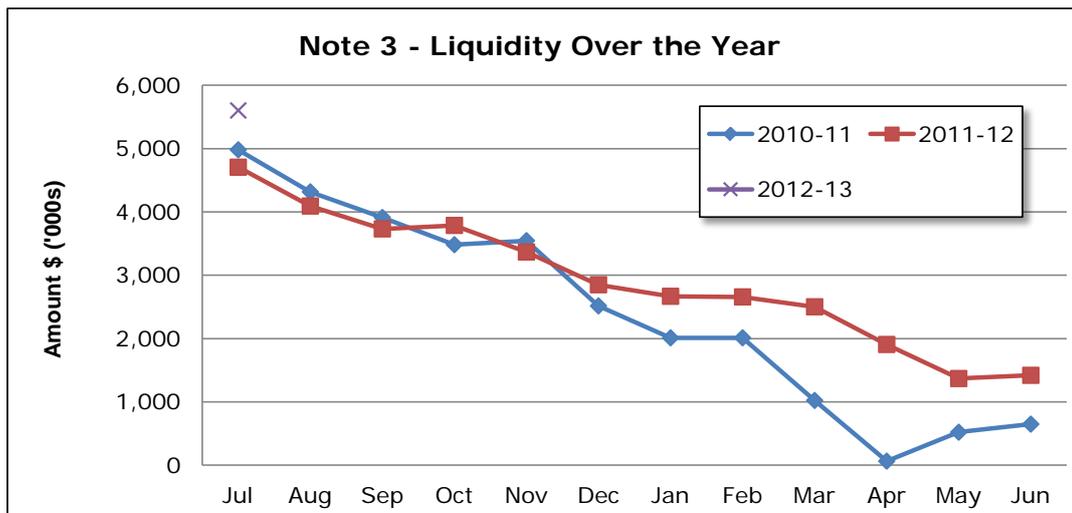
[Insert explanatory notes and commentary on trends and timing]

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

President: _____

Note 3: NET CURRENT FUNDING POSTION

		Positive=Surplus (Negative=Deficit)		
		2012-13		
Note	YTD 31 July 2012	30 June 2012	YTD 30th July 2011	
		\$	\$	\$
Current Assets				
	Cash Unrestricted	864,067	1,084,981	368,611
	Cash Restricted	391,999	391,002	309,592
	Receivables - Rates	4,905,018	41,773	4,961,177
	Receivables -Other	199,786	356,624	101,944
	Inventories	37,411	50,635	28,757
		6,398,281	1,925,015	5,770,081
Less: Current Liabilities				
	Payables	(371,475)	(110,100)	(411,253)
	Provisions	(343,633)	(343,633)	(343,633)
		(715,108)	(453,733)	(754,886)
	Less: Cash Reserves	(391,999)	(391,002)	(309,592)
	Add: Cash Backed Provisions	311,005	310,489	250,973
		5,602,179	1,390,769	4,956,576
Net Current Funding Position		5,602,179	1,390,769	4,956,576

**Comments - Net Current Funding Position**

[Insert explanatory notes and commentary on trends and timing]

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Account	Variable	862,797			862,797		Cheque Acc.
LSL Maximiser	Variable		168,732		168,732		Cheque Acc.
Fire Maximiser	Variable		11,298		11,298		Cheque Acc.
Plant Maximiser	Variable		992		992		Cheque Acc.
Annual Leave Maximiser	Variable		146,915		146,915		Cheque Acc.
Gwalia Precinct Maximiser	Variable		64,062		64,062		Cheque Acc.
Cash On Hand	Nil	1,270			1,270		On Hand
(b) Term Deposits					0		
N/A					0		
(c) Other Investments					0		
N/A					0		
Total		864,067	391,999	0	1,256,066		

Comments/Notes - Investments

[Insert explanatory notes and commentary on trends and timing]

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

Note5: BUDGET AMENDMENTS

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

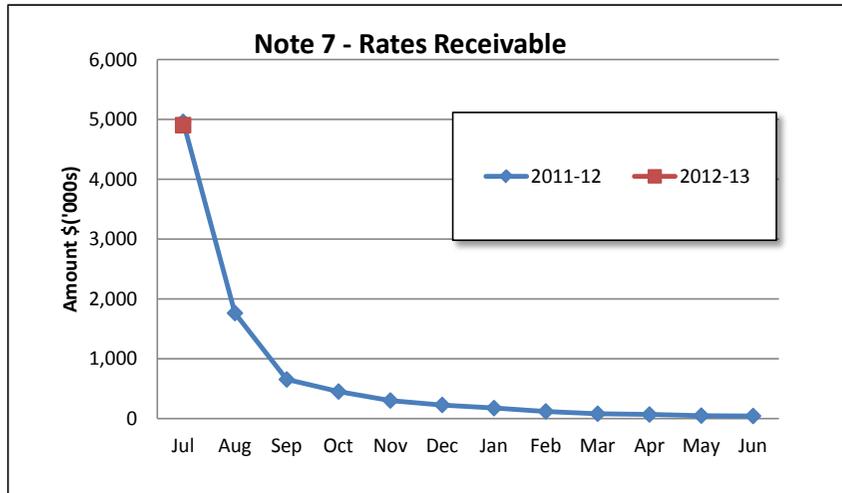
GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Surplus/(Deficit) on Budget Adoption 17/07/2012			\$ 0	\$ 0	\$ 0	\$ 0
	There were no budget amendments for the period ending 31 July 2012						0
	Closing Funding Surplus (Deficit)			0	0	0	0

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 31st July 2012	YTD 30th June 2012
Opening Arrears Previous Years	\$ 41,773	\$ 53,938
Levied this year	4,886,461	5,037,515
Less Collections to date	(23,216)	(5,049,680)
Equals Current Outstanding	4,905,018	41,773
Net Rates Collectable	4,905,018	41,773
% Collected	0.47%	99.18%

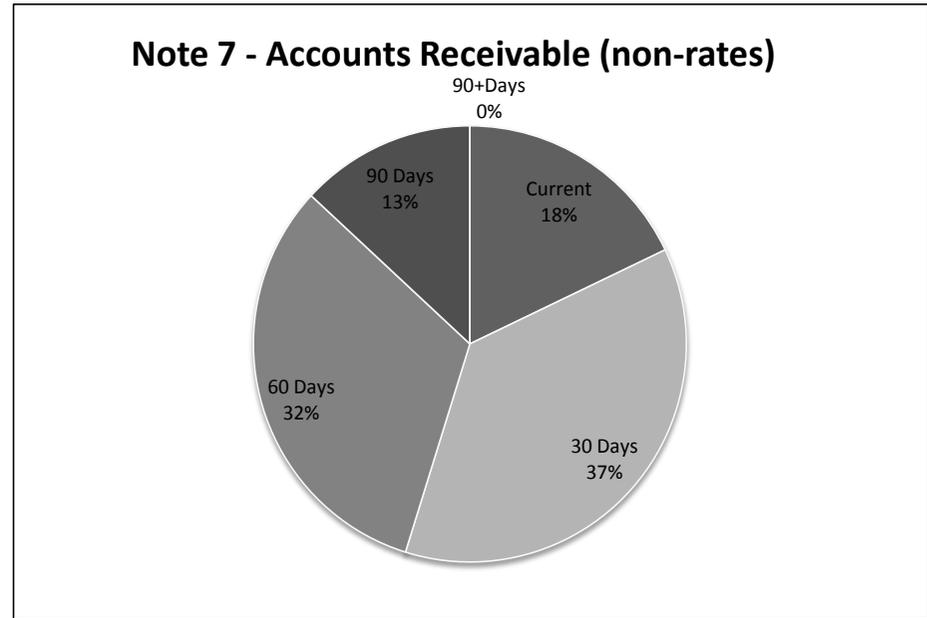


Comments/Notes - Receivables Rates and Rubbish

[Insert explanatory notes and commentary on trends and timing]

Receivables - General	Current	30 Days	60 Days	90 Days	90+Days
Receivables - General	\$ 35,769	\$ 73,737	\$ 64,100	\$ 26,180	\$ 0
Total Receivables General Outstanding					199,786

Amounts shown above include GST (where applicable)



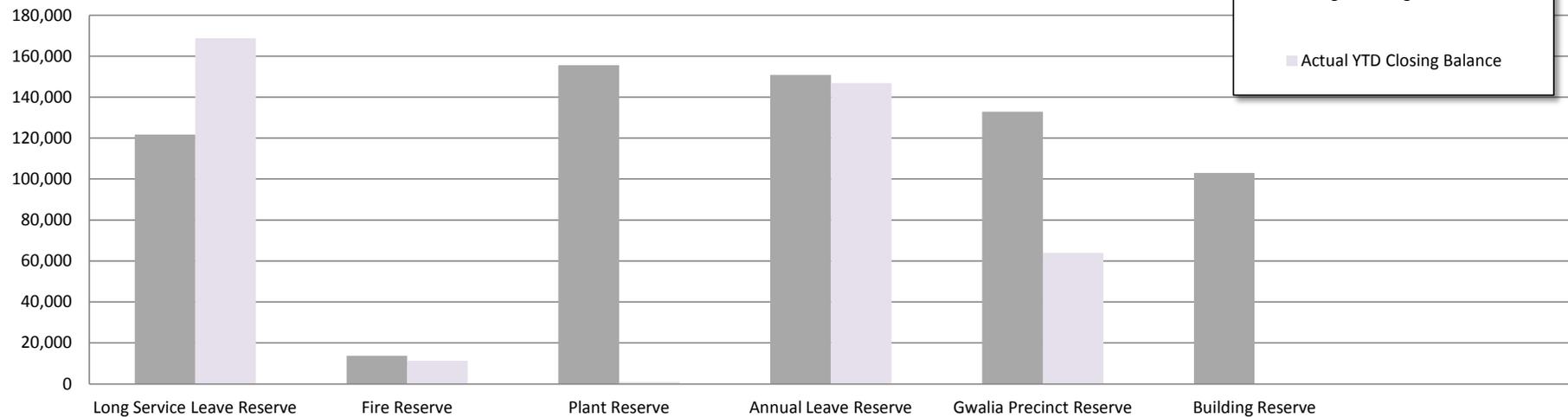
Comments/Notes - Receivables General

[Insert explanatory notes and commentary on trends and timing]

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

Note 7: Cash Backed Reserve

2012-13										
Name	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	168,216	0	516	3,546	0	(50,000)	0		121,762	168,732
Fire Reserve	11,267	0	31	2,398	0	0	0		13,665	11,298
Plant Reserve	992	0	0	154,530	0	0	0		155,522	992
Annual Leave Reserve	146,465	0	450	4,394	0	0	0		150,859	146,915
Gwalia Precinct Reserve	64,062	0	0	68,872	0	0	0		132,934	64,062
Building Reserve	0	0	0	103,000	0	0	0		103,000	0
									0	0
	391,002	0	997	336,740	0	(50,000)	0		677,742	391,999

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 31st July 2012

President: _____

Note 8: CAPITAL DISPOSALS AND ACQUISITIONS

Actual YTD Profit(Loss) of Asset Disposal				Disposals	Current Budget		
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 July 2012		
					Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$	\$	\$	\$	
				Plant and Equipment			
				0 Asset 300 Great Wall Utility D/Cab	(7,276)	0	7,276
				0 Asset 321 2011 Ford Falcon 4L	(9,659)	0	9,659
				0 Asset 9 2009 Ford Ranger L2229	(5,371)	0	5,371
				0 Asset 32 2009 Ford Ranger L2169	(10,154)	0	10,154
				0 Asset 26 Mack Prime Mover P2019	(85,047)	0	85,047
				0 Asset 326 2011 Nissan Navara 6L	(18,621)	0	18,621
				0 Asset 38 2009 Nilfilsk Sweeper P2253	(42,304)	0	42,304
				0 Asset 18 Haulmore Trailer P781	20,000	0	(20,000)
				0 Asset 16 Haulmore Trailer P 782	20,000	0	(20,000)
				0 Asset 322 2011 Ford Falcon 2L	(10,348)	0	10,348
				0 Asset 320 2011 Ford FG Sedan 1L	(11,243)	0	11,243
				0			
				0			
				Land and Buildings			
				0 Asset L211 Industrial Land	(143,000)	0	143,000
				0			
				0			
0	0	0	0		(303,023)	0	303,023

Comments - Capital Disposal/Replacements

Comments	Summary Acquisitions	Current Budget		
		Budget	Actual	Variance
		\$	\$	\$
	Property, Plant & Equipment	862,562	0	(862,562)
	Land and Buildings	1,181,796	0	(1,181,796)
	Furniture and Equipment	235,748	0	(235,748)
	Infrastructure			
	Roadworks	323,243	0	(323,243)
	Drainage	0	0	0
	Bridges	0	0	0
	Footpath & Cycleways	0	0	0
	Parks, Gardens & Reserves	0	0	0
	Airports	0	0	0
	Sewerage	0	0	0
	Other Infrastructure	913,860	0	(913,860)
	Capital Totals	3,517,209	0	(3,517,209)

Comments	Buildings	Current Budget		
		This Year		
		Budget	Actual	Variance
		\$	\$	\$
	Youth Centre - External Refurbishment	60,000		(60,000)
	Construct New Satff Housing	450,000		(450,000)
	Patroni's Guest House Restoration	371,796		(371,796)
	Building for Vintage Hearse and Truck	300,000		(300,000)
				0
	Capital Totals	1,181,796	0	(1,181,796)

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

President: _____

Note 8: CAPITAL DISPOSALS AND ACQUISITIONS
Note 8: CAPITAL DISPOSALS AND ACQUISITIONS

Comments	Plant & Equipment	Current Budget		
		This Year		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Health Vehicle 4L	41,737		(41,737)
	Maintenance Grading Camp Genset	17,500		(17,500)
	Utility Vehicle	65,000		(65,000)
	Utility Vehicle	38,000		(38,000)
	Utility Vehicle	46,000		(46,000)
	Street Sweeper	80,463		(80,463)
	Side Tipper Trailer	105,000		(105,000)
	Side Tipper Trailer	105,000		(105,000)
	Prime Mover	240,000		(240,000)
	DCEO Vehicle 2L	41,737		(41,737)
	CEO Vehicle 1L	52,237		(52,237)
	CDO Vehicle	29,888		(29,888)
				0
	Capital Totals	862,562	0	(862,562)

Comments	Furniture & Equipment	Current Budget		
		This Year		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	TV Radio - Upgrade self help site to digital	139,748		(139,748)
	Accounting Software Upgrade	96,000		(96,000)
				0
	Capital Totals	235,748	0	(235,748)

Comments	Roads	Current Budget		
		This Year		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	R2R - Townsite Reseal	323,243		(323,243)
	Capital Totals	323,243	0	(323,243)

Comments	Other Infrastructure	Current Budget		
		This Year		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Extend Rubbish Tip Boundary Fence	20,000		(20,000)
	Main Street Verandah Refurbishment	10,000		(10,000)
	Town Entry Statements	57,610		(57,610)
	Footpath Renewal	320,164		(320,164)
	Extension to Street Lighting	220,000		(220,000)
	Aerodrome - Bitulastic Seal Apron	71,400		(71,400)
	Gwalia Headframe Renewal	67,000		(67,000)
	Restoration Ken Locomotive	15,000		(15,000)
	Restoration Leonora Electric Tram	75,000		(75,000)
	Stock Yards	57,686		(57,686)
				0
	Capital Totals	913,860	0	(913,860)

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

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/Differential Rates												
GRV	Residential	0.0580	483	6,440,356	373,541	0	0	373,541	373,541	2,500	0	376,041
	Industrial	0.0580	47	3,537,480	205,174	0	0	205,174	205,174	0	0	205,174
	Commercial	0.0580	29	3,460,322	200,699	0	0	200,699	200,699	0	0	200,699
	Town Centre	0.0580	4	246,770	14,313	0	0	14,313	14,313	0	0	14,313
	Vacant	0.0580	1	17,368	1,007	0	0	1,007	1,007	0	0	1,007
	Miscellaneous	0.0580	11	404,468	23,459	0	0	23,459	25,602	0	0	25,602
	Mining Tenement	0.0580	6	2,399,248	139,156	0	0	139,156	139,156	0	0	139,156
UV	Mining Tenement	0.1280	1,112	26,398,746	3,379,039	990	0	3,380,029	3,375,658	0	0	3,375,658
	Pastoral	0.0480	26	1,244,156	59,719	0	0	59,719	59,800	0	0	59,800
	Rural	0.0480	2	50,000	2,400	0	0	2,400	1,924	0	0	1,924
Sub-Totals			1,721	44,198,914	4,398,508	990	0	4,399,498	4,396,874	2,500	0	4,399,374
Minimum Rates		Minimum \$										
GRV	Residential	267	19	0	5,073	0	0	5,073	5,073	0	0	5,073
	Industrial	267	11	0	2,937	0	0	2,937	2,937	0	0	2,937
	Commercial	267	4	0	1,068	0	0	1,068	1,068	0	0	1,068
	Town Centre	267	3	0	801	0	0	801	801	0	0	801
	Vacant	267	59	0	15,753	(1,129)	0	14,624	16,020	0	0	16,020
	Miscellaneous	267	3	0	801	0	0	801	801	0	0	801
UV	Mining tenement	267	1,048	0	279,816	0	0	279,816	282,486	15,000	0	297,486
	Pastoral	267	4	0	1,068	0	0	1,068	1,068	0	0	1,068
	Rural	267	3	0	801	0	0	801	801	0	0	801
Sub-Totals			1,154	0	308,118	(1,129)	0	306,989	311,055	15,000	0	326,055
Written Back								4,706,487				4,725,429
								0				(15,000)
								4,706,487				4,710,429
Discounts								0				0
Totals								4,706,487				4,710,429

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 2012/13 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 31st July 2012

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 31st July 2012

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2012-13 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE GRANTS								
Grants Commission	WALGGC	Y	276,986		276,986		0	276,986
Federal Roads	WALGGC	Y	263,589		263,589		0	263,589
Country Local			675,220		675,220		0	675,220
HEALTH								
Medical Centre			20,000		20,000		2,768	17,232
Aged Care Feasibility			20,000		20,000		0	20,000
LAW, ORDER, PUBLIC SAFETY								
Fire Prevention Grant	FESA	Y	7,280		7,280		0	7,280
WELFARE SERVICES								
Childcare	DEEWR	Y	61,552		61,552		11,000	50,552
Youth Programs	Depart.Child Protect.	Y	65,518		65,518		15,130	50,388
RECREATION AND CULTURE								
Recreation Centre	Regional Devel. & Lands		113,000			113,000	0	113,000
Centrelink Agent	Centrelink	Y	37,779		37,779		3,148	34,631
CRC			111,500		111,500		0	111,500
ECONOMIC SERVICES								
Contract building Surveyor	Various Shires	Y	0	2,768	2,768		2,768	0
GEDC Officer	Various Shires	Y	0	13,636	13,636		13,636	0
Gold Treat Plant	Shire of Menzies	Y	0	10,000	10,000		10,000	0
TRANSPORT								
MRWA ROAD FUNDING								
Project Grants	MRWA Funding	Y	132,099		96,699	35,400	0	132,099
Direct Grants	MRWA RRG	Y	373,257		373,257	0	0	373,257
OTHER ROAD/STREETS GRANTS								
Roads To Recovery	Building Program	Y	2,586,411		2,263,168	323,243	0	2,586,411
ECONOMIC SERVICES								
Grant - Projects			91,500		91,500	0	0	91,500
TOTALS			4,835,691	26,404	4,390,452	471,643	58,450	4,803,645

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

Note 12: TRUST FUND

Council holds no funds on behalf of other entities.

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

President: _____

Note 13: MAJOR VARIANCES

Comments/Reason for Variance

13.1 OPERATING REVENUES**13.1.1 GOVERNANCE**

N/A

13.1.2 GENERAL PURPOSE FUNDING

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.1.3 LAW, ORDER AND PUBLIC SAFETY

N/A

13.1.4 HEALTH

N/A

13.1.5 HOUSING

N/A

13.1.6 COMMUNITY AMENITIES

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.1.7 RECREATION AND CULTURE

N/A

13.1.8 TRANSPORT

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.1.9 ECONOMIC SERVICES

N/A

13.1.10 OTHER PROPERTY AND SERVICES

N/A

13.2 OPERATING EXPENSE**13.2.1 GOVERNANCE**

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.2.2 GENERAL PURPOSE FUNDING

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.2.3 LAW, ORDER AND PUBLIC SAFETY

N/A

13.2.4 HEALTH

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.2.5 HOUSING

N/A

13.2.6 COMMUNITY AMENITIES

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.2.7 RECREATION AND CULTURE

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.2.8 TRANSPORT

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.2.9 ECONOMIC SERVICES

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.2.10 OTHER PROPERTY AND SERVICES

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

Shire of Leonora
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31st July 2012

President: _____

Note 13: MAJOR VARIANCES

Comments/Reason for Variance

13.3 CAPITAL REVENUE**13.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS**

N/A

13.3.2 PROCEEDS FROM DISPOSAL OF ASSETS

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.3.3 PROCEEDS FROM NEW DEBENTURES

N/A

13.3.4 PROCEEDS FROM SALE OF INVESTMENT

N/A

13.3.5 PROCEEDS FROM ADVANCES

N/A

13.3.6 SELF-SUPPORTING LOAN PRINCIPAL

N/A

13.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

N/A

13.4 CAPITAL EXPENSES**13.4.1 LAND HELD FOR RESALE**

N/A

13.4.2 LAND AND BUILDINGS

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.4.3 PLANT AND EQUIPMENT

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.4.4 FURNITURE AND EQUIPMENT

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.4.5 INFRASTRUCTURE ASSETS - ROADS

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.4.6 INFRASTRUCTURE ASSETS - OTHER

Monthly split of budget incomplete, therefore split across twelve months has been used for budget. This requires completion

13.4.7 PURCHASES OF INVESTMENT

N/A

13.4.8 REPAYMENT OF DEBENTURES

N/A

13.4.9 ADVANCES TO COMMUNITY GROUPS

N/A

13.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)

N/A

13.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

N/A

13.5 OTHER ITEMS**13.5.1 RATE REVENUE**

N/A

13.5.2 OPENING FUNDING SURPLUS(DEFICIT)

Adjustments to final End of Year calculations still being made

President: _____

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(B) ACCOUNTS FOR PAYMENT

SUBMISSION TO: Meeting of Council
SUBMISSION TO: Meeting of Council
Meeting Date: 21st August, 2012

AGENDA REFERENCE: 10.2 (B) AUG 12

SUBJECT: Accounts for Payment

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Tanya Browning

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 13th August, 2012

BACKGROUND

Attached statement consists of accounts paid by Delegated Authority and direct bank transactions represented by **Cheques 16101 to 16144** and totalling **\$698,829.69**, and accounts paid by Council Authorisation represented by **Cheques 16145 to 16231** and totalling **\$230,256.76** 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 16101 to 16144** and totalling **\$698,829.69**, and accounts paid by Council Authorisation represented by **Cheques 16145 to 16231** and totalling **\$230,256.76** be authorised for payment.

VOTING REQUIREMENT

Simple Majority

President: _____

COUNCIL DECISION

Moved Cr SJ Heather, Seconded Cr RA Norrie, that accounts paid by Delegated Authority represented by Cheques 15981 to 16070 and totalling \$602,243.28, and accounts paid by Council Authorisation represented by Cheques 16071 to 16100 and totalling \$57,679.71 be authorised for payment.

CARRIED (6 VOTES TO 0)

President: _____

Shire of Leonora				
Monthly Report - List of Accounts Paid by Delegated Authority				
Submitted to Council on the 21st August, 2012				
<p>The following list of accounts has been paid via direct bank transactions since the previous list of accounts, totalling \$13,893.43</p>				
<p>_____</p> <p>CHIEF EXECUTIVE OFFICER</p>				
Direct Deposits	Date	Name	Item	Payment
1 (D/D)	12/07/2012	National Australia Bank	Bank Fee – July 2012 Bank Statement	139.24
1 (D/D)	12/07/2012	Westnet Pty Ltd	CRC Internet – July 2012 Bank Statement	11.00
1 (D/D)	12/07/2012	National Australia Bank	Master Card Charges – July 2012 Bank Stm	4,737.49
1 (D/D)	12/07/2012	National Australia Bank	Bank Fee – July 2012 Bank Statement	98.00
1 (D/D)	12/07/2012	Alliance Equipment Finance	CRC P/Copier Lease – July 2012 Bank Stm	275.84
1 (D/D)	12/07/2012	Toyota Financial Services	GEDC Vehicle – July 2012 Bank Statement	1,476.05
1 (D/D)	25/07/2012	Alliance Equipment Finance	Lease on P/Copier – July 2012 Bank Stm	1,121.55
1 (/D/D)	27/07/2012	National Australia Bank	Bank Fee – July 2012 Bank Statement	98.00
1 (D/D)	31/07/2012	National Australia Bank	Stop Payment Fee – July 2012 Bank Stm	15.00
1 (D/D)	31/07/2012	National Australia Bank	Stop Payment Fee – July 2012 Bank Stm	15.00
1 (D/D)	31/07/2012	National Australia Bank	Stop Payment Fee – July 2012 Bank Stm	15.00
1 (/D/D)	31/07/2012	National Australia Bank	Stop Payment Fee – July 2012 Bank Stm	15.00
1 (D/D)	31/07/2012	National Australia Bank	Stop Payment Fee – July 2012 Bank Stm	15.00
1 (D/D)	31/07/2012	National Australia Bank	Bank Fee – July 2012 Bank Statement	158.00
1 (D/D)	08/08/2012	Westnet Pty Ltd	CRC Internet – August 2012 Bank Stm	11.00
1 (D/D)	09/08/2012	National Australia Bank	Bank Fee (EFTPOS) – August 2012 B/S	124.50
1 (D/D)	09/08/2012	National Australia Bank	Master Card Fees – August 2012 B/S	5,469.76
1 (D/D)	09/08/2012	National Australia Bank	Bank Fee – August 2012 Bank Statement	98.00
			GRAND TOTAL	\$13,893.43

President: _____

Shire of Leonora				
Monthly Report - List of Accounts Paid by Delegated Authority				
Submitted to Council on the 21st August, 2012				
The following list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Cheques numbered from 16101 to 16144 and totalling \$684,936.26				
<hr/>				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment by Delegated Authority
16101	11/07/2012	Cancelled Cheque	Cancelled (Misprint)	0.00
16102	12/07/2012	Garry J Agnew (Cancelled Cheque)	Health & Building Contract (Direct Credit)	5,468.06
16103	12/07/2012	PJJD Nominees Pty Ltd (Cancelled Cheque)	Contract Grading (Direct Credit)	4,875.00
16104	17/07/2012	Stephanie Harris	Reimbursement – Police Clearance	108.00
16105	20/07/2012	PJJD Nominees Pty Ltd (Cancelled Cheque)	Contract Grading (Direct Credit)	1,971.00
16106	23/07/2012	Australian Taxation Office	June 2012 BAS	8,399.00
1 (D/D)	25/07/2012	Shire of Leonora	Salaries & Wages – PPE: 25/07/2012	77,239.00
16107	25/07/2012	L.G.R.C.E.U.	Union Fee – PPE: 25/07/2012	19.40
16108	25/07/2012	Shire of Leonora	Tax/Rent – PPE: 25/07/2012	40,831.76
16109	25/07/2012	W.A.L.G.S. Plan	Superannuation – PPE: 25/07/2012	14,749.79
16110	25/07/2012	Child Support Agency	Child Support – PPE: 25/07/2012	643.31
16111	25/07/2012	Australian Super	Superannuation – PPE: 25/07/2012	91.59
16112	25/07/2012	R F Young	Contract Grading	6,930.00
16113	27/07/2012	Air BP	Jet Fuel Purchase using Shire's Card	884.59
16114	27/07/2012	CANCELLED	CANCELLED	0.00
16115	27/07/2012	Enesar Pty Ltd	Technical Inspection – Leonora Aerodrome	3,905.00
16116	27/07/2012	LGIS Insurance Broking	Insurance Costs – 2012/13 Financial Year	59,100.42
16117	27/07/2012	LGISWA	Insurance Costs – 2012/13 Financial Year	220,603.57
16118	27/07/2012	Telstra	Phone Usage – Camp Requisites	30.00
16119	27/07/2012	Water Corporation	Water Usage – Shire owned Properties	13,380.60
16120	27/07/2012	Trevor Bratt	Replace V-Belts in A/C's in roof Space – Shire Office	225.50
16121	30/07/2012	Department of Transport	Vehicle Registrations – Various	4,766.05
16122	30/07/2012	Horizon Power	Power Usage – Main Office	786.30
16123	02/08/2012	Garry J Agnew (Cancelled Chq)	Health & Building Contract (Direct Credit)	4,742.44
16124	02/08/2012	Amcom IP Telephony	Phone Usage Medical Centre	27.50
16125	02/08/2012	J L Sherriff	Consultancy Services – June 2012	8,233.05
16126	02/08/2012	Small Business Centre Goldfields	Grant & Management Workshop	16.50
16127	02/08/2012	Telstra	Phone/Internet Usage – Shire Office	354.00
16128	03/08/2012	Leonora Painting Service	Supply Paint to Cover Graffiti	3,300.00
1 (D/D)	08/08/2012	Shire of Leonora	Salaries & Wages – PPE: 08/08/2012	55,421.00
16129	08/08/2012	LGRCEU	Union Fee – PPE: 08/08/2012	19.40
			Sub Total	\$537,121.83

President: _____

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$537,121.83
16130	08/08/2012	Shire of Leonora	Tax/Rent – PPE: 08/08/2012	21,368.09
16131	08/08/2012	WALGS Plan	Superannuation – PPE: 08/08/2012	10,195.48
16132	08/08/2012	Child Support Agency	Child Support – PPE: 08/08/2012	643.31
16133	08/08/2012	John Oxley	Contract Grading	880.00
16134	08/08/2012	R F Young	Contract Grading	8,655.90
16135	09/08/2012	Building Commission	Building Commission Fee – B/L No: 09/12	193.00
16136	09/08/2012	Construction Training Fund	Construction Train. Fund Fee – B/L No: 09/12	431.75
16137	09/08/2012	Department of Transport	Vehicle Registrations	1,002.00
16138	09/08/2012	Duncan Smith	Fuel – Reimbursement	74.52
16139	09/08/2012	Poitier Medical Practice	Medical Services Provisional Fee	77,763.99
16140	09/08/2012	Reliance Petroleum	Vanellus Multifleet for Depot	959.99
16141	10/08/2012	GVROC	Membership Contribution + Asset management fees	19,880.30
16142	10/08/2012	Tanya Browning	Reimbursement for Travel and Meal Expenses	379.60
16143	13/08/2012	Building Commission	Building Commission Fee – B/L No: 05/12	35.50
16144	13/08/2012	Sixmile Prospecting	Gravel and Advance Payment for information video	5,351.00
			Sub Total	\$684,936.26

President: _____

Shire of Leonora				
Monthly Report - List of Accounts Paid by Authorisation of Council				
Submitted to Council on the 21st August, 2012				
<p>Cheques numbered from 16145 to 16231 totaling \$230,256.76 submitted to each member of the Council on 21st August, 2012 have been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing.</p>				
<p>_____</p> <p>CHIEF EXECUTIVE OFFICER</p>				
Cheque	Date	Name	Item	Payment
16145	21/08/2012	Air BP	Avgas purchased for Resale	1,660.12
16146	21/08/2012	ALU Glass	Reglaze 3 Windows - Information Centre	1,272.70
16147	21/08/2012	Amcom IP Telephony Pty Ltd	Phone Usage - Medical Centre	27.50
16148	21/08/2012	Anderson Munro & Wyllie	Disbursements: Flights	1,813.10
16149	21/08/2012	Astro Alloys	20 L of Paint Protectant	474.70
16150	21/08/2012	ATOM Supply	Parts and tools as requested by Works Manager	817.12
16151	21/08/2012	Austral Mercantile Collections P/L	Fees for Continuation of Legal Fees Outstanding Rates Debtors	2,117.48
16152	21/08/2012	Australia's Golden Outback	2012/2013 GOLD Membership of Australia's golden Outback.	295.00
16153	21/08/2012	Australian Airport Association	Annual Membership Subscription to the Australian Airports Association 1 July 2012 - 20 June 2013	2,200.00
16154	21/08/2012	BOC Limited	Annual Container Service charge - Depot + Rec Centre + Oxygen Bottle and Acetylene for Depot	1,432.33
16155	21/08/2012	Boulder Promotion & Development Assoc.	KalKards Administration Aug 2012-July 2013	198.00
16156	21/08/2012	Bunnings Building Supplies Pty Ltd	Tools and Supplies for Management of Parks and Gardens	159.36
16157	21/08/2012	Catbird Media	Children's books for Child Care Centre	48.00
16158	21/08/2012	Central Hotel	Refreshments, Accommodation and Meals as required for Councillors and Guests	1,603.80
16159	21/08/2012	Chubb Security Services Ltd	ATM Expenses - July, 2012	1,707.64
16160	21/08/2012	City Of Kalgoorlie/Boulder	Registration for LGIS Golf Day + Member Contribution to Records Facility service	5,747.50
16161	21/08/2012	Coffee Shrine Pty Ltd	Granulated Skim Milk – Airport Coffee Machine	125.00
16162	21/08/2012	Concept Media	Re-print 100 copies of Kennedy Williams Book 'Mullock-Mulga Memories'	2,200.00
16163	21/08/2012	Corporate Express	Stationery Order - July 2012	633.48
16164	21/08/2012	Country Wide Media	Advertisement for 2013 Blue Light Wall Calendar	946.00
			Sub Total	\$25,478.83

President: _____

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$25,478.83
16165	21/08/2012	Courier Australia	Freight Costs - Various	79.55
16166	21/08/2012	CPS Wear Parts	20 x Blades + required accessories as requested by Works Manager	2,509.32
16167	21/08/2012	Dell Australia	Waste Toner Container and Black Toner for Doctor's Surgery	457.60
16168	21/08/2012	Eagle Petroleum (WA) Pty Ltd	Motorcharge Cards, July 2012 + Fuel as requested	1,154.04
16169	21/08/2012	Emerge Technologies	Domain renewal for gwalia.org.au 8/9/2012 - 7/9/2014	99.00
16170	21/08/2012	Express Yourself Printing	Stationery for Depot + Stock Sold on Consignment at CRC	314.38
16171	21/08/2012	Fitz Gerald Strategies	Industrial relations Services 2012-13	2,877.66
16172	21/08/2012	Forman Bros	Repairs - Leonora Airport and Public Toilets + Pumping of Septic Tanks + Install Gully Grate and Connection as requested.	3,487.00
16173	21/08/2012	Gail Ross	Reimbursement for goods purchased for Hoover House	138.60
16174	21/08/2012	Gav's Auto & Electrics	Parts for P2012 as requested by works manager	92.30
16175	21/08/2012	Gill Smash Repairs	Insurance Excess as advised by Insurance Company for P2	300.00
16176	21/08/2012	Goldfields Commercial Security P/L	Security Services, August - November, 2012	564.03
16177	21/08/2012	Goldfields Locksmiths	Various locks Airport	687.04
16178	21/08/2012	Goldfields Truck Power	Trailer Hub + Drum for P742	579.69
16179	21/08/2012	Goldline Distributors	Goods Ordered for Hoover House, Rec Centre and Shire Cleaning Order	2,590.85
16180	21/08/2012	Graeme & Christine Langford	Tidy Towns 2012 - Most Improved Front Yard	500.00
16181	21/08/2012	Graeme Langford	Tidy Town 2012 - Best Industrial Block	500.00
16182	21/08/2012	Harvey Norman, Kalgoorlie	Washing Machine + Fridge for P500	1,078.00
16183	21/08/2012	Horizon Power	Power Usage - Various	3,317.33
16184	21/08/2012	In2balance	Annual Licence Maintenance and Support fees for year ended 30 June 2013	10,780.00
16185	21/08/2012	IPWEA Limited	Subscription Renewal 2012/13	550.00
16186	21/08/2012	J L Sherriff	Consultancy Services - July 2012	4,901.50
16187	21/08/2012	J. F. Carter	President's Allowance 01/07/2012 - 30/06/2013	12,000.00
16188	21/08/2012	J. Heather	Malcolm Dam Cleaning July - September 2012	1,314.00
16189	21/08/2012	John Coufos & Julie Richards	Tidy Towns 2012 - Best Shop Front - Leonora Pharmacy	500.00
16190	21/08/2012	Kalgoorlie Boulder Visitor Centre	Advertising Kalgoorlie Boulder Holiday Planner 2012/13	650.00
16191	21/08/2012	Kalgoorlie Caravan & Camping	4 sets of Trailer Wheel Bearings - P857	130.00
			Sub Total	\$77,630.72

President: _____

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$77,630.72
16192	21/08/2012	Kalgoorlie Miner	Advertising Diggers & Dealers 2012	798.60
16193	21/08/2012	Kleenheat Gas	Gas for 40b and 29 Hoover Street	279.61
16194	21/08/2012	L & W Sales	Paint supplies and equipment as requested by Works Manager	397.13
16195	21/08/2012	Landgate	Search Service on Job 39708042	24.00
16196	21/08/2012	Lang & Gunilla Baker	Gold Nugget Jewellery purchased for Museum Resale	1,752.30
16197	21/08/2012	Leonora Bush Missions.	Donation to Holiday Club - Leonora Bush Mission	4,000.00
16198	21/08/2012	Leonora Drive Connectors	Fittings for Diesel Pump on Grading Camp + Grease Line Fittings P742	227.59
16199	21/08/2012	Leonora Motor Inn	Accommodation, Meals and Incidentals for Mr David Fitzgerald	150.00
16200	21/08/2012	Leonora Post Office	Postage Costs for Shire Businesses - July, 2012	706.86
16201	21/08/2012	Local Government Managers Australia	2012/13 Membership T. Browning and J. Epis + Corporate Membership	2,060.00
16202	21/08/2012	Maitland CSE	Patroni's Guest House, Gwalia, Structural Engineering Services June 2012	5,374.69
16203	21/08/2012	McLean Print	Printing on Shire Envelopes	264.00
16204	21/08/2012	McMahon Burnett Transport	Freight Costs	1,001.63
16205	21/08/2012	Mercury Firesafety Pty Ltd	Biannual Equipment/Vehicle Inspection	2,085.05
16206	21/08/2012	Midland Brick Company Pty Ltd	Bricks as requested for the re-building of retaining wall at CRC	1,966.60
16207	21/08/2012	Mr R. C. Biggs	Reimbursement for Travel and Material expenses incurred during restoration of "KEN" Locomotive f...	3,205.78
16208	21/08/2012	Office National Kalgoorlie	Monthly Copier Charges for CRC and Shire + Travel Costs for Service of CRC + Shire Photocopiers	3,640.73
16209	21/08/2012	Officeworks	Stationery and Office Supplies for Gwalia Museum Archiving processes	598.73
16210	21/08/2012	Onsite Rental Group	Plant Hire for June 2012	16,796.85
16211	21/08/2012	Outback Parks&Lodges	Accommodation, meals and Incidentals for Stephanie Harris	1,916.20
16212	21/08/2012	Peter Craig.	Deputy President's Allowance 01/07/2012 - 30/06/2013	3,000.00
16213	21/08/2012	Reliance Petroleum	Fuel as Requested	783.38
16214	21/08/2012	Reynolds Graphics Pty Ltd	Design and set-up of Certificate - High res File to Customer	253.00
16215	21/08/2012	RLG Mechanical Services	Rear Uni & Front Wheel Bearing Kit Toyota	211.88
16216	21/08/2012	Royal Flying Doctor Service	Annual Donation + RFDS Cookbooks for Resale	3,200.00
16217	21/08/2012	S.J. & J.A. Heather	Centrelink Rent + Cleanup of Graffiti and Leonora Loop Trails	2,236.20
16218	21/08/2012	Shire Of Leonora - Rates	Shire of Leonora Rates	34,380.35
			Sub Total	\$168,941.88

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Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$168,941.88
16219	21/08/2012	Skippers Aviation Pty Ltd	Flights for J. Sherriff, J. Carter, J. Carter and D. Fitzgerald as required	1,495.00
16220	21/08/2012	Squire Sanders (AU)	Native Title Various Goldfields Claims	2,313.15
16221	21/08/2012	Taylor Burrell Barnett	Residential Development Concept Professional Services to 30 June 2012	1,704.12
16222	21/08/2012	Telstra	Phone/Internet Usage - Shire owned Properties	3,687.59
16223	21/08/2012	UHY Haines Norton	Accounting Service Fee for June 2012	6,050.00
16224	21/08/2012	WA Country Health Service - Goldfields	Medical Centre Rent July/August 2012	817.60
16225	21/08/2012	WA Local Government Association	Subscription Fees for 2012/13 Financial Year	22,726.24
16226	21/08/2012	WA Ranger Association	Registration for 2012 Rangers Professional Development Training Conference - P Kelly	470.00
16227	21/08/2012	Water Corporation	Water Usage - Shire owned Properties	19,236.40
16228	21/08/2012	West Australian Newspapers Ltd	Advertising Costs June, 2012	30.00
16229	21/08/2012	Westland Autos No1 Pty Ltd	20000km Service - P4	374.65
16230	21/08/2012	WesTrac Pty Ltd	Parts and Repairs - P000, P289 and P2221 as required	2,211.13
16231	21/08/2012	Whitehouse Hotel	Lunch for Council Meeting, 19th July, 2012	199.00
			GRAND TOTAL	\$230,256.76

President: _____

10.0 REPORTS OF OFFICERS**10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2(C) HARASSMENT, BULLYING, AND DISCRIMINATION POLICY**

SUBMISSION TO: Meeting of Council
Meeting Date: 21st August 2012

AGENDA REFERENCE: 10.2 (C) 12

SUBJECT: Harassment, Bullying and Discrimination Policy

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: 13th August 2012

BACKGROUND

Currently, the Shire of Leonora policy manual contains a policy 'A.3.7 Sexual Harassment' which aims to provide a safe working environment free from harassment. In recent years however, there has been a focus on not only preventing harassment of a sexual nature, but also behaviour that creates a hostile work environment, including bullying and discrimination. An obligation exists for employers to ensure that this does not occur.

As a result, the existing policy has been reviewed to detail definitions of actions that could be considered bullying, harassment and discrimination, as well as the procedures available to employees who may be subject to this type of behaviour. A copy of the policy, and grievance procedure is attached.

STATUTORY ENVIRONMENT

Age Discrimination Act 2004, Disability Discrimination Act 1992, Equal Opportunity for Women in the Workplace Act 1999, Fair Work Act 2009, Human Rights and Equal Opportunity Commission Act 1986, Racial Discrimination Act 1975, Sex Discrimination Act 1984 have all been considered in forming this policy.

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.

President: _____

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council adopt the amended policy 'A.3.37 Harassment, Bullying and Discrimination' as attached.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr GW Baker, Seconded Cr RA Norrie, that Council adopt the amended policy 'A.3.37 Harassment, Bullying and Discrimination' as attached.

CARRIED (6 VOTES TO 0)

A.3.7 HARASSMENT, BULLYING AND DISCRIMINATION

Policy Adopted 15th July 1997, amended 16th December 2011 and 21st August 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 and business trips.

Definitions

Harassment

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

Sexual Harassment

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

- physical contact - eg touching; patting; pinching; kissing or embracing someone; sexual assault and rape.
- verbal comments - eg innuendo; smutty jokes; suggestive comments about someone's appearance or body; persistently inviting someone out; questions about a person's

- private life; requests for sexual favours.
 - nonverbal actions - eg leers; stares; displays of sexually explicit material; offensive body and hand movements; suggestive letters and drawings, including email; indecent exposure, stalking.
- b) When identifying sexual harassment, the intent of the person whose behaviour caused offence is largely immaterial, as it is the effect of their behaviour that is relevant. If behaviour is unwelcome and is sexually oriented, and occurs in circumstances where a reasonable person would have anticipated the possibility that a person would have been offended, humiliated or intimidated by the conduct, then it is sexual harassment.
- c) Sexual harassment is not behaviour which is based on mutual attraction, friendship or respect. If the interaction is consensual, welcome and reciprocated it is not sexual harassment.

Bullying

a) Bullying is defined as any on-going anti-social or unreasonable behaviour that offends, degrades, intimidates or humiliates a person, and 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.

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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

President: _____

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)
- [Fair Work Act 2009](#) (Cth)
- [Human Rights and Equal Opportunity Commission Act 1986](#) (Cth)
- [Racial Discrimination Act 1975](#) (Cth)
- [Sex Discrimination Act 1984](#) (Cth)



SHIRE OF LEONORA

GRIEVANCE PROCEDURE

1. Purpose of the Internal Grievance Procedure.

This grievance procedure has been established for the following reasons:

- to encourage staff to bring forward grievances which, while not being so significant as to warrant handling by external methods, nevertheless cause distress and discomfort which in turn leads to lower job satisfaction and performance.
- to encourage staff to solve their own problems before job satisfaction and performance are severely affected.

The Grievance procedure is:

- Completely confidential;
Only people directly involved in making or investigating a complaint will have access to information about the complaint.
- Impartial;
Both sides will have a chance to tell their side of the story. No assumptions will be made and no action will be taken until all relevant information has been collected and considered.
- Free of repercussions;
No action will be taken against anyone for making a genuine complaint or helping someone to make a complaint. Management will take all necessary steps to ensure that no victimisation occurs against anyone who makes a complaint.
- Timely;
All complaints will be dealt with as quickly as possible. The aim is to resolve all complaints within 4 weeks if possible.

This Grievance Procedure sets out the way the Shire will handle a complaint.

2. What is a Grievance ?

- A grievance is any type of problem, concern or complaint related to work or the work environment which causes concern or distress and which is believed by the person raising them to effect their work or progress. A grievance may arise from any decision, act or omission which is perceived as wrong, unjust or discriminatory.
- A *grievance* should not be confused with a *Public Interest Disclosure* which may be made under the provisions of the *Public Interest Disclosure Act, 2003*. Public Interest Disclosures relate to complaints concerning corrupt conduct, maladministration and serious and substantial waste.

To facilitate operation of this Grievance Procedure, grievances are divided into two categories, namely:

- 1 Less serious grievances which are defined as those grievances:
 - a) where the facts are accurately known or easily established; and/or

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- b) where the matter falls within the scope or responsibility of the complainant's supervisor;
and
 - c) where the matter is of a less serious kind.
- 2 More serious grievances (less easily resolved) which are defined as those grievances:
- a) where the facts are strongly disputed and/or difficult to establish; or
 - b) where the grievance is against the complainant's supervisor or beyond the scope of the supervisor's responsibilities; or
 - c) where the complainant suffers from serious physical or emotional stress or may otherwise require the help of counselling; or
 - d) where the grievance arises due to the continuance of unacceptable behaviour by other party(s) despite past warnings and counselling.

3. What to do if you have a Grievance ?

- a) Try to sort it out directly with the person involved - Sometimes people do not mean to hurt or offend others. This does not mean that it is OK. However, it does mean that if you can, you should tell the person who is acting in a hurtful or unsuitable way that his or her behaviour is not acceptable so that they have the chance to stop or to change what they're doing.
- b) If this doesn't work, or you don't think that you can sort it out directly yourself, go to your supervisor - Your supervisor is in charge of your immediate work area and can help sort out problems at a local level. There are some situations where you may not wish to take your complaint to your supervisor, for example, if the complaint is of a sexual nature and the supervisor is the opposite sex, or the complaint is about or directly involves the supervisor. If that is the case, take your complaint to the next level of management.
- c) Go to your manager or departmental head - Your manager is the next level up from your supervisor and is the person you should approach if you wish to make a formal complaint.

If you have tried to complain to your manager and it hasn't worked or you don't feel comfortable talking to your manager, you can complain to the Deputy CEO.

Your manager or the deputy CEO will work out who is the right person to handle your complaint. If they are biased or have a conflict of interest because of their relationship with the person making the complaint or with the person who the complaint is about, or, they do not have the power to handle the complaint, they will take the complaint (with your consent) to the CEO.

In a very serious case, a complaint may be taken directly to the CEO.

4 The Process

The person who deals with the complaint will undertake the following steps:

- a) Explain the grievance handling procedure including:
 - what may happen if there is enough evidence to support your complaint, or what may happen if there is not enough evidence to support your complaint.
 - where you can go if you are not happy with the way Management is dealing with the complaint.
 - where to go for more information.
- b) Take a written record of the complaint.
- c) Talk to the other person / people involved separately and impartially to hear their side of the story.
- d) Tell you what the other person / people said and discuss what should be done to sort out the complaint.
- e) Make sure whatever you have agreed / decided upon happens.
- f) Follow up, including periodical assessments of the effectiveness of the agreed strategies.

5. Appeals

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You can only ask management to review a decision if they have not followed the procedure set out above or you think they didn't do something properly. A review of a decision will be carried out by someone other than the person who first handled the complaint.

6. Where to go for more Information?

- a) The Deputy CEO or CEO.
- b) If the complaint is serious in nature, the Council may appoint a suitably qualified mediator acceptable to all parties.

7. Go to an External Agency

If your complaint has not been properly dealt with by management, you may wish to take it to an external agency depending on the type of grievance, such as the Equal Employment Opportunity Commission or the Industrial Relations Commission.

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10.0 REPORTS OF OFFICERS**10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2(D) FITNESS FOR WORK POLICY**

SUBMISSION TO: Meeting of Council
Meeting Date: 21st August 2012

AGENDA REFERENCE: 10.2 (D) AUG 12

SUBJECT: Fitness for Work Policy

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: 13th August 2012

BACKGROUND

As most Councillors would be aware, management have been working with Local Government Insurance Services to improve Occupational Health and Safety within the Shire of Leonora. In recent months, a policy relating to OH &S was adopted by Council, and staff have been developing induction handbooks.

Attached to this report is a 'Fitness for Work' policy. Similar policies and procedures of other local governments were referenced whilst forming this policy, and the City of Rockingham kindly provided a base document for us to work from. The purpose of the policy/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 and any other factors where concentration and agility of an employee is affected.

STATUTORY ENVIRONMENT

Occupational Health and Safety Act 1984 and Poisons Act 1964 have been considered in forming this policy.

POLICY IMPLICATIONS

New policy.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

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The meeting adjourned at 10:20am for a morning tea break, and for the informal presentation of local Tidy Towns Awards with category winners and members of the Tidy Towns committee.

The meeting resumed at 10:45 am, with all those previously listed as being in attendance present. Ms Jacqui Sheriff was also in attendance, who provided a verbal overview of work she has been assisting with as a consultant at Gwalia.

Ms Jacqui Sheriff left the meeting at 11:12am, and the meeting was adjourned for a short break.

The meeting resumed at 11:21am, with all those previously listed in the attendance record present.

RECOMMENDATIONS

That Council adopt the policy 'A.3.18 Fitness for Work (Including Alcohol, Drugs & Illegal Substance Use in the Workplace)' as attached.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr GW Baker, Seconded Cr RA Norrie, that Council adopt the policy 'A.3.18 Fitness for Work (Including Alcohol, Drugs & Illegal Substance Use in the Workplace)' as attached.

CARRIED (6 VOTES TO 0)

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

Policy Adopted 21st August 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);

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- *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, instant dismissal may follow. 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 result in instant dismissal. Third offences will also result in instant 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, instant dismissal will follow.

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

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drugs or other substances whilst on Shire property or premise will result in disciplinary action and possibly instant 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 result in instant dismissal. The employee must also agree to be submitted for consequent 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.

Any third offence will result in instant 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, or may result in instant 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 affirmed screening. The Shire will offer a total of six (6) counselling sessions; if further sessions are required, approval is to be deemed by 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

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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 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 result in instant 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 result in second offence or instant 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 may result in instant dismissal on second offence. 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.

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 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 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 result in instant 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;

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- 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 result in instant 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, instant dismissal may follow. 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.

Third offence

- 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 be immediately dismissed from duty without notice.

INSTANT DISMISSAL

The following are guidelines to circumstances that will result in 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.

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

President: _____

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.

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CR L R Petersen declared a financial interest in item 10.3(A) as she is currently managing the facility that is the subject of the application for planning approval, and left the meeting at 11:35am.

10.0 REPORTS OF OFFICERS

10.3 ENVIRONMENTAL HEALTH AND BUILDING OFFICER

10.3(A) APPLICATION FOR PLANNING APPROVAL

SUBMISSION TO: Meeting of Council
Meeting Date: 21st August, 2012

AGENDA REFERENCE: 10.3 (A) AUG 12

SUBJECT: Application for Planning Approval

LOCATION / ADDRESS: Lot 950 H/No. 36 Rajah Street Leonora

NAME OF APPLICANT: Anthony Ward Smith

FILE REFERENCE: Assess No.

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Garry Agnew

OFFICER: Principle Environmental Health and Building Officer

INTEREST DISCLOSURE: Nil

DATE: 9th August, 2012

BACKGROUND

SUMMARY

Council is asked to consider an Application for Planning Approval from Gwalia Properties Pty Ltd for the development of additional staff accommodation at Lot 950 Rajah Street Leonora.

COMMENT

Council is in receipt of an application for Planning Approval from Gwalia Properties Pty Ltd C/o PO Box 9050 Alice Springs NT 0871 for the development of additional staff accommodation at "Industrial" zoned Lot 950 Rajah Street Leonora – see **Attachment '1'**.

The application is for Council approval to develop a small staff accommodation complex to the northwest corner of lot 950 as additional staff quarters; additional to the existing accommodation units along the eastern boundary of the lot – see **Attachment '2'**.

Council is informed that the two (2) existing staff accommodation units referred to above were subject of Building Licence (No.15/08) which was issued on the 14 April 2008 – see **Attachment '3'**, however examination of Council Minutes between May 2007 and April 2008 did not discover evidence that Planning Approval had ever been granted for the 2 existing staff accommodation units.

Clause 3.2 of the Shire of Leonora Planning Scheme No.1 indicates the uses permitted by the Scheme in the various zones. This is displayed by Table 1 with the use of symbols - see **Attachment '4'**.

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The only accommodation type Use Classes for “Industrial” zoned land under the Shire of Leonora Town Planning Scheme No.1 are Caretakers Dwelling (IP symbol) and Residential (AA symbol).

IP means that a use is not permitted unless such a use is incidental to the predominant use as decided and approved by Council.

AA means that the Council may, at its discretion, permit the use.

It is therefore concluded that as there has been precedents set in respect to staff and other types of accommodation development in the “Industrial “ area of Leonora Town Site Council use its discretion and permit the proposal, subject to conditions.

Those conditions being:

That;

1. the proposed accommodation complex is to be used only for occupation by staff/employees of the industry, business or office carried on at the site;
2. pursuant to Part 8 Division 2 of the Shire of Leonora Local Health Laws the accommodation complex is to include a kitchen, dining area, lounge area, appropriate numbered sanitary conveniences, recreation area, and laundry facilities;
3. the use of second-hand transportable units may be authorised but only with prior acceptance by the Shire of the standard of their refurbishment in-terms of facility and aesthetics.
4. no site preparation or building work is to commence until/unless an application for building permit has been lodged with the Shire and a Building Permit issued; and
5. an Application to Install or Construct an Apparatus for the Bacteriolytic Treatment of Sewage (septic system) being submitted to the Shire and approval granted.

STATUTORY ENVIRONMENT

Shire of Leonora Town Planning Scheme No.1;

Health Act 1911;

Shire of Leonora Local Health Laws; and

Local Government Act 1995 S3.1 – the general Function of Local Government is to provide for the good government of people in its district.

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.

VOTING REQUIREMENT

Simple majority required.

RECOMMENDATIONS

That:

Planning Approval is granted to Gwalia Properties Pty Ltd of PO Box 9050 Alice Springs NT 0871 for the development of a small accommodation complex at lot 950 Rajah Street Leonora; conditional upon:

President: _____

1. the proposed accommodation complex being used only for occupation by staff/employees of the industry, business or office carried on at the site;
2. pursuant to Part 8 Division 2 of the Shire of Leonora Local Health Laws the accommodation complex is to include a kitchen, dining area, lounge area, appropriate numbered sanitary conveniences, recreation area, and laundry facilities;
3. the use of second-hand transportable units may be authorised but only with prior acceptance by the Shire of the standard of their refurbishment in-terms of facility and aesthetics;
4. no site preparation or building work being commenced until/unless an application for building permit has been lodged with the Shire and a formal Building Permit issued; and
5. the submission of an Application to Install or Construct an Apparatus for the Bacteriolytic Treatment of Sewage (septic system) and approval granted

VOTING REQUIREMENT

Simple majority required.

COUNCIL DECISION

Moved Cr SJ Heather, Seconded Cr MWV Taylor, that Planning Approval is granted to Gwalia Properties Pty Ltd of PO Box 9050 Alice Springs NT 0871 for the development of a small accommodation complex at lot 950 Rajah Street Leonora; conditional upon:

1. the proposed accommodation complex being used only for occupation by staff/employees of the industry, business or office carried on at the site;
2. pursuant to Part 8 Division 2 of the Shire of Leonora Local Health Laws the accommodation complex is to include a kitchen, dining area, lounge area, appropriate numbered sanitary conveniences, recreation area, and laundry facilities;
3. the use of second-hand transportable units may be authorised but only with prior acceptance by the Shire of the standard of their refurbishment in-terms of facility and aesthetics;
4. no site preparation or building work being commenced until/unless an application for building permit has been lodged with the Shire and a formal Building Permit issued; and
5. the submission of an Application to Install or Construct an Apparatus for the Bacteriolytic Treatment of Sewage (septic system) and approval granted.

CARRIED (5 VOTES TO 0)

CR LR Petersen returned to the meeting at 11:40am.

Application For Planning Approval SHIRE OF LEONORA

Town Planning Scheme No 1

Name of Owner of land on which development is proposed:

Surname: Smith
 Other Names: Anthony Ward
 Address in Full: PO. Box 9050 Alice Springs Post Code: 0871
 Telephone No.: 08 8953 7777 Fax: 08 8953 7555 Email: Tsmith@NTLink.com.au
 Contact Person: Larnie Petersen
 Signature: [Signature] Larnie Petersen on behalf of Tony Smith Date: 7.8.2012
 Signature: _____ Date: _____

The signature of the landowner(s) is required on all applications. This application will not proceed without that signature.

Applicant Details:

Name: (In full) Gwalia Properties PTY LTD as Trustee for Gwalia Properties Trust
 Address in Full: PO. Box 9050 Alice Springs Post Code: 0871
 Telephone No.: (08) 8953 7777 Fax: (08) 8953 7555 Email: Tsmith@NTLink.com.au
 Contact Person for Correspondence: Larnie Petersen
 Signature: [Signature] Date: 7.8.2012

Property Details:

Street Name: Rajah Suburb/Town: Leonora
 Nearest Street Intersection: Otterburn/Rajah
 Lot No.: 950 House No.: _____ Location No.: _____
 Diagram or Plan No.: _____ Certificate of Title No.: _____ Folio: _____
 Title Encumbrances (e.g. easements, restrictive covenants) _____

Existing Building/Land Use:

Description of proposed development and/or use: Additional Staff accommodation

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Nature of any existing buildings and/or use: Staff accommodation + Supply Shed

Approximate cost of proposed development: \$200,000.00

Estimated time of completion: 30th August 2012

Building Materials:

External Walls.....

Roof.....

Floor.....

Total Floor Area (M²): 160

Office Use Only

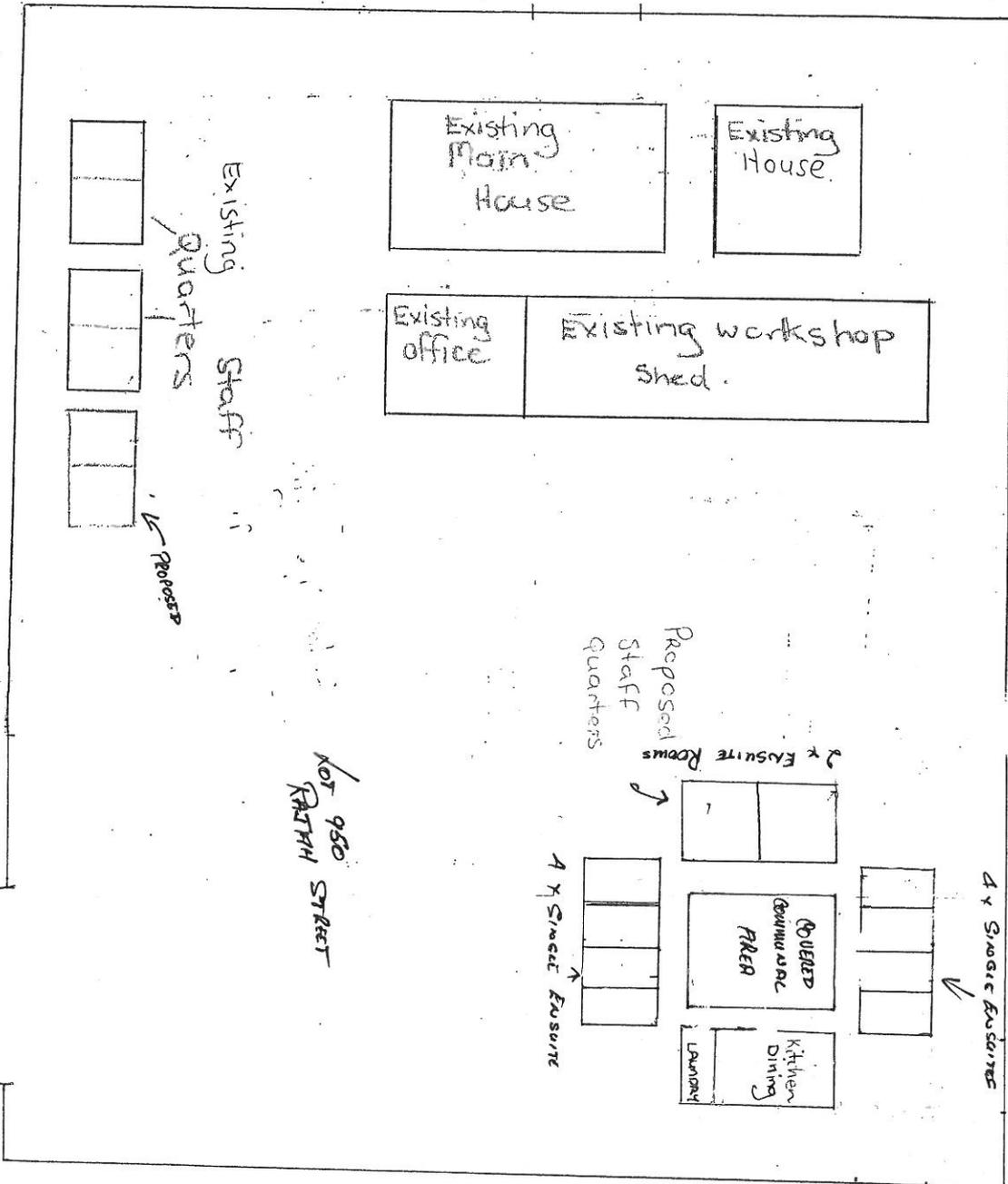
Acceptance Officer's Initials: Date Received:

Leonora Shire Reference Number:

Fees Paid: Date: Receipt No.:

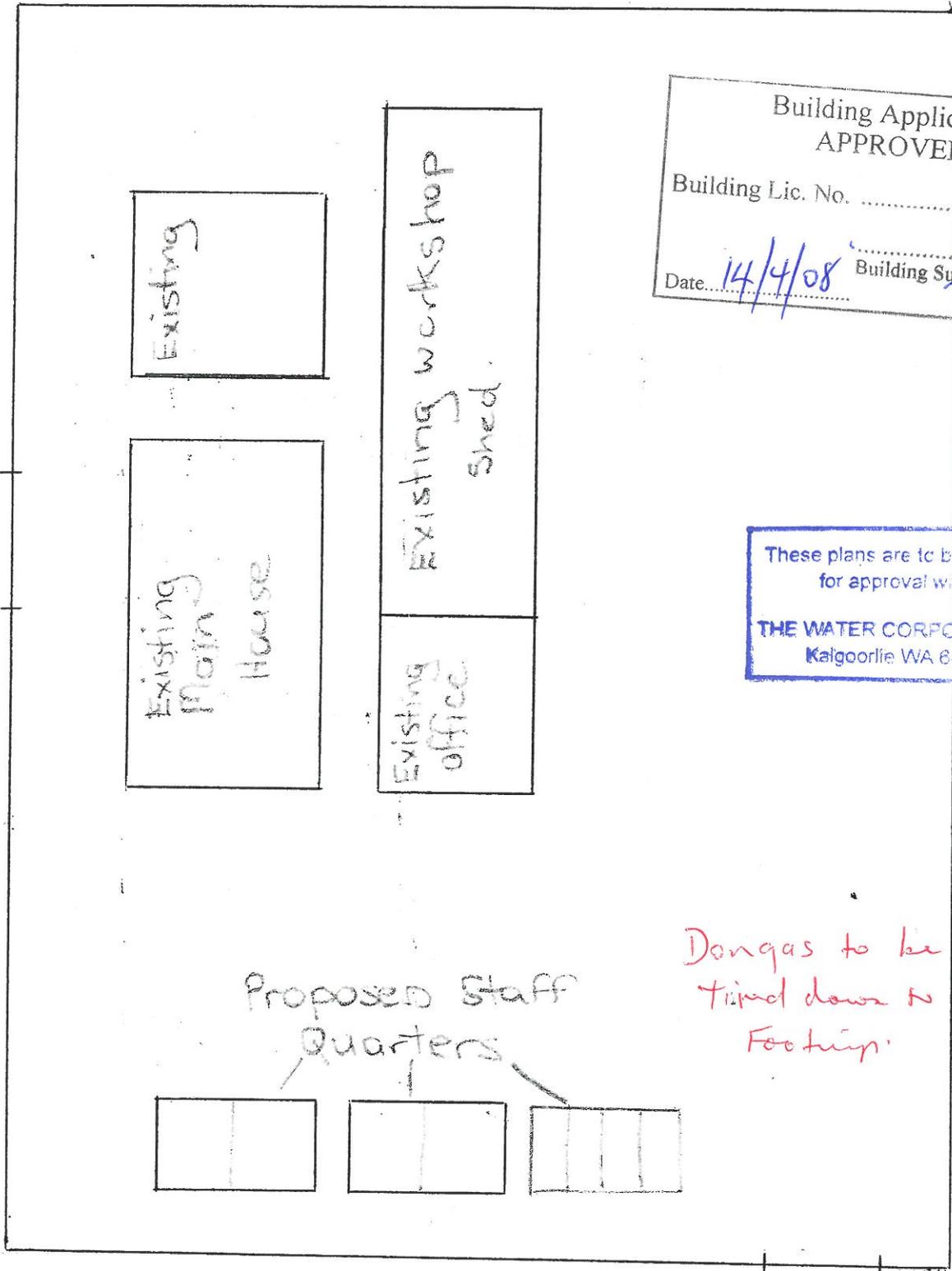
Rajah Street.

Ottoburn Street.



APPENDIX 3

Rajah Street.



Building Application
APPROVED
 Building Lic. No. 15/08
 Date... 14/4/08 Building Surveyor

These plans are to be lodged
 for approval with
THE WATER CORPORATION
 Kalgoorlie WA 6430

Dongas to be
 Tired down to
 Footing.

Otterburn Street.

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3.3 ZONING TABLE:

TABLE 1 - ZONING TABLE

USE CLASS		ZONE							SETTLEMENT
		RESIDENTIAL	TOWN CENTRE	INDUSTRIAL	RURAL	RURAL A	GWALIA HISTORIC PRECINCT	MINING ACCOMMODATION	
1.	Aged or Dependent Persons Dwelling	P	P						Permitted Land use and development in accordance with Clause 4.8.2.4 AMD 9 GG 28/11/03
2.	Ancillary Accommodation	AA			AA	AA			
3.	Ancillary Liquor Establishment							IP	
4.	Betting Agency		P	AA					
5.	Caravan Park				AA				
6.	Caretaker's Dwelling		IP	IP	IP				
7.	Car Park		P	P	AA				
8.	Day Care Centre	AA	AA						
9.	Civic Building	AA	P				AA		
10.	Cinema/Theatre		P						
11.	Club Premises		P		AA				
12.	Consulting Rooms	AA	P						
13.	Drive-in Theatre				AA				
14.	Dry Cleaning Premises		AA	P					
15.	Educational Establishment	AA	AA						
16.	Fast Food Outlet		P						
17.	Fuel Depot			P	AA				
18.	Funeral Parlour		AA						
19.	Garden Centre	AA	P						
20.	Health Studio		P	P					
21.	Home Occupation	AA	AA	AA					
22.	Horse Stables	SA			P	AA			
23.	Hotel		P						
24.	Industry - General - Extractive - Hazardous - Light - Noxious - Rural - Service		AA AA	P P P P	P AA AA P				
25.	Kennels				AA				

President: _____

TABLE 1 – ZONING TABLE

USE CLASS		ZONE							SETTLEMENT
		RESIDENTIAL	TOWN CENTRE	INDUSTRIAL	RURAL	RURAL A	GWALIA HISTORIC PRECINCT	MINING ACCOMMODATION	
26.	Medical Centre	AA	P						AMD 9 GG 28/11/03 Permitted Land use and development in accordance with Clause 4.8.2.4
27.	Mining Accommodation							P	
28.	Motel		P		AA				
29.	Motor Vehicle - Hire - Repair Station - Sales - Wrecking		AA P	P P P P					
30.	Office	AA	P	P				IP	
31.	Private Recreation	AA	P		AA				
32.	Public Amusement		P		AA		P		
33.	Public Recreation	AA			P		AA		
34.	Public Utility	P	P	P	P	P	P		
35.	Public Worship - Place of	SA	P						
36.	Radio and T.V. Installation		P		P				
37.	Reception Centre AMD 9 GG 28/11/03		P				AA		
38.	Residential Building	SA	P						
39.	Residential - Single House - Grouped Dwellings - Multiple Dwellings	P AA	P AA SA	AA	P	P			
40.	Restaurant AMD 9 GG 28/11/03		P				AA		
41.	Rural Pursuit				P	AA	AA		
42.	Service Station		P	P	AA				
43.	Shop		P	AA			AA		
44.	Showroom		P	AA					
45.	Tavern		P						
46.	Temporary Accommodation				AA	AA			
47.	Trade display		P	P					
48.	Transport Depot			P					
49.	Veterinary Hospital			AA	AA				
50.	Warehouse		AA	P					
	Tourist Development AMD 9 GG 28/11/03						AA		

President: _____

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

A. ELECTED MEMBERS

Nil

B. OFFICERS

Nil

12.0 NEXT MEETING

18th September, 2012, 9:30 am in the Shire of Leonora Council Chambers.

13.0 CLOSURE OF MEETING

There being no further business, President JF Carter declared the meeting closed at 11:45am