

# **SHIRE OF LEONORA**

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



**MINUTES OF ORDINARY MEETING HELD  
IN SHIRE CHAMBERS, LEONORA  
ON TUESDAY 21<sup>st</sup> May, 2013  
COMMENCING AT 9:30 AM**

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

**1.0 DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS / FINANCIAL INTEREST DISCLOSURE****1.1 President JF Carter declared the meeting open at 9:30 am****1.2 Visitors or members of the public in attendance**  
Nil**1.3 Financial Interests Disclosure**  
Nil**2.0 DISCLAIMER NOTICE****3.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

<b>3.1 Present</b>	
<b>President</b>	<b>JF Carter</b>
<b>Deputy President</b>	<b>P Craig</b>
<b>Councillors</b>	<b>G W Baker</b>
	<b>MWV Taylor</b>
	<b>R A Norrie</b>
	<b>LR Petersen</b>
<b>Chief Executive Officer</b>	<b>JG Epis</b>
<b>Deputy Chief Executive Officer</b>	<b>TM Browning</b>

**3.2 Apologies**  
Nil**3.3 Leave Of Absence (Previously Approved)**  
**Councillors** **SJ Heather****4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5.0 PUBLIC QUESTION TIME**

Nil

**6.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**7.0 PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

**8.0 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS****Moved Cr RA Norrie, Seconded Cr GW Baker** that the Minutes of the Ordinary Meeting held on 16<sup>th</sup> April, 2013 be confirmed as a true and accurate record.**CARRIED (6 VOTES TO 0)**

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

**9.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Cr JF Carter made the following announcements:

- Deputy CEO, Ms TM Browning's contract of employment expires on 1 August 2013. A new five year contract, effective from 2 August 2013 has been executed by the CEO.
- Elaine Labuschagne has accepted an offer of employment and will be commencing as soon as new housing is completed. Mrs Labuschagne will fill the role of Manager Economic and Heritage Services.
  - Gerrit Labuschagne will also be commencing employment with the Shire of Leonora.
- Emma Cadd, Coordinator Leonora Child Care Centre, is being considered to progress to a higher management level type role, encompassing education and welfare services. She has settled in well and shows a high interest in the field and services to Leonora.
- Recreation Centre remains closed, and still causing some concern within the community.
- Jacqui Sherriff, previously providing contract curatorial services to the Shire of Leonora has finalised her services to the Shire to pursue further education.
- Cactus Forum to be held on Monday 27<sup>th</sup> and 28<sup>th</sup> May, 2013. President and CEO will be nominating David Fitzgerald and Cyril Linto to represent Shire of Leonora at the forum.
- Shire President will be meeting with supermarket lessees on 27<sup>th</sup> May, 2013 9:30am, to discuss issues/concerns raised about the supermarket. Councillors are welcome and encouraged to attend
- Golden Quest are requesting a three year Memorandum of Understanding for funding for the Golden Quest Heritage Trail. The trail is now ten years old, and has sold 9,000 guide books. The committee are currently in the process of re-writing books. It was noted that it is a remarkable feat to sell 9,000 books. In the future, someone needs to step up as chairman of Golden Quest when President retires from Council.
- A GEDC vacancy (Local Government Nominee) as of July 2013 will exist. Cr MWV Taylor has expressed an interest in nominating for this vacancy. The President requested Council to indicate support for the nomination.

**Moved Cr GW Baker, Seconded Cr LR Petersen,** that Cr MWV Taylor be nominated as a Local Government Nominee to the Goldfields Esperance Development Commission when vacancy is announced in July 2013.

**CARRIED (6 VOTES TO 0)**

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

**10.0 REPORTS OF OFFICERS****10.1 CHIEF EXECUTIVE OFFICER****10.1(A) DISABILITY ACCESS AND INCLUSION PLAN**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21st May, 2013

**LOCATION / ADDRESS:** Not Applicable

**AGENDA REFERENCE:** 10.1(A) MAY 13

**SUBJECT:** Disability Access and Inclusion Plan

**NAME OF APPLICANT:** Not Applicable

**FILE REFERENCE:** Disability Service Commission – DAIP 5.45

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

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 1<sup>st</sup> May, 2013

**BACKGROUND**

Public Authorities (State Government agencies and Local Governments) in Western Australia have been required to have Disability Service Plans (DSPs) as part of the Disability Services Act 1993. DSPs have been in place for over 10 years, and a great deal of progress has been made by State and Local Government towards ensuring that their services, buildings and information are accessible to people with disabilities.

The Disability Services Act was amended in 2004 and now requires public authorities to develop and implement Disability Access and Inclusion Plans (DAIPs). The requirements of DAIPs build on those of DSPs, so that people with disabilities can access services provided by public authorities in Western Australia in a way that facilitates increased independence, opportunities and inclusion within the community.

The Act makes DAIPs mandatory, and guides their development, implementation and reporting. The Act also requires that DAIPs apply to agents and contractors providing a service to the public for public authorities as well as the staff of the authority.

Section 29B of the Act states *“a public authority that has a disability access and inclusion plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors”*.

The Act (schedule 3 of the Disability Services Regulations 2004) specifies six desired outcomes that DAPs progress.

1. People with disabilities have the same opportunities as other people to access the services of, and any events organised by, a public authority.
2. People with disabilities have the same opportunities as other people to access the buildings and other facilities of a public authority.
3. People with disabilities receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disabilities receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
5. People with disabilities have the same opportunities as other people to make complaints to a public authority.

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

6. People with disabilities have the same opportunities as other people to participate in any public consultation by a public authority.

The Draft Shire of Leonora Disability Access and Inclusion Plan (DAIP) 2013 – 2018 follows. Adoption of the DAIP is required by Council.

## **STATUTORY ENVIRONMENT**

In accordance with the Disability Services Act 1993 and Disability Service Regulations 2004.

## **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**

People with disabilities and their families and carers have the same rights as other people to access services within the community. These rights are built into State and Commonwealth legislation which makes it unlawful to discriminate against a person with a disability.

It is estimated that 405,500 Western Australians have a disability (20.6 per cent of the total population). An estimated 246,800 Western Australians are carers for people with disabilities (12.6 per cent of the total population). By 2026 over 600,000 Western Australians will have a disability due mainly to our ageing population.

While the degree and type of disability varies with individual circumstances, people with disabilities frequently face barriers with everyday activities such as climbing stairs, hearing or understanding what is said, reading small print, or understanding signs.

Access and inclusion is about ensuring that all public services, facilities and information are available to all community members, including those who have a disability, so that they have the opportunity and choice to participate in all aspects of community life.

## **RECOMMENDATIONS**

That Council resolve to Adopt the Shire of Leonora Disability Access and Inclusion Plan (DAIP) 2013 – 2018 as presented.

## **VOTING REQUIREMENT**

Absolute majority required.

## **COUNCIL DECISION**

**Moved Cr GW Baker, Seconded Cr LR Petersen** that Council resolve to Adopt the Shire of Leonora Disability Access and Inclusion Plan (DAIP) 2013 – 2018 as presented.

**CARRIED (6 VOTES TO 0)**



# Shire of Leonora

## Disability Access and Inclusion Plan (DAIP)

2013 - 2018

This plan is available upon request in alternative formats such as large print, electronic format (disk or emailed) or from our Website [www.leonora.wa.gov.au](http://www.leonora.wa.gov.au).

Adopted by Council .../.../2013

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# Background

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## **The Shire of Leonora**

The Shire of Leonora is located in the Goldfields and covers an area of 31,743 square kilometres. The shire's main industries include mining (gold and nickel), pastoral (sheep and cattle) and tourism.

The major town, Leonora, is located on the Goldfields Highway with a population of approximately 1,000. This increases considerably during the wild flower season. Leonora is experiencing growth due to the movement of retirees and the mining boom bringing people to the area. The town was established in the late 19th century and has retained some heritage-listed public buildings from this period.

## **Functions, facilities and services (both in-house and contracted) provided by the Shire of Leonora**

The Shire of Leonora is responsible for a range of functions, facilities and services, including:

**Services to property:** construction and maintenance of Shire-owned buildings roads and footpaths; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of buildings and lots; street lighting; and bush fire control.

**Services to the community:** provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of recreation centre and pool; public library and information services; senior citizen centre and meals on wheels service; youth services and community events.

**Regulatory services:** planning of road systems, sub-divisions and town planning schemes; building approvals for construction, additions or alterations to buildings; environmental health services and ranger services, including dog control and the development, maintenance and control of parking.

**General administration:** the provision of general information to the public and the lodging of complaints and payment of fees including rates and dog licences.

**Processes of government:** ordinary and special Council and committee meetings; electors' meetings and election of Council Members; ward meetings and community consultations.



### **People with disabilities in the Shire of Leonora**

It is estimated that there are around 10 people with disabilities living within the Shire, of the permanent population of 3000 (the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2003) estimate that 20.6% of Australians identify themselves as having some form of disability). The influx of retirees will increase this number as according to the ABS survey, 15% of people aged over 60 identified themselves as having a disability. The seasonal influx of tourists, including tourists with a disability, must also be considered.

### **Planning for better access**

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disabilities have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

### **Progress since 1995**

The Shire of Leonora is committed to facilitating the inclusion of people with disabilities through the improvement of access to its information facilities and services. Towards this goal the Shire adopted its first Disability Service Plan (DSP) in 1995 to address the access barriers within the community.

Since the adoption of the initial DSP, the Shire has implemented many initiatives and made significant progress towards better access.

## **Access and Inclusion Policy Statement**

The Shire of Leonora is committed to ensuring that the community is accessible for and inclusive of people with disabilities, their families and carers.

The Shire of Leonora interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disabilities, providing them with the same opportunities, rights and responsibilities as other people in the community.

**The Shire of Leonora:**

- recognises that people with disabilities are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life;
- believes that people with disabilities, their families and carers should be supported to remain in the community;
- is committed to consulting with people with disabilities, their families and carers and disability organisations in addressing barriers to access and inclusion;
- will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- is committed to supporting local community groups and businesses to provide access and inclusion of people with disabilities; and
- is committed to achieving the six desired outcomes of its DAIP.

These are:

1. People with disabilities have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. People with disabilities have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
3. People with disabilities receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disabilities receive the same level and quality of service from the staff of the relevant public authority.
5. People with disabilities have the same opportunities as other people to make complaints to the relevant public authority.
6. People with disabilities have the same opportunities as other people to participate in any public consultation by the relevant public authority.



# Development of the Disability Access and Inclusion Plan (DAIP)

## Responsibility for the planning process

The Chief Executive Officer has responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

## Community consultation process

In 2013, the Shire undertook to review its Disability Access and Inclusion Plan (DAIP) to guide further improvements to access and inclusion.

The process included:

- examination of the 2006 – 2010 DAIP and subsequent reviews;
- examination of other documents and strategies;
- consultation with key staff; and
- the review of community feedback from engagement undertaken within the areas of community planning.

## Findings of the consultation

A review and consultation found that the objectives in the 2006 – 2010 DAIP had been generally achieved and that a new plan was required to recognise these achievements together with Shire's desire to strive for inclusion and access beyond minimum compliance of the standards.

## Access barriers

The consultation also identified two remaining barriers to access and inclusion to be addressed in the DAIP Action Plan:

- disability access to the Shire Administration Building; and
- disability access to the Information Centre.

## Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of all areas of Council while others will apply to a specific area. The Action Plan sets out who is responsible for each action.

The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

## **Review and evaluation mechanisms**

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission. The Implementation Plan can be updated more frequently if desired.

### **Monitoring and Reviewing**

- The DAIP will be reviewed by staff on a needs basis to ensure it meets the requirements of the community.
- The review of the Shire's DAIP will be included in the DAIP 2013-2018 report which will be submitted to the Disability Services Commission in 2013. The report will outline what has been achieved since adoption of the Shire's DAIP 2006-2010.
- A report will be prepared each year on the implementation of the disability access and inclusion plan. A status report will be provided to Council. These reports will be formally endorsed by Council

### **Evaluation**

- Council will consider any reports on the disability access and inclusion implementation process.
- Results from community engagement and consultation is published by means such as newspaper, Shire website and circulation to disability service providers in the Shire.
- Implementation Plans will be amended based on the feedback received and copies of the amended Implementation Plan will be available to the community in alternative formats once endorsed by Council.

## **Reporting on the DAIP**

The Disability Services Act sets out the minimum reporting requirements for public authorities in relation to DAIPs.

The shire will report on the implementation of its DAIP through its annual report and the prescribed proforma to the disability services commission by 31 July each year, outlining:

- its progress towards the desired outcomes of its DAIP;
- the progress of its agents and contractors towards meeting the six desired outcomes; and
- the strategies it used to inform its agents and contractors of its DAIP.



# Strategies to improve access and inclusion

The following overarching strategies will guide tasks, reflected in the Shire of Leonora Implementation Plan 2013 – 2018 to maintain and improve access to its services, buildings and information. The six desired outcomes provide a framework to continue to improve access and inclusion for people with disabilities in the Shire of Leonora.

**Outcome 1:** People with disabilities have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Strategy	Timeline
Appoint staff to review the plan and conduct community consultation.	Implemented and ongoing
Ensure that people with disabilities are provided with an opportunity to comment on access to services.	Implemented and ongoing
Monitor the Shire's Access and Inclusion policy to ensure it supports equitable access to services by people with disabilities throughout the various functions of the Council.	Implemented and ongoing
Develop the links between the DAIP and other Council plans and strategies.	Implemented and ongoing
Make the library technology as accessible as possible.	Implemented and ongoing
Council will ensure that any events, whether organised or funded, are accessible to people with disabilities.	Implemented and ongoing

**Outcome 2:** People with disabilities have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategy	Timeline
Ensure that all buildings and facilities are physically accessible to people with disabilities.	Ongoing
Ensure that all new or redevelopment works provide access to people with disabilities, where practicable.	Implemented and ongoing
Ensure all premises and other infrastructure relating to transport facilities are accessible.	Ongoing

Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location.	Achieved
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues.	Achieved and ongoing
Ensure that all recreational areas are accessible.	Achieved and ongoing
Ensure that public toilets meet the associated accessibility standards.	Achieved and ongoing

**Outcome 3:** People with disabilities receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Timeline
improve community awareness that Council information is available in alternative formats upon request.	Achieved and ongoing
Improve staff awareness of accessible information needs and how to provide information in other formats.	Achieved and ongoing
Provide documentation regarding services, facilities and customer feedback in an appropriate format using clear and concise language	Ongoing
Ensure that the Shire's website meets contemporary good practice.	Ongoing

**Outcome 4:** People with disabilities receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.

Strategy	Timeline
Improve staff awareness of disability and access issues and improve skills to provide a good service to people with disabilities.	Ongoing
Improve the awareness of new staff and new Councillors about disability and access issues.	Ongoing
Improve community awareness about disability and access issues.	Ongoing



**Outcome 5:** People with disabilities have the same opportunities as other people to make complaints to a public authority.

Strategy	Timeline
Ensure that current grievance mechanisms are accessible for people with disabilities and are acted upon.	Achieved and ongoing

**Outcome 6:** People with disabilities have the same opportunities as other people to participate in any public consultation by a public authority.

Strategy	Timeline
Continue community awareness about consultation processes in place.	Achieved
Commit to ongoing monitoring of the DAIP to ensure implementation and strategy outcomes	Ongoing
Maintain awareness of people with disabilities to the established consultative process of Council.	Ongoing

# Appendix 1

## Progress since 2010 under the Disability Service Plan

### 1. Access to buildings and facilities has been improved.

The Shire of Leonora has over the years improved the town for the use by disabled people by installing ramps to footpaths where they meet roads, ramps have also been installed at the entrance to the swimming pool and recreation

building, the Telecentre and ramps are also located at the entrance to the only Supermarket in town.

Both the hotels in the town have entries that are level with the footpath which allows for easy access for the disabled; the Courts and the new Police station both have ramps that allow easy access and the hall attached to the Ambulance building has a ramp allowing disabled people to enter that building.

The public toilet located in the car park adjacent to the Whitehouse Hotel has a male and female toilet as well as a disabled toilet.

Located around the Town of Leonora is numerous disabled parking bays these are clearly marked with signs on posts as well as markings on the road, these bays are policed by the Shire Ranger. The medium strip down the main street has breaks to allow elderly and disabled people in wheel chairs to stop ½ way across the road to allow traffic to pass.

The Post Office has disabled parking provided and ramps are located in the parking area for disabled people to get to the front door, however there are no ramps to allow access into the Post Office.

The sporting oval has club rooms attached and the ground is level with the concrete apron in front of the club house so access is possible for the disabled.

Two new public buildings are under construction and both are fitted with disabled toilets and ramps to allow access for the disabled

**2. Information about functions, facilities and services is provided in formats which meet the communication needs of people with disabilities.**

- Information was made available in alternative formats on request.

**3. Staff awareness of the needs of people with disabilities and skills in delivering services is improved.**

- Key Shire employees received disability awareness information and access conduits to appropriate resources.

**4. Opportunities are provided for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes.**

- Information on consultations was simplified and made available in alternative formats upon request.
- Municipal election voting was held in accessible buildings and some voting booths were modified to suit people using wheelchairs.



# Shire of Leonora

## Disability Access and Inclusion Plan

### Implementation Plan 2013 – 2018

## Implementation Plan

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The Implementation Plan itemises what the Shire of Leonora will be continuing to improve access to its services, information and facilities.

The Implementation Plan is presented using a table to outline the:

- individual tasks being undertaken;
- timeline for completion of the individual tasks;
- officer position or part of the public authority with responsibility for completing the individual tasks; and
- the broad strategy that the individual tasks are supporting.

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the five year plan.

<b>Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and any events organised, by the Shire of Leonora.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that people with disabilities are consulted on their need for services and the accessibility of current services.	<ul style="list-style-type: none"> <li>To make available a mechanism by which people with disabilities can make comment on accessibility of any facilities maintained by the Shire.</li> </ul>	Ongoing	CEO D/CEO
Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none"> <li>Conduct systematic reviews of the accessibility of services.</li> <li>Rectify identified barriers and provide feedback to consumers.</li> </ul>	Ongoing	All Managers
Develop links between the DAIP and other Council plans and strategies.	<ul style="list-style-type: none"> <li>Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Plan.</li> </ul>	Ongoing	All managers
Ensure that events are organised so that they are accessible to people with disabilities.	<ul style="list-style-type: none"> <li>Ensure all events are planned using the Accessible Events checklist.</li> </ul>	Ongoing	All managers
Make sure library technology is accessible as possible.	<ul style="list-style-type: none"> <li>Continue to improve accessibility of technology and collection.</li> </ul>	Ongoing	Library/Information Centre Manager
Ensure that Council staff, agents and contractors are aware of the relevant requirements of the Disability Services Act	<ul style="list-style-type: none"> <li>Promote the Shire's policy and procedures regarding the Disability Services Act's requirements around agents and contractors through the newsletter and include in the induction process of new staff.</li> </ul>	Ongoing	All Managers

<b>Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Shire of Leonora.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.	<ul style="list-style-type: none"> <li>Audit and identify access barriers to buildings and facilities using the Access Resource Kit checklists and Disability Access Consultants.</li> <li>Consider means of improving access to heritage buildings while maintaining their integrity. Identify access complaints to support audit results.</li> <li>Provide disable access to Shire Administration Building and to the Shire Information Centre Building.</li> </ul>	Ongoing  2015	Principal Environmental Health Officer / Building Surveyor
Ensure that all new or redevelopment works provide access to people with disabilities, where practicable.	<ul style="list-style-type: none"> <li>Implement procedures to ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities.</li> <li>Ensure that no development application is signed off without a declaration that it meets the legal requirements.</li> <li>Ensure that key staff are qualified and kept up to date with the legal requirements.</li> <li>Include appropriate specifications in tender documents.</li> </ul>	Ongoing	Principal Environmental Health Officer / Building Surveyor
Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location.	<ul style="list-style-type: none"> <li>Maintain current standards.</li> </ul>	Ongoing	Manager Works and Services
Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	<ul style="list-style-type: none"> <li>Provide information on the needs of people with disabilities and of legal requirements and best practice.</li> <li>Promote access to business.</li> <li>Make access information available on the Shire's website.</li> </ul>	Ongoing	D/CEO
Ensure that all recreational areas are accessible.	<ul style="list-style-type: none"> <li>Progressive upgrade and maintenance</li> </ul>	Ongoing	D/CEO / Principal Environmental Health Officer / Building Surveyor



<b>Outcome 3: People with disabilities receive information from the Shire of Leonora in a format that will enable them to access the information as readily as other people are able to access it.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Maintain community awareness that Shire information is available in alternative formats upon request.	<ul style="list-style-type: none"> <li>Relevant documents carry a notation regarding availability in alternative formats.</li> </ul>	Ongoing	All managers
Maintain staff awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> <li>Implement an ongoing training regime.</li> </ul>	Ongoing	D/CEO
Ensure that the Shire's website meets contemporary good practice.	<ul style="list-style-type: none"> <li>Maintain State Government Guidelines for Information, Services and Facilities, and incorporate into general practice.</li> </ul>	Ongoing	D/CEO

<b>Outcome 4: People with disabilities receive the same level and quality of service from the employees of the Shire of Leonora as other people receive.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Maintain Elected Members and staff awareness of disability access issues and maintain skills to provide a good service to people with disabilities.	<ul style="list-style-type: none"> <li>Periodically assess staff to determine training needs.</li> </ul>	Ongoing	D/CEO
Implement awareness of new staff and new Councillors about disability and access needs.	<ul style="list-style-type: none"> <li>Prepare information and plan the establishment of training in induction of new staff and new Councillors.</li> </ul>	Ongoing	D/CEO

<b>Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the Shire of Leonora.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Ensure that current grievance mechanisms are accessible for people with disabilities and are acted upon.	<ul style="list-style-type: none"> <li>• Maintain current mechanisms for access.</li> </ul>	Ongoing	D/CEO
Ensure that the grievance mechanism process and outcome satisfaction survey forms are available in formats to meet the needs of people with disabilities.	<ul style="list-style-type: none"> <li>• Provide grievance mechanism process and outcome survey forms in alternate formats upon request.</li> </ul>	2014	D/CEO

<b>Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Leonora.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Maintain community awareness about consultation processes in place.	<ul style="list-style-type: none"> <li>• Promote the existence, role and activities of the Shire and their facilities for disabled persons to the community.</li> </ul>	Ongoing	D/CEO
Commit to ongoing monitoring of DAIP to ensure implementation and satisfactory outcomes	<ul style="list-style-type: none"> <li>• Shire is to regularly monitor the progress of the plan.</li> </ul>	Ongoing	CEO

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 May, 2013

**AGENDA REFERENCE:** 10.2 (A) MAY 13

**SUBJECT:** Monthly Financial Statements

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Nil

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

**NAME:** Tanya Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 13<sup>th</sup> May, 2013

**BACKGROUND**

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

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

Monthly Financial Statements submitted for adoption include:

- (a) Statement of Financial Activity – 30<sup>th</sup> April, 2013
- (b) Compilation Report
- (c) Material Variances – 30<sup>th</sup> April, 2013

**STATUTORY ENVIRONMENT*****Part 4 — Financial reports— s. 6.4***

34. *Financial activity statement report – s. 6.4*

(1A) *In this regulation —*

***committed assets*** means revenue unspent but set aside under the annual budget for a specific purpose.

34. (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- (b) *budget estimates to the end of the month to which the statement relates;*
- (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*

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

- (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 30<sup>th</sup> April, 2013 consisting of:

- (a) Statement of Financial Activity – 30<sup>th</sup> April, 2013
- (b) Compilation Report
- (c) Material Variances – 30<sup>th</sup> April, 2013

be accepted.

## **VOTING REQUIREMENT**

Simple Majority

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

**COUNCIL DECISION**

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

the Monthly Financial Statements for the month ended 30<sup>th</sup> April, 2013 consisting of:

- (a) Statement of Financial Activity – 30<sup>th</sup> April, 2013
- (b) Compilation Report
- (c) Material Variances – 30<sup>th</sup> April, 2013

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 30th April 2013. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

## THE RESPONSIBILITY OF THE SHIRE OF LEONORA

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

## OUR RESPONSIBILITY

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

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

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

*UHY Haines Norton (WA) Pty Ltd*  
 UHY Haines Norton (WA) Pty Ltd  
 Chartered Accountants



Paul Breman  
 Director

6 May 2013

**Shire of Leonora**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 30th April 2013**

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 30th April 2013**

	Note	Amended Annual Budget	YTD Amended Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		1,820	1,820	25,362	23,542	92.82%	p
General Purpose Funding		1,304,551	1,156,017	755,444	(400,573)	(53.02%)	q
Law, Order and Public Safety		15,530	12,710	12,103	(607)	(5.02%)	
Health		74,584	69,208	32,110	(37,098)	(115.53%)	q
Education and Welfare		163,370	135,760	125,892	(9,868)	(7.84%)	
Housing		46,740	38,970	34,526	(4,444)	(12.87%)	
Community Amenities		89,771	88,361	90,334	1,973	2.18%	
Recreation and Culture		205,579	192,200	79,894	(112,306)	(140.57%)	q
Transport		3,316,330	2,782,694	810,429	(1,972,265)	(243.36%)	q
Economic Services		530,724	395,060	390,494	(4,566)	(1.17%)	
Other Property and Services		131,697	110,330	87,434	(22,896)	(26.19%)	q
<b>Total (Ex. Rates)</b>		<b>5,880,696</b>	<b>4,983,130</b>	<b>2,444,022</b>	<b>(2,539,108)</b>		
<b>Operating Expense</b>							
Governance		(443,965)	(360,582)	(324,938)	35,644	10.97%	q
General Purpose Funding		(321,518)	(269,655)	(237,979)	31,676	13.31%	q
Law, Order and Public Safety		(142,770)	(118,772)	(90,840)	27,932	30.75%	q
Health		(575,635)	(516,381)	(411,937)	104,444	25.35%	q
Education and Welfare		(453,898)	(380,280)	(287,999)	92,281	32.04%	q
Housing		0	(3,438)	(7,639)	(4,201)	(54.99%)	
Community Amenities		(818,467)	(781,229)	(179,738)	601,491	334.65%	q
Recreation and Culture		(1,064,620)	(893,340)	(793,773)	99,567	12.54%	q
Transport		(6,202,196)	(5,292,307)	(3,391,591)	1,900,716	56.04%	q
Economic Services		(1,518,718)	(1,070,651)	(845,028)	225,623	26.70%	q
Other Property and Services		(48,387)	(67,189)	17,261	84,450	(489.25%)	
<b>Total</b>		<b>(11,590,174)</b>	<b>(9,753,824)</b>	<b>(6,554,201)</b>	<b>3,199,623</b>		
<b>Funding Balance Adjustment</b>							
Add back Depreciation		1,557,338	1,297,595	1,370,554	72,959	5.32%	p
Adjust (Profit)/Loss on Asset Disposal	8	738,023	738,023	2,100	(735,923)	(35043.95%)	q
Adjust Provisions and Accruals		0	0	(12,919)	(12,919)	(100.00%)	
<b>Net Operating (Ex. Rates)</b>		<b>(3,414,117)</b>	<b>(2,735,076)</b>	<b>(2,750,444)</b>	<b>(15,368)</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	471,643	471,643	323,243	(148,400)	45.91%	
Proceeds from Disposal of Assets	8	285,800	285,800	220,910	(64,890)	(29.37%)	q
Transfer from Reserves	7	50,000	0	4,000	4,000	100.00%	
<b>Total</b>		<b>807,443</b>	<b>757,443</b>	<b>548,153</b>	<b>(209,290)</b>		
<b>Capital Expenses</b>							
Land and Buildings	8	(1,381,796)	(1,151,497)	(655,865)	495,632	75.57%	q
Plant and Equipment	8	(862,562)	(718,802)	(384,758)	334,044	86.82%	q
Furniture and Equipment	8	(139,748)	(116,457)	(14,310)	102,147	713.81%	q
Infrastructure Assets - Roads	8	(323,243)	(269,369)	(527,377)	(258,008)	(48.92%)	p
Infrastructure Assets - Other	8	(662,574)	(552,145)	(295,600)	256,545	86.79%	q
Transfer to Reserves	7	(136,740)	0	(14,473)	(14,473)	(100.00%)	
<b>Total</b>		<b>(3,506,663)</b>	<b>(2,808,269)</b>	<b>(1,892,383)</b>	<b>915,886</b>		
<b>Net Capital</b>		<b>(2,699,220)</b>	<b>(2,050,826)</b>	<b>(1,344,230)</b>	<b>706,596</b>		
<b>Total Net Operating + Capital</b>		<b>(6,113,337)</b>	<b>(4,785,902)</b>	<b>(4,094,674)</b>	<b>691,228</b>		
Opening Funding Surplus(Deficit)	3	1,408,625	1,408,625	1,412,542	3,917	0.28%	
Rate Revenue	9	4,710,429	4,709,972	4,783,620	73,648	1.54%	p
<b>Closing Funding Surplus(Deficit)</b>	3	<b>5,717</b>	<b>1,332,695</b>	<b>2,101,488</b>	<b>768,793</b>		

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

p  
q

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

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) Basis of Accounting**

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

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

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

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

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

**(f) Cash and Cash Equivalents**

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

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

**(g) Trade and Other Receivables**

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

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Inventories**

***General***

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated Closing Funding Surplus(Deficit)

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

***Land Held for Resale***

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

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

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

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

Buildings	30 to 50 years
Furniture and Equipment	2 to 15 years
Plant and Equipment	5 to 15 years
Roads - Aggregate	25 years
Roads - Unsealed - Gravel	35 years
Drains and Sewers	75 years
Airfield - Runways	12 years

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

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

**(r) Statement of Objectives**

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

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



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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**GOVERNANCE**

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

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

**GENERAL PURPOSE FUNDING**

*1 Rates*

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

*2 Grants*

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

*3 Interest from Investments*

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

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(r) STATEMENT OF OBJECTIVE (Continued)**

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

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

**EDUCATION AND WELFARE**

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

**HOUSING**

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

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

**COMMUNITY AMENITIES**

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

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

Provision of Christmas decorations in Leonora Town site.

Operation of the Leonora Cemetery.

**RECREATION AND CULTURE**

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

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

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

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

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

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(r) STATEMENT OF OBJECTIVE (Continued)**

**TRANSPORT**

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

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

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

**ECONOMIC SERVICES**

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

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

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

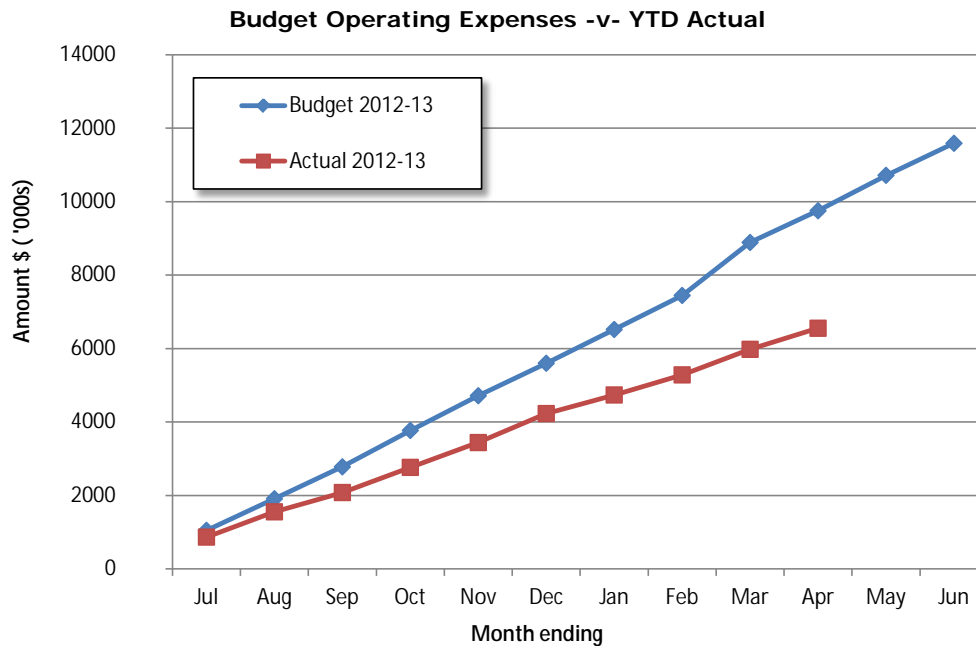
**OTHER PROPERTY & SERVICES**

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

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

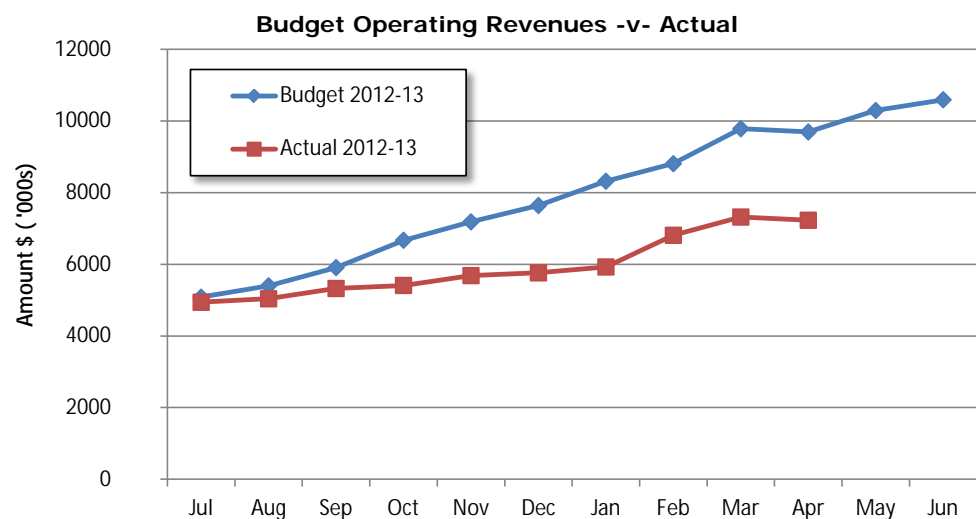
**Shire of Leonora**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th April 2013**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Operating Expenses**

Generally tracking below budget estimates

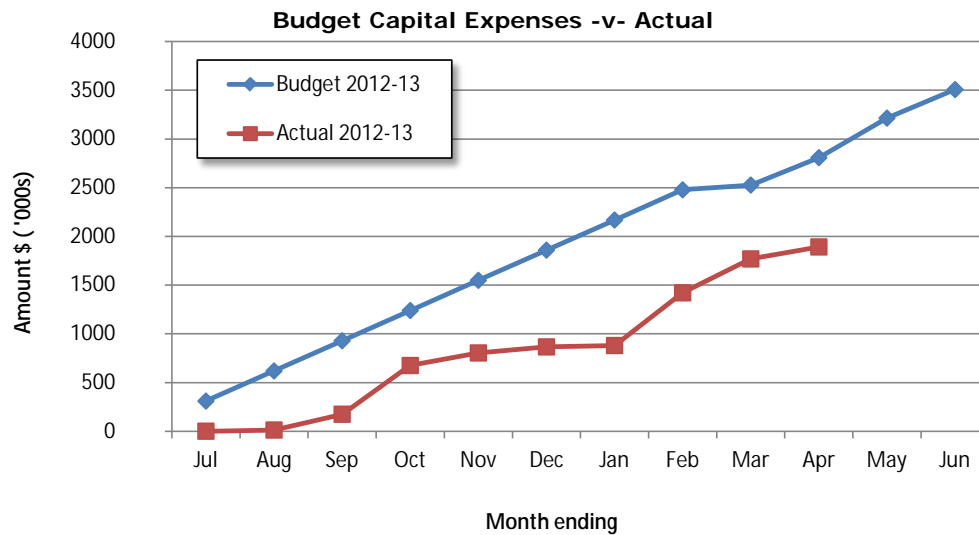


**Comments/Notes - Operating Revenues**

YTD Revenue is below budget expectation, largely due to delay in timing of receipt of some grants. For more detail on specific accounts, please refer to Note 13.

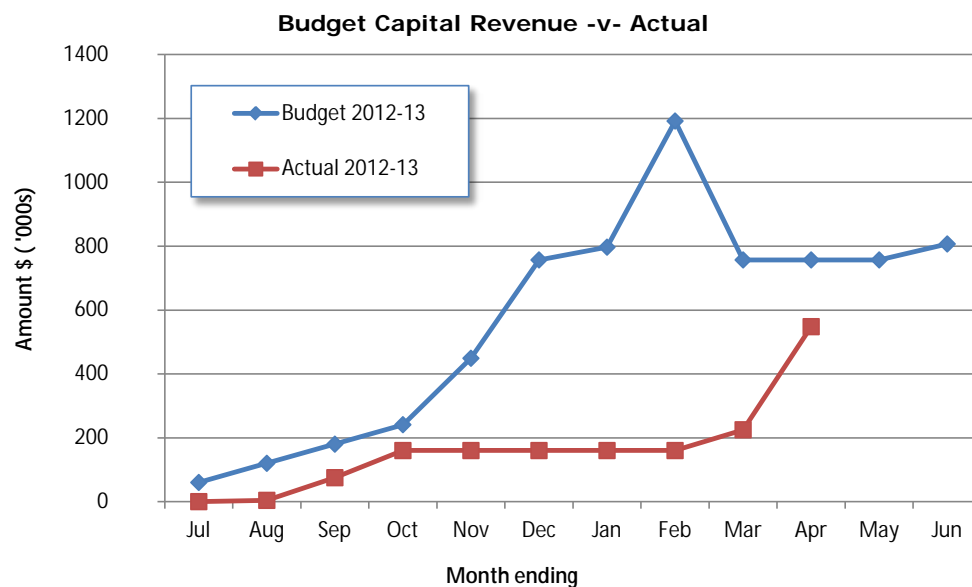
**Shire of Leonora**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30th April 2013**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Capital Expenses**

Capital budget has been allocated at 1/12 for each month. This requires review and adjustment. Some timing delays also for the purchase of new plant.



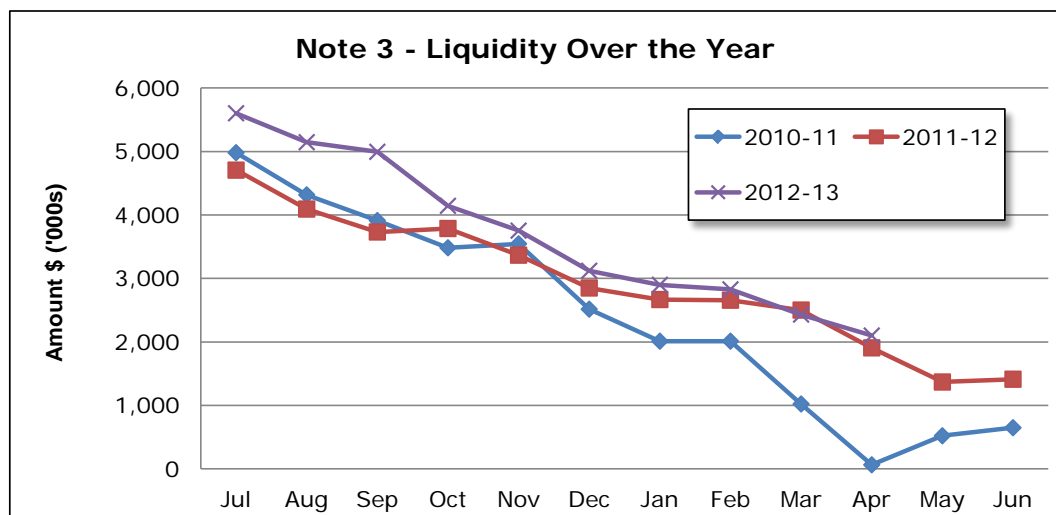
**Comments/Notes - Capital Revenues**

YTD revenue is below budget expectation, due to in part to lack of sales of Industrial Land, and other timing issues for capital purchases/trades of plant & machinery.

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

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		2012-13		
Note		YTD 30th April 2013	30th June 2012	YTD 30th April 2012
		\$	\$	\$
<b>Current Assets</b>				
	4	1,934,165	1,084,981	1,891,844
	4	401,475	391,002	273,755
	6	67,985	41,773	66,863
	6	332,533	357,524	280,653
		35,507	47,364	17,468
		2,771,665	1,922,644	2,530,583
<b>Less: Current Liabilities</b>				
		(268,702)	(119,100)	(266,060)
		(311,403)	(324,322)	(343,633)
		(580,105)	(443,422)	(609,693)
	7	(401,475)	(391,002)	(273,755)
		311,403	324,322	259,586
<b>Net Current Funding Position</b>		<b>2,101,488</b>	<b>1,412,542</b>	<b>1,906,721</b>

**Comments - Net Current Funding Position**

Net Current Funding Position is \$194,000 higher than this time in the previous reporting period.

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

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>						
Municipal Account	Variable	1,932,895		1,932,895	NAB	Cheque Acc.
LSL Maximiser	Variable		172,725	172,725	NAB	Cheque Acc.
Fire Maximiser	Variable		11,566	11,566	NAB	Cheque Acc.
Plant Maximiser	Variable		992	992	NAB	Cheque Acc.
Annual Leave Maximiser	Variable		150,391	150,391	NAB	Cheque Acc.
Gwalia Precinct Maximiser	Variable		65,801	65,801	NAB	Cheque Acc.
Cash On Hand	Nil	1,270		1,270	NAB	On Hand
(b) <b>Term Deposits</b>						
N/A				0		
(c) <b>Other Investments</b>						
N/A				0		
<b>Total</b>		1,934,165	401,475	2,335,640		

**Comments/Notes - Investments**

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

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

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

**Note5: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Surplus/(Deficit) on Budget Adoption 17/07/2012</b>			\$ <b>0</b>	\$ <b>0</b>	\$ <b>0</b>	\$ <b>0</b> <b>0</b>
A01339	<b>Plant Replacement Reserve</b> - Reduce transfer to Reserve	10.2(C) Sep 12	Capital Expenses		100,000		<b>100,000</b>
A01343	<b>Gwalia Reserve</b> - Reduce transfer to Reserve	10.2(C) Sep 12	Capital Expenses		40,000		<b>140,000</b>
TBA	<b>Building Maintenance Reserve</b> - Reduce Transfer to Reserve	10.2(C) Sep 12	Capital Expenses		60,000		<b>200,000</b>
E320002	<b>New Staff Housing</b> -reduce capital expenditure	10.2(C) Sep 12	Capital Expenses		40,000		<b>240,000</b>
E320005	<b>Lot 58-60a Tower Street</b> - increase capital expenditure	10.2(C) Sep 12	Capital Expenses			(240,000)	<b>0</b>
E300005	<b>Footpath Renewal</b> - reduce capital expenditure	10.2 (C)MAR 13	Capital Expenses		100,000		<b>100,000</b>
E310001	<b>Cattle Stockyards</b> - reduce capital expenditure	10.2 (C)MAR 13	Capital Expenses		46,286		<b>146,286</b>
E310002	<b>Extend Rubbish Tip Fence</b> - Reduce capital expenditure	10.2 (C)MAR 13	Capital Expenses		20,000		<b>166,286</b>
E310003	<b>Verandah Reinstatement</b> - reduce capital expenditure	10.2 (C)MAR 13	Capital Expenses		10,000		<b>176,286</b>
E310010	<b>Restoration Ken Locomotive</b> - reduce capital expenditure	10.2 (C)MAR 13	Capital Expenses		75,000		<b>251,286</b>
E340002	<b>Upgrade Accounting Software</b> - reduce capital expenditure	10.2 (C)MAR 13	Capital Expenses		96,000		<b>347,286</b>
E052119	<b>Contribution to Animal Welfare Officer</b> -	10.2 (C)MAR 13	Operating Expenditure		3,000		<b>350,286</b>
E052120	<b>Cat Act Implementation Costs</b>	10.2 (C)MAR 13	Operating Expenditure		10,000		<b>360,286</b>
E091048	<b>Mtce Lot 294 Queen Victoria Street</b>	10.2 (C)MAR 13	Operating Expenditure		20,000		<b>380,286</b>
E101030	<b>Refuse Site Maintenance</b>	10.2 (C)MAR 13	Operating Expenditure		10,425		<b>390,711</b>
E142143	<b>Freehold Council Properties</b>	10.2 (C)MAR 13	Operating Expenditure		20,000		<b>410,711</b>
I126410	<b>Fees landing at Airport</b>	10.2 (C)MAR 13	Operating Income		10,003		<b>420,714</b>
I126415	<b>Passenger Head Tax</b>	10.2 (C)MAR 13	Operating Income		20,003		<b>440,717</b>
E107050	<b>Sale of Industrial Lots</b> - reduce provision of sale proceeds	10.2 (C)MAR 13	Capital Revenue			(435,000)	<b>5,717</b>
<b>Closing Funding Surplus (Deficit)</b>				<b>0</b>	<b>680,717</b>	<b>(675,000)</b>	<b>5,717</b>



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

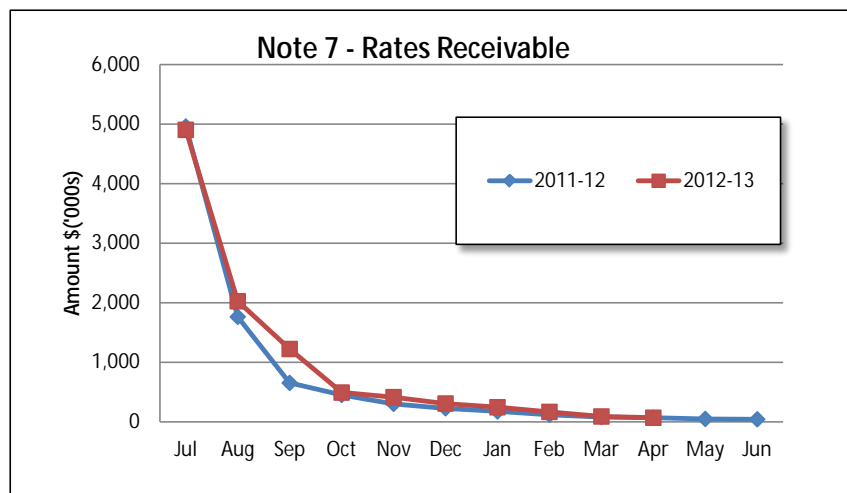
**Note 6: RECEIVABLES****Receivables - Rates Receivable**

Opening Arrears Previous Years  
 Levied this year  
Less Collections to date  
 Equals Current Outstanding

**Net Rates Collectable**

% Collected

	YTD 30th April 2013	YTD 30th June 2012
	\$	\$
Opening Arrears Previous Years	41,773	53,938
Levied this year	4,973,697	5,037,515
<u>Less</u> Collections to date	(4,947,485)	(5,049,680)
Equals Current Outstanding	67,985	41,773
<b>Net Rates Collectable</b>	<b>67,985</b>	<b>41,773</b>
% Collected	98.64%	99.18%

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

Rates recovery progressing very well to date. CEO has commenced more assertive recovery efforts for overdue amounts, including legal action via collection agency.

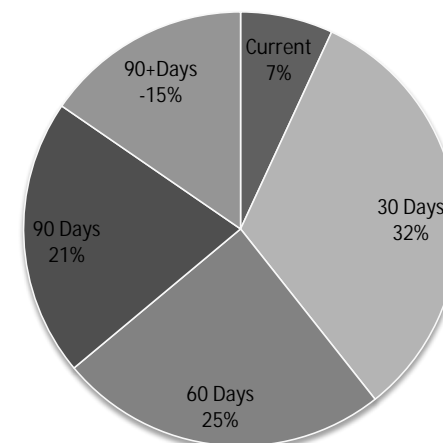
**Receivables - General**

Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90 Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	33,161	156,048	118,132	99,298	(74,106)
<b>Total Receivables General Outstanding</b>	<b>332,533</b>				

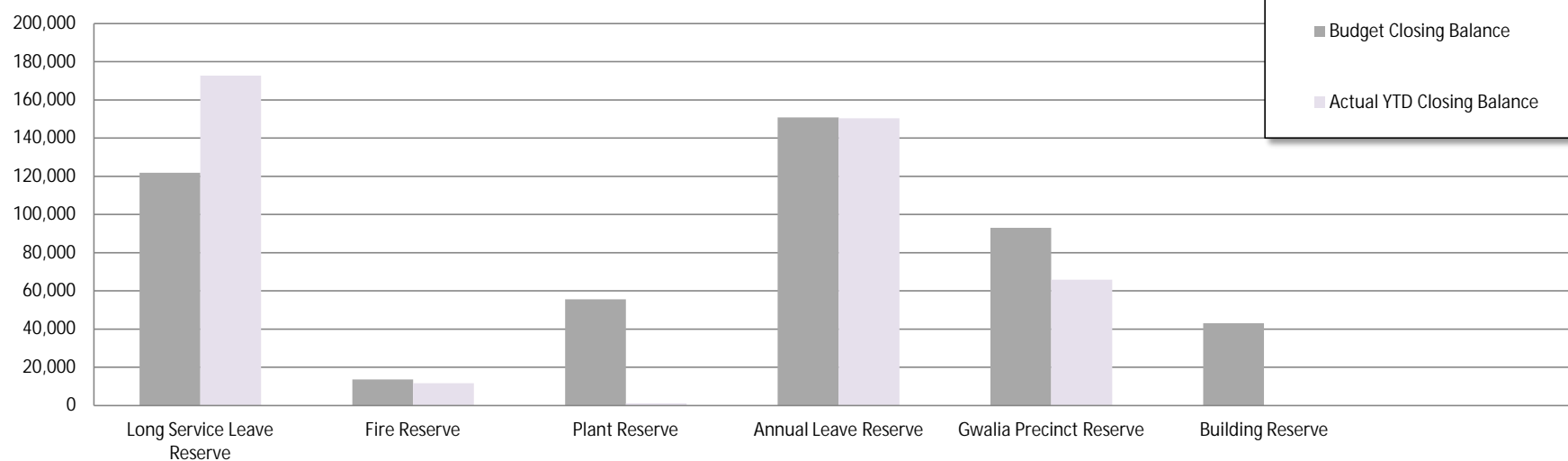
**Note 7 - Accounts Receivable (non-rates)****Comments/Notes - Receivables General**

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

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

**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	4,509	3,546	0	(50,000)	0		121,762	172,725
Fire Reserve	11,267	0	299	2,398	4,000	0	(4,000)		13,665	11,566
Plant Reserve	992	0	0	54,530	0	0	0		55,522	992
Annual Leave Reserve	146,465	0	3,926	4,394	0	0	0		150,859	150,391
Gwalia Precinct Reserve	64,062	0	1,739	28,872	0	0	0		92,934	65,801
Building Reserve	0	0	0	43,000	0	0	0		43,000	0
	0								0	0
	<b>391,002</b>	<b>0</b>	<b>10,473</b>	<b>136,740</b>	<b>4,000</b>	<b>(50,000)</b>	<b>(4,000)</b>		<b>477,742</b>	<b>401,475</b>

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

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

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

**Note 8: CAPITAL DISPOSALS AND ACQUISITIONS**

Actual YTD Profit(Loss) of Asset Disposal				Disposals	Current Budget		
					YTD 30th April 2013		
Cost	Accum Depr	Proceeds	Profit (Loss)		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$		\$	\$	\$
				<b>Plant and Equipment</b>			
			0	Asset 300 Great Wall Utility D/Cab	(7,276)	0	7,276
41,923	(4,241)	29,091	(8,591)	Asset 321 2011 Ford Falcon 4L	(9,659)	(8,591)	1,068
			0	Asset 9 2009 Ford Ranger L2229	(5,371)	0	5,371
36,852	(6,401)	19,091	(11,360)	Asset310 2010 Ford Ranger L2293	0	(11,360)	(11,360)
37,064	(10,439)	19,091	(7,534)	Asset 32 2009 Ford Ranger L2169	(10,154)	(7,534)	2,620
			0	Asset 26 Mack Prime Mover P2019	(85,047)	0	85,047
44,884	(2,038)	22,727	(20,119)	Asset 326 2011 Nissan Navara 6L	(18,621)	(20,119)	(1,498)
			0	Asset 38 2009 Nilfisk Sweeper P2253	(42,304)	0	42,304
80,929	(80,929)	32,500	32,500	Asset 18 Haulmore Trailer P781	20,000	32,500	12,500
64,704	(64,704)	32,500	32,500	Asset 16 Haulmore Trailer P 782	20,000	32,500	12,500
41,876	(3,194)	29,091	(9,591)	Asset 322 2011 Ford Falcon 2L	(10,348)	(9,591)	757
52,509	(5,785)	36,819	(9,905)	Asset 320 2011 Ford FG Sedan 1L	(11,243)	(9,905)	1,338
			0				
			0	<b>Land and Buildings</b>			
			0	Asset L211 Industrial Land	(578,000)	0	578,000
			0				
400,741	(177,731)	220,910	(2,100)		(738,023)	(2,100)	735,923

**Comments - Capital Disposal/Replacements**

Comments	Summary Acquisitions	Current Budget		
		YTD 30th April 2013		
		Budget	Actual	Variance
		\$	\$	\$
	<b>Plant &amp; Equipment</b>	862,562	384,758	(477,804)
	<b>Land and Buildings</b>	1,381,796	655,865	(725,931)
	<b>Furniture and Equipment</b>	139,748	14,310	(125,438)
	<b>Infrastructure</b>			
	Roadworks	323,243	527,377	204,134
	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	662,574	295,600	(366,974)
	<b>Capital Totals</b>	<b>3,369,923</b>	<b>1,877,910</b>	<b>(1,492,013)</b>

Comments	Land & Buildings	Current Budget		
		YTD 30th April 2013		
		Budget	Actual	Variance
		\$	\$	\$
Final CLGF approval received, project to commence soon	Youth Centre - External Refurbishment	60,000	0	(60,000)
Contract issued, project underway	Construct New Staff Housing	410,000	159,586	(250,414)
Progressing in consultation with heritage consultants	Patroni's Guest House Restoration	371,796	254,399	(117,397)
Awaiting final CLGF approval	Building for Vintage Hearse and Truck	300,000	0	(300,000)
Finalised.	Lots 58-60a Tower Street	240,000	241,880	1,880
				0
	<b>Capital Totals</b>	<b>1,381,796</b>	<b>655,865</b>	<b>(725,931)</b>

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

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

**Note 8: CAPITAL DISPOSALS AND ACQUISITIONS**

Comments	Plant & Equipment	Current Budget		
		YTD 30th April 2013		
		Budget	Actual	Variance (Under)Over
Finalised	Health Vehicle 4L	\$ 41,737	\$ 41,401	\$ (336)
Finalised	Maintenance Grading Camp Genset	17,500	17,135	(365)
Finalised	Utility Vehicle	65,000	65,149	149
Finalised	Utility Vehicle	38,000	36,558	(1,442)
Finalised	Utility Vehicle	46,000	45,258	(742)
Finalised	Street Sweeper	80,463	80,463	0
Ordered, awaiting delivery	Side Tipper Trailer	105,000	0	(105,000)
Ordered, awaiting delivery	Side Tipper Trailer	105,000	0	(105,000)
Ordered, awaiting delivery	Prime Mover	240,000	0	(240,000)
Finalised	DCEO Vehicle 2L	41,737	46,557	4,820
Finalised	CEO Vehicle 1L	52,237	52,237	0
To be purchased May 2013	CDO Vehicle	29,888	0	(29,888)
				0
	<b>Capital Totals</b>	<b>862,562</b>	<b>384,758</b>	<b>(477,804)</b>

Comments	Furniture & Equipment	Current Budget		
		YTD 30th April 2013		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
Finalised	TV Radio - Upgrade self help site to digital	139,748	14,310	(125,438)
Unlikely to proceed in 12/13	Accounting Software Upgrade	0	0	0
				0
	<b>Capital Totals</b>	<b>139,748</b>	<b>14,310</b>	<b>(125,438)</b>

Comments	Roads	Current Budget		
		YTD 30th April 2013		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
Works completed in February 2013	R2R - Townsite Reseal	323,243	411,074	87,831
Project progressing, been reallocated from Inf. Other	Extension to Street Lighting	0	19,724	19,724
Project progressing, been reallocated from Inf. Other	Footpath Renewal	0	96,579	96,579
	<b>Capital Totals</b>	<b>323,243</b>	<b>527,377</b>	<b>204,134</b>

Comments	Other Infrastructure	Current Budget		
		YTD 30th April 2013		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
Unlikely to proceed in 12/13	Extend Rubbish Tip Boundary Fence	0	0	0
Unlikely to proceed in 12/13	Main Street Verandah Refurbishment	0	544	544
Final CLGF approval received, project to commence soon	Town Entry Statements	57,610	0	(57,610)
Reallocated to Infrastructure Roads	Footpath Renewal	220,164	0	(220,164)
Reallocated to Infrastructure Roads	Extension to Street Lighting	220,000	187,715	(32,285)
Project completed in February 2013	Aerodrome - Bitulastic Seal Apron	71,400	71,201	(199)
Progressing (heritage engineer recently on site to inspect)	Gwalia Headframe Renewal	67,000	17,850	(49,150)
Progressing	Restoration Ken Locomotive	15,000	6,890	(8,110)
Unlikely to proceed in 12/13	Restoration Leonora Electric Tram	0	0	0
Portable stock yards purchased	Stock Yards	11,400	11,400	0
				0
	<b>Capital Totals</b>	<b>662,574</b>	<b>295,600</b>	<b>(366,974)</b>

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

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

**Note 9: RATING INFORMATION**

RATE TYPE		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
<b>Differential Rates</b>												
GRV	Residential	0.0580	483	6,440,356	373,541	1,943	0	375,484	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	4,652	0	205,351	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	135	0	23,594	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	24,415	0	3,403,454	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
<b>Sub-Totals</b>			1,721	44,198,914	4,398,508	31,145	0	4,429,653	4,396,874	2,500	0	4,399,374
<b>Minimum Rates</b>		<b>Minimum \$</b>										
GRV	Residential	267	19	0	5,073	989	0	6,062	5,073	0	0	5,073
	Industrial	267	11	0	2,937	106	0	3,043	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	(872)	0	14,881	16,020	0	0	16,020
	Miscellaneous	267	3	0	801	106	0	907	801	0	0	801
	Mining tenement	267	1,048	0	279,816	45,520	0	325,336	282,486	15,000	0	297,486
UV	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
<b>Sub-Totals</b>			1,154	0	308,118	45,849	0	353,967	311,055	15,000	0	326,055
Written Back								4,783,620				4,725,429
								0				(15,000)
								4,783,620				4,710,429
Discounts								0				0
<b>Totals</b>								4,783,620				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.

Please refer to Compilation Report

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

**10. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

The Shire of Leonora has no borrowings.

(b) New Debentures

No new debentures were raised during the reporting period.

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

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

**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)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE GRANTS</b>								
Grants Commission	WALGGC	Y	276,986		276,986		193,040	83,946
Federal Roads	WALGGC	Y	263,589		263,589		177,629	85,960
Country Local		Y	675,220		675,220		337,610	337,610
<b>GOVERNANCE</b>								
Structural Reform Funding	Dept. of local Gvt	Y		25,000	25,000		25,000	
<b>HEALTH</b>								
Medical Centre			20,000		20,000		0	20,000
EHO Contributions	Various Shires	Y	0	27,047	27,047		27,047	0
Aged Care Feasibility			20,000		20,000		0	20,000
<b>LAW, ORDER, PUBLIC SAFETY</b>								
Fire Prevention Grant		Y	7,280		7,280		7,270	10
<b>WELFARE SERVICES</b>								
Childcare	Dept. Comm & Welfare	Y	61,552		61,552		38,188	23,364
Youth Programs	Depart.Child Protect.	Y	65,518		65,518		30,260	35,258
<b>RECREATION AND CULTURE</b>								
Recreation Centre	Dept. of Sports & Rec.		113,000			113,000	0	113,000
Centrelink Agent	Centrelink	Y	37,779		37,779		31,483	6,296
CRC			111,500		111,500		0	111,500
<b>ECONOMIC SERVICES</b>								
Contract building Surveyor	Various Shires	Y	0	27,041	27,041		27,041	0
GEDC Officer	Various Shires	Y	0	13,636	13,636		13,636	0
Golden Gift Contribution	Various	Y	0	110,606	110,606		110,060	546
Gwalia Historial (Projects)	TQUAL		0	20,000	20,000		20,000	0
Officer & Admin Centre Project	GEDC	Y	0	50,000	50,000		50,000	0
<b>TRANSPORT</b>								
<b>MRWA ROAD FUNDING</b>								
Project Grants	MRWA Funding	Y	132,099		96,699	35,400	3,802	128,297
Direct Grants	MRWA RRG	Y	373,257		373,257	0	266,575	106,682
<b>OTHER ROAD/STREETS GRANTS</b>								
Roads To Recovery	Building Program	Y	2,586,411		2,263,168	323,243	323,243	2,263,168
<b>OTHER PROPERTY &amp; SERVICES</b>								
Grant - Projects			91,500		91,500	0	0	91,500
<b>OTHER PROPERTY &amp; SERVICES</b>								0
Fuel Rebate	WA Dept of Treas & Fin.		0		0		0	0
<b>OTHER PROPERTY &amp; SERVICES</b>								0
<b>TOTALS</b>			<b>4,835,691</b>	<b>273,330</b>	<b>4,637,378</b>	<b>471,643</b>	<b>1,681,884</b>	<b>3,427,137</b>
Operating			4,364,048				1,358,641	
Non-Operating			471,643				323,243	
			<u>4,835,691</u>				<u>1,681,884</u>	

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

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

**Note 12: TRUST FUND**

Council holds no funds on behalf of other entities.



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

## Shire of Leonora

## Material Variances as at 30th April 2013

ACCOUNT	NAME	ACTUAL	Year To Date BUDGET	DIFFERENCE	REASON FOR VARIATION
<b>Income</b>					
I030009	• Rates - Additional UV	\$ 66,551.06	\$ 12,276.00	\$ 54,275.06	Higher than original budget estimate. Any decrease in valuations on mining tenements throughout the year may still affect this figure with reduction in income.
I030019	• Grant - Equalisation	\$ 193,040.25	\$ 207,741.00	\$ (14,700.75)	Reduction in allocation from data provided at Budget Preparation (\$19601 less for full year than advised)
I030021	• Grant - Roads (Untied)	\$ 177,629.25	\$ 197,691.00	\$ (20,061.75)	Reduction in allocation from data provided at Budget Preparation (\$26749 less for full year than advised)
I030022	• Interest Revenue- Municipal	\$ 26,480.77	\$ 50,000.00	\$ (23,519.23)	Interest less than expected at budget preparation
I030031	• Grant - CLGF 12/13	\$ -	\$ 337,610.00	\$ (337,610.00)	Quotes submitted to RDL - Reviewed FCWP forwarded, awaiting approval, then funds will be forwarded
I041430	• Strucural Reform Funding	\$ 25,000.00		\$ 25,000.00	Unbudgeted Grant
I076473	• Grant- Aged Care Feasability		\$ 20,000.00	(20,000.00)	Project not commenced.
I076475	• Grant Medical Centre Equipment	\$ -	\$ 20,000.00	\$ (20,000.00)	\$20000 Grant not yet applied for
I080002	• Grant-Sustainability Child Care	\$ 26,188.50	\$ 42,960.00	\$ (16,771.50)	Grant payment from August 2012 still outstanding
I080008	• Childcare Centre Income	\$ 57,444.70	\$ 29,160.00	\$ 28,284.70	Higher enrolments and increased utilisation of centre has increased income.
I082002	• Youth Program Grants	\$ 30,259.20	\$ 54,600.00	\$ (24,340.80)	Reduction in service provision has resulted in reduced grant payments
I113001	• Reimbursement Other Rec (Digital Changeover)		\$ 113,000.00	\$ (113,000.00)	Shire of Coolgardie managing project funds for Digital Changeover through R4R funding.
I117001	• CRC Operational Wages Grant	\$ -	\$ 50,000.00	\$ (50,000.00)	Grant acquittals submitted - awaiting payment authorisation
I117002	• Grant CRC Equipment	\$ -	\$ 20,000.00	\$ (20,000.00)	Grant acquittals submitted - awaiting payment authorisation
I117003	• Grant CRC Other	\$ -	\$ 40,000.00	\$ (40,000.00)	Grant acquittals submitted - awaiting payment authorisation
I122213	• Natural Disaster Reinstatement	\$ -	\$ 1,885,970.00	\$ (1,885,970.00)	Still awaiting first claim to be approved. Unlikely to submit further claims.
I122214	• RRG Preserve Old Agnew 2012-13	\$ 75,680.00	\$ 151,360.00	\$ (75,680.00)	Further claims to be submitted as works progress
I122215	• RRG Improve Old Agnew 2012-13	\$ 54,560.00	\$ 109,120.00	\$ (54,560.00)	Final claims to be submitted in May now that work has progressed
I122300	• Gain on Disposal of Assets	\$ 65,000.00	\$ 40,000.00	\$ 25,000.00	Higher than estimated at time of budget preparation
I126494	• RADS Grant		\$ 35,400.00	\$ (35,400.00)	Invoice submitted for payment 01/05/2013
I133451	• Contracy Building Surveyor	\$ 30,603.82	\$ 11,520.00	\$ 19,083.82	More activity than originally budgeted for works billed out to other LGs (~\$19k)
I134458	• Gwalia Historical Precinct- Grant Income (Projects)	\$ 20,000.00	\$ 91,500.00	\$ (71,500.00)	Grant Funds not yet received (applications still being submitted, recoups being processed)
I141450	• Charges Plant hire	\$ 47,087.02	\$ 66,664.00	\$ (19,576.98)	Less activity than estimated at budget preparation
		<u>\$ 895,524.57</u>	<u>\$ 3,586,572.00</u>	<u>\$ (2,691,047.43)</u>	

**Expenditure**

E030013	• Admin Allocated to Rates	\$ 207,057.90	\$ 228,065.00	\$ (21,007.10)	Lower than original budget estimate
E030014	• Refund of Rates	\$ 3,183.50	\$ 16,670.00	\$ (13,486.50)	Lower than original budget estimate
E041184	• Admin Allocated - Governance	\$ 147,898.49	\$ 162,901.00	\$ (15,002.51)	Lower than original budget estimate
E052014	• Salaries-Ranger	\$ 48,183.00	\$ 59,780.00	\$ (11,597.00)	Lower than original budget estimate (less hours allocated to Cat Act etc than expected)
E074075	• Doctor Top Up Salary	\$ 103,322.77	\$ 141,390.00	\$ (38,067.23)	Payments being made quarterly, rather than one lump sum
E075020	• Mosquito Control	\$ 20,300.00	\$ 2,300.00	\$ 18,000.00	Includes purchase of fogger
E077002	• Aged Care Feasability Study	\$ -	\$ 30,000.00	\$ (30,000.00)	Project not commenced
E080010	• Childcare Centre Staff Training	\$ 5,247.73	\$ 20,000.00	\$ (14,752.27)	Alteration to timing of original programme
E082001	• Youth Services Wages	\$ 14,473.33	\$ 53,410.00	\$ (38,936.67)	Vacancy of Youth Officer position resulted in lower expenditure to date on wages
E101020	• Domestic Refuse	\$ 16,873.15	\$ 33,333.30	\$ (16,460.15)	Reduction in collection costs following purchase of new rubbish truck
E106010	• Town Planning Expenses	\$ 24,314.85	\$ 15,000.00	\$ 9,314.85	Higher than expected costs associated with residential subdivision planning etc
E107041	• Sale of Industrial Blocks (Costs)	\$ 2,777.70	\$ 37,760.00	\$ (34,982.30)	Under Budget due to lower than expected sales of industrial land
E107050	• Loss on Disposal of Asset	\$ -	\$ 578,000.00	\$ (578,000.00)	Under Budget due to lower than expected sales of industrial land
E113070	• Oval	\$ 38,157.13	\$ 55,000.00	\$ (16,842.87)	Lower than anticipated maintenance, water costs
E113092	• Swimming Pool Maintenance	\$ 107,536.61	\$ 66,670.00	\$ 40,866.61	High level of maintenance and repairs required during pool season

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

E114290	· Sals & Wages - Rec Centre	\$ 38,793.03	\$ 60,450.00	\$ (21,656.97)	Low use of part time/casual staff throughout year
E114294	· Rec Centre Maintenance	\$ 21,419.69	\$ 45,830.00	\$ (24,410.31)	Some funds required to be re-allocated to pool maintenance
E114300	· Tennis Court Maintenance	\$ 1,203.23	\$ 15,664.00	\$ (14,460.77)	Lighting upgrade not yet progressed, may be delayed until 2013/14
E122040	· Road Maintenance	\$ 1,114,701.30	\$ 924,520.00	\$ 190,181.30	Alteration to timing of Program
E122043	· Bush Grading	\$ 68,181.50	\$ 233,330.00	\$ (165,148.50)	Alteration to timing of Program
E122044	· Depn Road Infrastructure	\$ 806,110.00	\$ 666,670.00	\$ 139,440.00	Alteration to timing of Program
E122160	· Street Cleaning	\$ 141,823.78	\$ 125,000.00	\$ 16,823.78	Maintenance costs higher than budget estimate (less work currently being carried out for Street Trees & Watering)
E122180	· Street Trees and Watering	\$ 65,374.13	\$ 104,170.00	\$ (38,795.87)	Maintenance costs lower than budget estimate (more work currently being carried out for Street Cleaning)
E122190	· Loss on Disposal of Asset	\$ 39,012.71	\$ 161,497.00	\$ (122,484.29)	Alteration to timing of Program
E122209	· Natural Disaster Reinstatement	\$ 113,465.69	\$ 1,867,070.00	\$ (1,753,604.31)	Claim submitted, awaiting payment. Further work unlikely to be undertaken
E122210	· SPQ (Depot) Maintenance	\$ 3,291.20	\$ 15,000.00	\$ (11,708.80)	Alteration to timing of Program
E122212	· RRG - Old Agnew Preservation 2012-13	\$ 75,338.69	\$ 283,800.00	\$ (208,461.31)	Alteration to timing of Program
E126010	· Aerodrome Maintenance	\$ 130,988.03	\$ 94,170.00	\$ 36,818.03	Some costs to be re-allocated to staff training expenses
E131045	· Gwalia Cactus Eradication	\$ 9,277.94	\$ 35,000.00	\$ (25,722.06)	Alteration to timing of Program
E132076	· NG Tourism Working Group	\$ 3,559.09	\$ 24,760.00	\$ (21,200.91)	Alteration to timing of Program
E132078	· Leonora Golden Gift	\$ 54,926.52	\$ 120,000.00	\$ (65,073.48)	Alteration to timing of Program
E134013	· Museum Maintenance	\$ 7,261.99	\$ 25,000.00	\$ (17,738.01)	Alteration to timing of Program
E134014	· Hoover House Maintenance	\$ 42,810.17	\$ 19,920.00	\$ 22,890.17	Extensive Repairs required to air conditioners etc
E134015	· Museum Grounds Mtce	\$ 3,855.05	\$ 25,000.00	\$ (21,144.95)	Alteration to timing of Program
E134025	· Consultant Fees	\$ 68,390.39	\$ 92,400.00	\$ (24,009.61)	Reduction in consultant utilisation (likely to be re-allocated to wages)
E134026	· Website Maintenance	\$ 180.00	\$ 19,970.00	\$ (19,790.00)	Project to commence during May 2013
E134029	· Collections Care	\$ 52,112.14	\$ 35,210.00	\$ 16,902.14	Some contract work undertaken in addition to existing program to progress works
E134031	· Gwalia Buildings Maintenance	\$ 2,750.00	\$ 25,000.00	\$ (22,250.00)	Alteration to timing of Program
E136043	· Employment Program Labour Hire	\$ -	\$ 16,670.00	\$ (16,670.00)	Project has not progressed during the 2012/13 reporting period
E141010	· Private Works	\$ 13,596.59	\$ 58,330.00	\$ (44,733.41)	Lower than original budget estimate
E142010	· Depreciation-Admin	\$ 33,091.31	\$ 53,210.00	\$ (20,118.69)	Lower than original budget estimate
E142144	· Consultant Fees	\$ 5,020.85	\$ 20,830.00	\$ (15,809.15)	Lower than original budget estimate
E142299	· Less Allocated to Programs	\$ (985,989.93)	\$ (1,089,776.00)	\$ 103,786.07	Lower than original budget estimate
E143070	· Staff Housing Allocated	\$ 34,839.97	\$ (1,126.00)	\$ 35,965.97	Some review/reallocation required
E143075	· Staff Training	\$ 837.79	\$ 18,330.00	\$ (17,492.21)	Some review/reallocation required from E126010
E143080	· Superannuation	\$ 50,931.95	\$ 66,910.00	\$ (15,978.05)	Lower than original budget estimate
E144010	· Fuels & Oils	\$ 198,049.83	\$ 241,670.00	\$ (43,620.17)	Lower than original budget estimate
E144030	· Parts & Repairs	\$ 65,562.05	\$ 86,664.00	\$ (21,101.95)	Alteration to timing of program
E144040	· Repair Wages	\$ 10,411.44	\$ 22,500.00	\$ (12,088.56)	Lower than original budget estimate
		<u>\$ 3,030,504.28</u>	<u>\$ 6,013,922.30</u>	<u>\$ (2,983,418.02)</u>	

**Capital Revenue (See Statement of Financial Activity)**

Note 8	· Proceeds from Sale Assets	\$ 220,910.00	\$ 285,800.00	\$ (64,890.00)	· Alteration to timing of program
		<u>\$ 220,910.00</u>	<u>\$ 285,800.00</u>	<u>\$ (64,890.00)</u>	

**Capital Expenditure (See Statement of Financial Activity)**

Note 8	· Land and Buildings	\$ 655,865.00	\$ 1,381,796.00	\$ (725,931.00)	Alteration to timing of program
Note 8	· Plant and Equipment	\$ 384,758.00	\$ 862,562.00	\$ (477,804.00)	Alteration to timing of program
Note 8	· Furniture and Equipment	\$ 14,310.00	\$ 139,748.00	\$ (125,438.00)	Alteration to timing of program
Note 8	· Infrastructure - Roads	\$ 527,377.00	\$ 323,243.00	\$ 204,134.00	Alteration to timing of program
Note 8	· Infrastructure - Other	\$ 295,600.00	\$ 662,574.00	\$ (366,974.00)	Alteration to timing of program
		<u>\$ 1,877,910.00</u>	<u>\$ 3,369,923.00</u>	<u>\$ (1,492,013.00)</u>	

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

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

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21st May, 2013

**AGENDA REFERENCE:** 10.2 (B) MAY 13

**SUBJECT:** Accounts for Payment

**LOCATION / ADDRESS:** Nil

**NAME OF APPLICANT:** Nil

**FILE REFERENCE:** Nil

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

**NAME:** Tanya Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 14<sup>th</sup> May, 2013

**BACKGROUND**

Attached statement consists of accounts paid by Delegated Authority and Direct Bank Transactions represented by **Cheques 17058 to 17124** and totalling **\$464,916.35** and accounts paid by Council Authorisation represented by **Cheques 17125 to 17209** totalling **\$424,449.83** 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 17058 to 17124** and totalling **\$464,916.35** and accounts paid by Council Authorisation represented by **Cheques 17125 to 17209** totalling **\$424,449.83** be authorised for payment.

**VOTING REQUIREMENT**

Simple Majority

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

## **COUNCIL DECISION**

**Moved Cr LR Petersen, Seconded Cr MWV Taylor** that accounts paid by Delegated Authority and Direct Bank Transactions represented by **Cheques 17058 to 17124** and totalling **\$464,916.35** and accounts paid by Council Authorisation represented by **Cheques 17125 to 17209** totaling **\$424,449.83** be authorised for payment.

**CARRIED (6VOTES TO 0)**

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

**Shire of Leonora****Monthly Report - List of Accounts Paid by Delegated Authority****Submitted to Council on the 21st May, 2013**

The following list of accounts has been paid via **direct bank transactions** since the previous list of accounts, totalling **\$13,108.69**

**CHIEF EXECUTIVE OFFICER**

<b>Direct Deposits</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment</b>
1 (DD)	12/04/2013	National Australia Bank	Bank Fee – April 2013 B/S	108.50
1 (DD)	12/04/2013	Westnet Pty Ltd	CRC Internet – April 2013 B/S	11.00
1 (DD)	12/04/2013	Alliance Equipment Finance	Lease on CRC P/Copier – April 2013 B/S	275.84
1 (DD)	22/04/2013	Alliance Equipment Finance	Lease on Office P/Copier – April 2013 B/S	1,121.55
1 (DD)	22/04/2013	Toyota Financial Services	GEDC Vehicle – April 2013 B/S	1,476.05
1 (DD)	22/04/2013	National Australia Bank	Bank Fee – April 2013 B/S	108.50
1 (DD)	23/04/2013	National Australia Bank	Master Card Fees – April 2013 B/S	5,144.49
1 (DD)	30/04/2013	National Australia Bank	Bank Fee – April 2013 B/S	122.90
1 (DD)	08/05/2013	Westnet P/L	CRC internet – May 2013 B/S	11.00
1 (DD)	08/05/2013	National Australia Bank	Bank Fee – May 2013 B/S	112.00
1(DD)	08/05/2013	National Australia Bank	EFTPOS Fee – May 2013 B/S	155.78
1 (DD)	09/05/2013	National Australia Bank	Deposit Book – May 2013 B/S	5.00
1 (DD)	09/05/2013	National Australia Bank	M/Card Fees – May 2013 B/S	4,180.24
1 (DD)	13/05/2013	Alliance Equipment Finance	Lease on CRC P/Copier – May 2013 B/S	275.84
			<b>GRAND TOTAL</b>	<b>\$13,108.69</b>

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

<b>Shire of Leonora</b>				
<b>Monthly Report - List of Accounts Paid by Delegated Authority</b>				
<b>Submitted to Council on the 21st May, 2013</b>				
<p>The following list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Cheques numbered from <b>17058</b> to <b>17124</b> and totalling <b>\$451,807.66</b></p> <p>_____</p> <p><b>CHIEF EXECUTIVE OFFICER</b></p>				
<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>
17058	11/04/2013	PMCC	Erect Rear Fence at 144 Gwalia Street	2,695.00
17059	11/04/2013	Shire of Leonora	Petty Chas Recoup	297.60
17060	12/04/2013	R F Young	Contract Grading	7,964.40
1 (DD)	17/07/2013	Shire of Leonora	Salaries - Wages: PPE: 17.04.2013	60,212.40
17061	17/04/2013	LGRCEU	Union Fee - PPE: 17.04.2013	19.40
17062	17/04/2013	Shire of Leonora	Tax/Rent - PPE: 17.04.2013	20,710.94
17063	17/04/2013	WALGS Plan	Superannuation – PPE: 17.04.2013	6,094.92
17064	17/04/2013	Child Support Agency	Child Support – PPE: 17.04.2013	962.98
17065	17/04/2013	CBUS Super	Superannuation – PPE: 17.04.2013	280.44
17066	14/04/2013	Plum Super	Superannuation – PPE: 17.04.2013	148.56
17067	17/04/2013	Sun Super	Superannuation – PPE: 17.04.2013	280.44
17068	17/04/2013	Host Plus Super	Superannuation – PPE: 17.04.2013	139.05
17069	18/04/2013	Australian Taxation Office	BAS March, 2013	8,902.00
17070	18/04/2013	Leonora Paint Service	Clear Graffiti from town walls	2,420.00
17071	19/04/2013	Bridgestone	Tyres as requested by Works	944.24
17072	19/04/2013	Bridgestone Earthmover Tyres Pty Ltd	Tyres for P2221	3,599.20
17073	19/04/2013	Comfort Inn Midas	Accommodation for Child Care Workers training	435.00
17074	19/04/2013	D. C. Taylor	Dog Food for Pound	132.00
17075	19/04/2013	DC Reticulation	Supply and install reticulation systems to Leonora Airport lawns and gardens	6,781.67
17076	19/04/2013	Eagle Petroleum (WA) Pty Ltd	Fuel costs	183.89
17077	19/04/2013	Goldfields Locksmiths	Restricted Padlock and Keys as per DCEO's request	3,263.07
17078	19/04/2013	Horizon Power	Power Usage – Various	4,458.79
17079	19/04/2013	J. Heather	Malcolm Damn Cleaning January - March 2013	1,200.00
17080	19/04/2013	Kalgoorlie Retravisision	New Microwave for Child Care Centre	579.00
17081	19/04/2013	Poitier Medical Practice	Drug Screening	333.08
17082	19/04/2013	Reynolds Graphics Pty Ltd	Update to Golden Gift Website	55.00
17083	19/04/2013	Telstra	Phone usage – Various	3,818.02
17084	19/04/2013	Water Corporation	Water Usage – Various	6,015.05
17085	23/04/2013	Pipeline Mining and Civil Contracting	Work at new Gwalia House	605.00
			<b>Sub Total</b>	<b>\$143,531.14</b>

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

<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>
			<b>Balance Brought Forward</b>	<b>\$143,531.14</b>
17086	23/04/2013	RLG Mechanical Service	Service and Inspection – GEDC Vehicle	457.36
17087	23/04/2013	Sixmile Prospecting	Balance of money owing for Information DVD on Stamp Mill	5,000.00
17088	23/04/2013	Sparlon Electrical	Work done at Hoover house Museum	8,497.84
17089	24/04/2013	R F Young	Contract Grading	2,483.25
17090	24/04/2013	Building Commission	Building Comm. Fee – B/L# 04/13	35.50
17091	24/04/2013	Goldfields Truck Power	Pump for P2019	1,042.10
17092	24/04/2013	Kleenheat Gas	Facility Fees for 12 Fitzgerald Drive	60.50
17093	24/04/2013	Garry J Agnew (CANCELLED CHQ) Direct Deposit	Health & Building Report	9,358.38
17094	26/04/2013	Shire of Leonora	Petty Cash Recoup	229.00
1 DD	01/05/2013	Shire of Leonora	Salaries & Wages – PPE: 01.05.2013	57,493.00
17095	01/05/2013	L.G.R.C.E.U.	Union Fee – PPE: 01.05.2013	19.40
17096	01/05/2013	Shire of Leonora	Tax/Rent – PPE 01.05.2013	18,832.20
17097	01/05/2013	WALGS Plan	Superannuation – PPE: 01.05.2013	5,689.70
17098	01/05/2013	Child Support Agency	Child Support – PPE: 01.05.2013	530.85
17099	01/05/2013	CBUS Super	Superannuation – PPE: 01.05.2013	263.34
17100	01/05/2013	Plum Super	Superannuation – PPE: 01.05.2013	71.85
17101	01/05/2013	Sun Super	Superannuation – PPE: 01.05.2013	526.68
17102	01/05/2013	His Plus Super	Superannuation – PPE: 01.05.2013	132.13
17103	07/05/2013	Majstrovich Building Co	Claim 4 for Patroni's Guest House Restoration	56,430.00
17104	07/05/2013	VIP Entertainment	Children's Entertainment for Golden Gift 2013	9,640.00
17105	09/05/2013	Adrain Julitz	Refund: Overpayment on Golden Gift Airfare	25.00
17106	09/05/2013	Ayla Nardone	Reimbursement - Working with Children's Check and Travel Expenses	508.45
17107	09/05/2013	Eagle Petroleum (WA) Pty Ltd	Motorcharge Cards and Fuel Purchases	1,493.58
17108	09/05/2013	Emma Cadd.	Furniture Purchased for Lot 240 Hoover Street	202.00
17109	09/05/2013	Gail Ross	Reimbursement for Hoover House Purchases	222.60
17110	09/05/2013	Gary Ross	Reimbursement for Flu Needle	25.00
17111	09/05/2013	Goldfields Truck Power	Plant Hire for April, 2013	13,200.00
17112	09/05/2013	Horizon Power	Power Usage - Shire Properties	27,546.26
17113	09/05/2013	Office National Kalgoorlie	Photocopier Lease, Printing charges and Fax Roll	1,176.23
17114	09/05/2013	Pipeline Mining & Civil Contracting	Excavation of Materials at refuse Site	29,562.59
17115	09/05/2013	Telstra	Phone/Internet Usage - Shire Properties	413.95
17116	13/05/2013	R F Young	Contract Grading	6,243.60
1 (DD)	15/05/2013	Shire of Leonora	Salaries & Wages – PPE: 15.05.2013	20,104.17
17117	15/05/2013	L.G.R.C.E.U	Union Fee – PPE: 15.05.2013	19.40
			<b>Sub Total</b>	<b>\$421,067.05</b>

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

<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment by Delegated Authority</b>
			<b>Balance Brought Forward</b>	<b>\$421,067.05</b>
17118	15/05/2013	Shire of Leonora	Tax/Rent – PPE: 15.05.2013	20,104.17
17119	15/05/2013	W.A.L.G.S. Plan	Superannuation – PPE: 15.05.2013	4,296.16
17120	15/05/2013	Child Support Agency	Child Support – PPE: 15.05.2013	530.85
17121	15/05/2013	CBUS Super	Superannuation – PPE: 15.05.2013	526.68
17122	15/05/2013	Host Plus Super	Superannuation – PPE: 15.05.2013	139.05
17123	15/05/2013	Sun Super	Superannuation – PPE: 15.05.2013	393.00
17124	15/05/2013	Garry J Agnew (CANCELLED CHQ) Direct Deposit	Health & Building Contract	4750.70
			<b>GRAND TOTAL</b>	<b>\$451,807.66</b>



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

<b>Shire of Leonora</b>				
<b>Monthly Report - List of Accounts Paid by Authorisation of Council</b>				
<b>Submitted to Council on the 21st May, 2013</b>				
<p>Cheques numbered from <b>17125</b> to <b>17209</b> totaling <b>\$424,449.83</b> submitted to each member of the Council on 21st May, 2013 have been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing.</p>				
<b>CHIEF EXECUTIVE OFFICER</b>				
<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment</b>
17125	21/05/2013	Air BP	Avgas Purchases	3,953.15
17126	21/05/2013	Air Liquide W.A. Ltd	Rental of Oxygen Cylinder - Poitiers Medical Practice	196.27
17127	21/05/2013	ALU Glass	Replace smashed window at Council Boardroom	456.50
17128	21/05/2013	Athletics Western Australia	Sponsorship - Leonora Golden Gift 2013	2,200.00
17129	21/05/2013	Austral Mercantile Collections P/L	Commission for Rates Recovery	350.06
17130	21/05/2013	Bunnings Building Supplies Pty Ltd	Outdoor Supplies for Shire Properties and maintenance	546.86
17131	21/05/2013	Central Hotel	Accommodation and Meals for IT Consultant and Tidy Towns Meeting and Meals	351.00
17132	21/05/2013	Chadson Engineering Pty Ltd	Valve Seal Kit and Wafer Check - Swimming Pool	434.94
17133	21/05/2013	Chubb Security Services Ltd	ATM Upkeep expenses - April, 2013	2,255.18
17134	21/05/2013	City Of Kalgoorlie/Boulder	Member Contribution towards Regional Records Facility Service	5,087.50
17135	21/05/2013	Cook's Tours Pty Ltd		2,600.00
17136	21/05/2013	Custom Creative Carpentry	Work at Leonora Recreation Centre to 6/5/2013	8,195.50
17137	21/05/2013	Cutting Edges Pty Ltd	Grader Blade, Plowbolts and Hexagon Nuts as requested by Works Manager	4,179.54
17138	21/05/2013	Dell Australia	Inks for Medical Centre and Info Centre	718.30
17139	21/05/2013	Department Of Transport	Licence and Insurance costs - P011 and P82	181.88
17140	21/05/2013	Eagle Petroleum (WA) Pty Ltd	Diesel Stock Purchase, May 2013	39,567.00
17141	21/05/2013	Earth Australia Contracting Pty Ltd	Work at Lot 144 Gwalia Street	19,525.00
17142	21/05/2013	Eastern Goldfields Cycle Club	Sponsorship - 2013 Cyclclassic	15,000.00
17143	21/05/2013	Ecocern Pty Ltd	Envelopes for Postage	290.40
17144	21/05/2013	Elite Gym Hire	Gym Equipment Hire - June 2013	500.50
17145	21/05/2013	Elite Pool Covers	Commercial Blanket Solar - Leonora Swimming Pool	3,440.00
17146	21/05/2013	eTourism WA	Annual Website Listing on eTourism WA for 12 Months	95.00
			<b>Sub Total</b>	<b>\$110,124.58</b>

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Cheque	Date	Name	Item	Payment
			<b>Balance Brought Forward</b>	<b>\$110,124.58</b>
17147	21/05/2013	Express Yourself Printing	Goods sold on Consignment at CrC and Stationery for Museum	962.44
17148	21/05/2013	Forman Bros	Plumbing repairs to Info Centre, Rec Centre, Shire Office and Airport	3,254.35
17149	21/05/2013	Goldfields Commercial Security P/L	Security Services for May, 2013	2,674.91
17150	21/05/2013	Goldfields Locksmiths	Restricted Key Cutting	157.04
17151	21/05/2013	Goldline Distributors	Goods for Hoover House and Cleaning Products for Shire Owned Properties	3,466.11
17152	21/05/2013	J L Sherriff	Consultancy Services to April, 2013 and Claim 3 for Gwalia Interpretation Project	14,036.00
17153	21/05/2013	J.R. & A. Hersey Pty Ltd	Supplies for Swimming Pool Maintenance and Parts for P843	2,864.46
17154	21/05/2013	Kalgoorlie Furniture	Queen Bed Ensemble for 229 Hoover Street	899.00
17155	21/05/2013	Kalgoorlie Retravisio	Rabbit Ear Antennas, Digital Set Top Box, and dishwasher for Shire Properties	796.00
17156	21/05/2013	Kleenwest Distributors	Supplies for Depot	553.01
17157	21/05/2013	L & W Sales	Storage Containers and Vac Blower	298.95
17158	21/05/2013	Landgate	Landgate Searches and Valuations	1,587.17
17159	21/05/2013	Leinster Art and Craft Group	Goods Purchased using Leinster Community Grant	1,899.06
17160	21/05/2013	Leinster Community Library	Cancelled (Incorrect amount)	0.00
17161	21/05/2013	Leonora Drive Connectors	Hose Parts and Fitting - P000	295.63
17162	21/05/2013	Leonora Pharmacy -	Refill to First Aid Kits at recreation centre	95.50
17163	21/05/2013	Leonora Post Office	Postage Costs - March - April 2013	567.60
17164	21/05/2013	Leonora Supermarket and Hardware	Supermarket Purchases - March - May 2013	651.84
17165	21/05/2013	Local Government Managers Australia	LGMA Mentors and Aspiring Leaders Conference April 2013 - Partners Dinner	120.00
17166	21/05/2013	Mackay Projects Pty Ltd	Engineering Services as at 30/4/2013	11,181.50
17167	21/05/2013	McGrath Homes.	Claim Number 4 - Lot 144 Gwalia Street	92,842.43
17168	21/05/2013	McLean Print	Print Shire details on envelopes	154.00
17169	21/05/2013	McMahon Burnett Transport	Freight Costs	1,690.67
17170	21/05/2013	Netlogic Information Technology	Organise replacement Power Supply from Dell and replace - Poitiers Medical Practice	175.00
17171	21/05/2013	OCLC (UK)	Amlib technical services - Leinster Community Grant - Leinster Library	3,850.00
17172	21/05/2013	Poitier Medical Practice	Medical Services Provisional Fee 26/03/13 2/07/13	41,872.91
17173	21/05/2013	Powerchill Electrical & Refrigeration	Rejoin Damaged Cable and test at Leonora Airport	554.40
17174	21/05/2013	Protective Behaviours WA (Inc)	Resources for Kids at Risk - Department for Child Protection	565.60
			<b>Sub Total</b>	<b>\$298,190.16</b>

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Cheque	Date	Name	Item	Payment
			<b>Balance Brought Forward</b>	<b>\$298,190.16</b>
17175	21/05/2013	Reynolds Graphics Pty Ltd	Gwalia Museum Brochures and Advertising for Golden Gift work	3,223.00
17176	21/05/2013	RLG Mechanical Services	Service of Airport Emergency Generator	492.34
17177	21/05/2013	Rock Gigs	Entertainment for Golden Gift - ACDC Cover Band	9,900.00
17178	21/05/2013	Roland Rocchiccioli	100 Copies of book - "And Be home Before Dark"	1,000.00
17179	21/05/2013	Royal Life Saving Society WA	Swimming Pool Services, April, 2013	14,162.02
17180	21/05/2013	Sarah Mazza	Reimbursement - Events Coordinator Event Registration	100.00
17181	21/05/2013	Sarah Zimmermann.	Tidy Towns Expenses	60.40
17182	21/05/2013	Seb Sports Pty Ltd	School Visit May 14th - 16th	4,950.00
17183	21/05/2013	Sigma Chemicals	Chemicals for Pool Maintenance	1,955.45
17184	21/05/2013	Skippers Aviation Pty Ltd	Return Flights for Ian Mackay	598.00
17185	21/05/2013	Snap Osborne Park	Rates Notice A4 Printed x 5000	908.00
17186	21/05/2013	Squire Sanders (AU)	Advice Regarding Wandering Livestock - 8-12/4/2013	614.90
17187	21/05/2013	St John Ambulance Assoc. Leinster	Leinster Community Grant - St John Ambulance Leinster Sub Centre	11,000.00
17188	21/05/2013	Staples Australia Pty Limited	Stationery Order for March, 2013	1,524.79
17189	21/05/2013	Sweet Success Cakes	Assorted cakes for Seniors Morning tea at Info Centre	17.60
17190	21/05/2013	Tanya Browning -	Reimbursement for Meals bought during SW Professional Development Conference	99.50
17191	21/05/2013	Taylor Burrell Barnett	Services for Leonora Residential Subdivision to March, 2013	11,258.50
17192	21/05/2013	Toll Fast	Freight Costs	212.02
17193	21/05/2013	Toll Ipec Pty Ltd	Freight Costs	262.41
17194	21/05/2013	Tower Hotel	Accommodation and Meals for T Browning and D Yates	925.50
17195	21/05/2013	Trisley's Hydraulic Services Pty Ltd	Vacuum Gauge and Freight and Replacement Granudos Dosing head	2,447.50
17196	21/05/2013	UHY Haines Norton	Accounting Services	12,540.00
17197	21/05/2013	Visit Merchandise	Metal can coolers - Museum	842.05
17198	21/05/2013	WA Country Health Service - Goldfields	Rental of Surgery and Consulting rooms	843.34
17199	21/05/2013	Water Corporation	Water Usage	1,877.85
17200	21/05/2013	West Australian Newspapers Ltd	Advertising	1,017.04
17201	21/05/2013	Western Australian Museum	12 x 110 in the waterbag	340.75
17202	21/05/2013	Westland Autos No1 Pty Ltd	Vehicle Services	559.65
17203	21/05/2013	WesTrac Pty Ltd	Parts for P000 and a Spray Paint	2,133.51
17204	21/05/2013	Goldfields Mitsubishi	2012 Mitsubishi LX Outlander 2WD Wagon Less Trade-in of Great Wall Ute	21,471.00
17205	21/05/2013	Royal Life Saving (WA Branch)	Lifesaver Training – B Hawkins and L Jeavons	360.00
			<b>Sub Total</b>	<b>\$405,887.28</b>

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<b>Cheque</b>	<b>Date</b>	<b>Name</b>	<b>Item</b>	<b>Payment</b>
			<b>Balance Brought Forward</b>	<b>\$405,887.28</b>
17206	21/05/2013	Staples Australia Pty Ltd	Stationery Order – May 2013	2,132.55
17207	21/05/2013	Margaret Hemsley	Support for Document Development – Leonora Golden Gift	550.00
17208	21/05/2013	GVROC	Annual Member Subscription + Contributions	15,510.00
17209	21/05/2013	Leinster Community Library	Reimbursement – Leinster Community Grant Purchases	370.00
			<b>GRAND TOTAL</b>	<b>\$424,449.83</b>

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

**10.0 REPORTS OF OFFICERS****10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2(C) MANAGER EDUCATION & WELFARE SERVICES**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21<sup>st</sup> May 2013

**AGENDA REFERENCE:** 10.2 (C) MAY 13

**SUBJECT:** Manager Education & Welfare Services

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** 4.7 & 4.8

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

**NAME:** Tanya Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 9<sup>th</sup> May 2013

**BACKGROUND**

Council will recall discussions at its ordinary meeting held 19<sup>th</sup> June 2012 relating to the appointment of a Community Development Officer. The intent was to include youth services with this position, similar to other local authorities in the area. Unfortunately, the logistics and applicant pool behind this concept was difficult to execute, and as a result, some alterations were made to the position and job description, to remove the responsibilities associated with the youth service, and add responsibilities associated with the museum precinct. The job was retitled 'Manager Economic & Heritage Services', and the Shire of Leonora have been fortunate enough to fill this position, with the applicant due to commence in the next few weeks.

The Shire of Leonora has been without the services of a Youth Officer for a number of months now, since the departure of the previous officer. Some casual staff have filled the position to periodically open the youth centre, however the absence of a full time coordinator for the service has resulted in intermittent service provision.

The service agreement in place for the youth service requires some degree of planning, reporting and a good understanding of the expectations of the funding body, which makes it difficult to fill the position with the funding available. The reporting process can be onerous, as well as the attention required for staff mentoring and support. Similarly, the child care service is experiencing a variety of changes as a result of new regulations and operating frameworks, which require more qualified staff to be employed. Most notably is the shift in vision for the facility from a 'babysitting' service to an 'education' service.

There is a requirement for child care staff to now be qualified, or at least working toward qualification, in order for them to be employed. There are also strict staff/client ratios to be adhered to at the service, however with enrolments varying on some days, it is difficult to provide full time employment to all staff at the child care centre, without compromising operating budgets. This in turn presents another difficulty in retaining staff, especially when alternative full time employment is available elsewhere. Most of the trainees at the Childcare Centre are enthusiastic, keen to work and according to the manager of the Childcare Centre, would be willing to multi skill, especially if meant an increase in their hours.

With the increased pool of trained staff at the childcare centre, there is more opportunity to encourage succession planning for the future, by allowing more exposure to qualified employees in the management of the service, which attracts a variety of new responsibilities and increased knowledge base. The manager currently promotes these opportunities very heavily which enables others to gain the experience they need as part of their qualifications.

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

Considering the increased pool of staff available at the child care centre, and number of nominated approved supervisors, there is a prospect to creating a tier of management to oversee the development, programming and staff mentoring of both the youth and child care services. The two services have some overlap, in that meaningful engagement of the clientele is structured through programming, regularity of the services is highly important to the community, and both services can engage with 'at risk' individuals, which requires some knowledge base to properly manage and refer such cases.

There have been some discussions at a management level as how to best deal with the increased staff base and reporting requirements of these two services, and a suggestion has been made to create a new position, 'Manager Education and Welfare'. It is envisaged that the position would be responsible for a variety of duties, for example:

- Ensuring compliance, regulations etc associated with the provision of childcare and youth services are adhered to
- Mentoring, staff training and management of staff at childcare and youth centres
- Advise/suggest policies to be implemented for childcare and youth services
- Manage budget for staff/operational expenses and advise senior management of requirements
- Manage programs (with sub-delegation to staff) for Youth Service, and report to relevant regulatory authorities.

It is likely that a vehicle would be provided with the position, to allow for travel to Kalgoorlie for training (frequently needed for traineeship staff), as well as for the youth service (previously the youth service was allocated a vehicle). Housing and professional development would also be expected to accompany the role. There is an opportunity for internal promotion to such a position if it were created, which would align with practices of development and training that the Shire of Leonora strives for.

## **STATUTORY ENVIRONMENT**

Section 2.71 & 3.1 Local Government Act 1995 relating to general functions provisions.

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

Additional wages and other associated employment costs will require inclusion in the 2013/14 and future budgets.

## **STRATEGIC IMPLICATIONS**

Will align with and work toward various directions set within Strategic Community Plan & Corporate Business Plan. Update will also be required to workforce plan.

## **RECOMMENDATIONS**

That the Shire of Leonora organisational structure be amended to include a Manager Education & Welfare, and that appropriate resources be allocated within the 2013/14 budget to accommodate such a position.

## **VOTING REQUIREMENT**

Simple Majority

## **COUNCIL DECISION**

**Moved Cr RA Norrie, Seconded Cr P Craig** that the Shire of Leonora organisational structure be amended to include a Manager Education & Welfare, and that appropriate resources be allocated within the 2013/14 budget to accommodate such a position.

**CARRIED (6 VOTES TO 0)**

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

**10.0 REPORTS OF OFFICERS****10.2 DEPUTY CHIEF EXECUTIVE OFFICER****10.2(D) WRITE OFF BAD DEBT – CAPER PTY LTD**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21<sup>st</sup> May 2013

**AGENDA REFERENCE:** 10.2 (D) MAY 13

**SUBJECT:** Write Off Bad Debt – Caper Pty Ltd

**LOCATION / ADDRESS:** Not Applicable

**NAME OF APPLICANT:** Shire of Leonora

**FILE REFERENCE:** Accounts Debtors 1.2 & AVDATA 3.5

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

**NAME:** Tanya Maree Browning

**OFFICER:** Deputy Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 9<sup>th</sup> May 2013

**BACKGROUND**

The Shire of Leonora utilises the services of Avdata Australia to collect landing fees, passenger head tax etc for fees and charges imposed at the Leonora Aerodrome. As well as collecting fees and charges on behalf of the Shire of Leonora, they also refer debts to a collection agent on the Shire's behalf, through reports issued to staff. They will also make recommendations for write-off, further action etc.

Generally before making a recommendation for any write off, Council staff will also attempt to engage with debtors in an effort to recover outstanding amounts. Currently, Caper Pty Ltd have six outstanding debts with the Shire of Leonora, in relating to landing fees at the Leonora Aerodrome:

<b>Account ID</b>	<b>Account Name</b>	<b>Account Number</b>	<b>Amount</b>
1045977	Caper Pty Ltd	720018803	\$1135.47
1066682		720019625	\$1808.86
1076828		720019428	\$865.12
1111108		720020098	\$1081.40
1122069		720020555	\$216.28
1139812		720021913	\$324.42
<b>Total:</b>			<b>\$5431.55</b>

Austral Mercantile were the collection agency engaged by Avdata to recover this debt. They have advised that Caper Pty Ltd are no longer solvent and are recommending these debts be written off.

Over the past twelve months, Avdata, Austral Mercantile, and the Deputy CEO have all made contact with Caper Pty Ltd in an effort to recover these outstanding debts, however without any success. It is unlikely that funds will be forthcoming, even if legal action was initiated.

**STATUTORY ENVIRONMENT**

In accordance with Section 6.12 (1)(c) of the *Local Government Act, 1995*,

**Power to defer, grant discounts, waive or write off debts**

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

- (1) Subject to subsection (2) and any other written law, a local government may –
- (a) When adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money;
  - (b) Waive or grant concessions in relation to any amount of money; or
  - (c) Write off any amount of money,
- which is owed to the local government.

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

There are minimal financial implications resulting from the recommendation of this report.

### **STRATEGIC IMPLICATIONS**

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

### **RECOMMENDATION**

That as all attempts to recover the debt have been unsuccessful, and with the winding up of Caper Pty Ltd, Council resolve to write off total debt of \$5431.55 for landing fees owing by Caper Pty Ltd.

### **VOTING REQUIREMENT**

Absolute majority required.

**Moved Cr P Craig, Seconded Cr GW Baker** that as all attempts to recover the debt have been unsuccessful, and with the winding up of Caper Pty Ltd, Council resolve to write off total debt of \$5431.55 for landing fees owing by Caper Pty Ltd.

**CARRIED (6 VOTES TO 0)**

*The meeting was adjourned at 10:23 am for a morning tea break.*

*The meeting resumed at 10:40 am, with all those previously listed in the attendance record present, as well as Environmental Health Officer/Building Surveyor, Mr Garry Agnew.*



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

**10.0 REPORTS OF OFFICERS****10.3 ENVIRONMENTAL HEALTH AND BUILDING SURVEYOR****10.3(A) LEONORA FOOD VAN**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21st May, 2013

**AGENDA REFERENCE:** 10.3 (A) MAY 13

**SUBJECT:** Application for Planning Approval

**LOCATION / ADDRESS:** Lot 118 Tower Street, Leonora

**NAME OF APPLICANT:** Fiona Gahan

**FILE REFERENCE:** 33.1.0

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

**NAME:** Garry J. Agnew

**OFFICER:** Principal Environmental Health Officer/Building Surveyor

**INTEREST DISCLOSURE:** Nil

**DATE:** 9<sup>th</sup> May, 2013

**BACKGROUND****SUMMARY**

Council is asked to consider an application for approval to have chairs and tables set up alongside the Leonora Food Van when operating on the car parking area Lot 118 Tower Street.

**COMMENT**

Council is advised that it was noticed that chairs and tables were being placed nearby the service hatch of the Food Van for patrons to rest while waiting service and that some patrons were using the chairs and tables during consumption of their purchased food products i.e. alfresco dining.

Consequent to the above the following letter was sent to the operators of the Food Van.

*“Nick and Fiona Gahan  
PO Box 199  
LEONORA WA 6438*

*Dear Nick & Fiona,*

**LEONORA FOOD VAN – APPROVAL TO OPERATE A STALL**

*It has been noted that you have provided tables and chairs beside your Food Van for use by your patrons.*

*I advise that Council’s approval to operate your stall from the car park adjacent to the Whitehouse Hotel was for ‘mobile take-a-way food van’.*

*By providing chairs and tables you have created ‘alfresco dining’ in the car park adjacent to your food van, which is –*

*not authorized by Council;  
in contravention with requirements of the Shire of Leonora Town Planning Scheme;*

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

*is in breach of public safety issues; and  
is in contravention with aspects of the Shire of Leonora Health Local Laws.*

*For your information and record, a stall is defined as:*

*Stall: a temporary structure or vehicle appropriately designed and fitted out to sell product or item to passing public.*

*You are hereby directed to remove all chairs and tables from the car park adjacent to your food van and cease providing any physical or other encouragement for persons to consume food within the public car park area or pedestrian thoroughfare surrounding your van.*

*Your immediate positive response is sought on the matter.*

*Should you require further clarification do not hesitate to contact me through the Shire of Leonora Office.*

*Yours Sincerely,*

*Garry J. Agnew  
PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/  
BUILDING SURVEYOR*

*18 April 2013”*

In response to the above the following correspondence has been received.

*“May 7 2013*

*Dear, CEO Leonora Shire Council*

*I am writing this to seek approval to have four chairs and two tables directly across from the Food Van to be used predominantly as a waiting area.*

*Regards Fiona Gahan*

*Ph: 0400655895”*

Council is advised that by providing chairs and tables for patrons in the car parking area adjacent to the Food Van the Operator has established an additional activity that is considered to be outside the parameters of Council’s original approval to operate – see Attachments 10.3.(A) 1 and 10.3 (A) 2.

The land on which the Food Van has approval to operate (Lot 118 Towers Street) is primarily designated as a car park; not a public waiting/seating area nor for alfresco dining.

Clause 6.1 of the Shire of Leonora Town Planning Scheme states:

*6.1.1 Subject to the exclusions of Clause 6.1.2 Council’s Planning Approval is required for development of any land zoned under the Scheme.*

Schedule 1 of the Shire of Leonora Town Planning Scheme defines –

*Development: shall have the same meaning given it in and for the purpose of the Act.*

Section 4 of the Planning Development Act 2005 states, inter-alia –

*Development means the development or use of any land.*

Shire of Leonora Town Planning Scheme No.1

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

It is therefore evident that the provision of chairs and tables for patrons of the Leonora Food Van whilst it is operating at Lot 118 Tower Street has not been authorised by Council therefore is contrary to the provision of the Shire of Leonora Town Planning Scheme No 1.

In terms of a determination, Council is reminded of the Clause 6.3 of its Town Planning Scheme No.1.

*Clause 6.3 - Matters to be considered by Council:*

*In considering and making its decision on applications for Planning Approval the Council shall where appropriate take into account the following:*

*The provisions of the Scheme;  
the size, shape and character of the land to which the development or use relates;  
any development code or policy adopted by the Council for the locality or use proposed;  
the existing and likely future character and amenity of the general locality and whether the proposed development or use is likely to cause a detrimental effect thereon;  
the availability and adequacy of public utilities;  
the provision of car parking, access for the movement of vehicles and the likely traffic hazards;  
the presence of any vegetation on the site, the desirability of retaining portion of that vegetation and provision of adequate landscaping;  
the position of proposed buildings and their effect on adjoining buildings and land; and  
any other planning matters the Council considers relevant.*

## **STATUTORY ENVIRONMENT**

Shire of Leonora Town Planning Scheme No.1  
Food Act 2008

## **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:

### Option 1

Planning Approval is granted to Nick and Fiona Gahan to place 4 outdoor chairs and two outdoor tables in close proximity to the service counter of the Leonora Food Van for use by patrons when the Food Van is operating at the car park Lot 118 Tower Street Leonora.

OR

### Option 2

Planning Approval is granted to Nick and Fiona Gahan to place 4 chairs only in close proximity to the service counter of the Leonora Food Van for use by patrons whilst the Food Van is operating at the car park Lot 118 Tower Street Leonora.

OR

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

Option 3

Approval is not granted to Nick and Fiona Gahan for the placement of chairs or tables adjacent to the Leonora Food Van for use by patrons or other persons whilst the Food Van is operating at Lot 118 Tower Street Leonora.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL DECISION**

**Moved Cr RA Norrie, Seconded Cr LR Petersen that:**

Option 1

Planning Approval is granted to Nick and Fiona Gahan to place 4 outdoor chairs and two outdoor tables in close proximity to the service counter of the Leonora Food Van for use by patrons when the Food Van is operating at the car park Lot 118 Tower Street Leonora.

**CARRIED (6 VOTES TO 0)**

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

Ref: GG: 32.1.0  
Enquiries: Gary Goldsworthy

Mr. Shaun Atkinson  
PO Box 253  
Leonora WA 6438

Dear Shaun

**RE: Licence to Trade in a Public Place – Lic. 8/TTP**

The annual registration to operate as a Trader in a Public Place is due for renewal for the financial year of 2011/2012 the same conditions as below still apply as part of this registration.

- The van must be located in the car park next to the Whitehouse Hotel
- The hours are as stated on your application.
- The van must comply with the Australian and New Zealand Food Code
- The van must be kept clean at all times and food must be protected from insects and dust.
- Agree to pay \$10/week for use of power

The annual fee for the following 12 months is \$60.00 and is due as from the 1<sup>st</sup> July 2011 and the fee for the use of electricity up to the 30<sup>th</sup> June 2011 at \$10 per week is \$520.00, usually paid every 6 months as per my letter sent earlier this month for the electricity use.

Please find attached an invoice for the annual registration.

If you have any queries, please contact Gary Goldsworthy on (08) 90376044.

Yours Sincerely,



Gary Goldsworthy  
Principal Environmental Health Officer

Date 20/7/2011

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

Lic. No: 8/TPP

File No. 32.1.1

SHIRE OF LEONORA  
PO BOX 56  
LEONORA WA 6438  
PH. 90376044

Cancelled  
Copy

LOCAL GOVERNMENT ACT 1995  
SHIRE OF LEONORA

**LICENCE TO TRADE IN PUBLIC PLACES**

Shaun William Atkinson  
PO Box 253  
LEONORA WA 6438

This is to certify that

Shaun William Atkinson  
(Leonora Coffee and Snack Van)

OF  
2 Queen Victoria Street Leonora

Is hereby licensed to trade in a Public Place  
Between the hours of 8am and 6pm


Vehicle Type: Nissan  
Registration Number: 1982-L  
Van Licence. Number L-867  
Trading from: Carpark next to Whitehouse Hotel

As per approved application.

Coffee, Cakes, Pies, Pasties

Until 30-Jun-2012 (if fee is paid) unless this licence is earlier  
cancelled.

Dated this 25/7/2011

  
Principal Environmental Health Officer  
Shire of Leonora

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

**10.0 REPORTS OF OFFICERS****10.3 ENVIRONMENTAL HEALTH AND BUILDING SURVEYOR****10.3(B) FOOD STANDARDS CODE**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 21st May, 2013

**AGENDA REFERENCE:** 10.3 (B) MAY 13

**SUBJECT:** Substandard Food Premise

**LOCATION / ADDRESS:** Lot 133 Tower Street, Leonora

**NAME OF APPLICANT:** N/A

**FILE REFERENCE:** 33.1.0

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

**NAME:** Garry J. Agnew

**OFFICER:** Principal Environmental Health Officer/Building Surveyor

**INTEREST DISCLOSURE:** Nil

**DATE:** 12<sup>th</sup> May, 2013

**BACKGROUND****SUMMARY**

Council is to make a determination on the service of Prohibition Order under Section 65 of the Food Act 2008.

**COMMENT**

1. Council is advised that an inspection on the **10 April 2012** found the Leonora Butcher Shop to be below the minimum acceptable standard for a Food Business pursuant to provisions under the *Food Act 2008*.

Further, the Leonora Butcher Shop was **not registered** as a Food Business as required by Section 107 of the *Food Act 2008*.

Consequent to the above a letter was sent to Mr Neil Biggs identifying issues of substandardness and enclosing a copy of a *Food Act 2008* Notification/Registration Form.

Councillors are asked to peruse a copy of that letter as **Attachment 10.3 (B) 1**.

**Note:** Mr Biggs did not make contact with this office following receipt of the above letter nor did he see fit to complete and return the *Food Act 2008* Notification/Registration Form.

2. A follow-up inspection of the Leonora Butcher Shop was conducted on the **4 July 2012**.

That follow-up inspection did not evidence any genuine attempt by Mr Biggs to address the issues mentioned in the 10 April 2012 letter. All that had occurred was the provision of two small sections of shelving in the cool room and the attachment of small pieces of fibro cement sheeting to the sausage room wall to hide the fretting wall rendering.

A further letter was sent to Mr Biggs confirming that 4<sup>th</sup> July **2012** inspection together with reiterating the legislative requirement of Registration under the *Food Act 2008*.

Councillors are asked to peruse a copy of that letter as **Attachment 10.3 (B) 2**.



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

**Note:** Mr Biggs did not make contact with this office following this second letter and he still did not see fit to submit the *Food Act 2008* Notification/Registration Form previously provided to him.

3. A further inspection of the Leonora Butcher Shop was carried out on the **19 November 2012**. That inspection also did not display any evidence that Mr Biggs had attempted to improve the standard of his premise and my discussion with him at the time left me with an impression that he did not accept the gravity of the situation and was indifferent to the matter.

He was advised that if he had not progressed towards addressing the food standard issues specified a formal “Improvement Notice” under Section 65 of the *Food Act 2008* would be served.

A letter confirming the 19 November 2012 inspection and a 31 January 2013 dead line was sent.

Councillors are asked to peruse a copy of that letter as **Attachment 10.3 (B) 3**.

**Note:** Mr Biggs did not make contact with this office following this third letter and he continued to show disregard to the requirement of Registration of his food business in accordance with the requirement of the *Food Act 2008*.

4. Council is asked to refer to Item 10.3 (A) of its **December 2012 Minutes**.
5. On the **4 February 2013** a further inspection was carried out to assess any progress with the food premise upgrade.

No progress had been made towards addressing the substandard issues under the Food Standards Codes. Notwithstanding, Mr Biggs was found handling and serving food to the public dressed in unclean work shorts, T shirt and thongs (no shoes).

When confronted about his unacceptable dress and presentation his response was that he wore appropriate clothes during the winter.

He was informed that consequent to his disregard of requests to improve his food premises structure and facility and especially because of his extremely unacceptable dress an “Improvement Notice” under the *Food Act 2008* will be served on him in accordance with Council’s December 2012 Resolution.

6. An “Improvement Notice” under Part 6 Division 1 of the Food Act 2008 was served (hand delivered) on the **5 February 2013**.

A copy of the “Improvement Notice” and covering letter is attached as **Attachment 10.3 (B) 4**.

7. Council will note that the period for compliance with the “Improvement Notice” expired on the **30 April 2013**.

On the **9 May 2013** it was proposed that an inspection would be conducted to assess whether the requirements of the “Improvement Notice” had been addressed.

Mr Biggs was contacted regarding this inspection and he informed the CEO that he has spoken to Barry Butson on the 8 May 2013 in respect to ordering material for the big fridge (cool room).

Mr Barry Butson telephoned the office on the **9 May 2013** to say that he had spoken to Mr Biggs and he intended to order material to resurface the floor and reline the butcher shop cool room walls and ceiling.

He was asked to call at the Shire office and discuss the matter further with me and the CEO.

It was agreed that a letter endorsed by Mr Biggs confirming the proposed work was to be provided.

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

A copy of that letter is attached as **Attachment 10.3 (B) 5**.

Council is reminded that –

1. under Section 8 of the *Food Act 2008* the local government is defined as the enforcement agency –

*Section 8*

***enforcement agency means —***

- (a) *the CEO;*
- (b) *a local government; or*
- (c) *a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations for the purposes of this definition;*

*Section 118*

*Functions of enforcement agencies and delegation*

- (1) *An enforcement agency has the functions in relation to the administration of this Act that are conferred or imposed on the agency by or under this Act or are delegated to the agency under this Act.*
- (2) *A function conferred or imposed on an enforcement agency may be delegated —*
  - (a) *if the enforcement agency is the CEO — in accordance with section 117; or*
  - (b) *if the enforcement agency is a local government or a person or body, or a person or body within a class of persons or bodies, prescribed by the regulations — subject to subsections (3) and (4), in accordance with the regulations.*

2. the Leonora Butcher Shop is not registered as a food business under the Food Act 2008 -

*Section 107*

*Notification of conduct of a food business*

- (1) *The proprietor of a food business must not conduct the food business at any premises unless the proprietor has given written notification in respect of those premises to the appropriate enforcement agency, in the approved form, of the specified information.*

*Penalty:*

- (a) *for an individual — a fine of \$10 000;*
- (b) *for a body corporate — a fine of \$50 000.*

*Section 109*

*Conduct of unregistered food business*

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

- (1) *The proprietor of a food business, other than an exempted food business, must not conduct the food business at any premises unless the food business is registered in respect of those premises under this Part.*

*Penalty:*

- (a) *for an individual — a fine of \$10 000;*  
 (b) *for a body corporate — a fine of \$50 000.*

3. non-compliance with an “Improvement Notice” has the following consequence –

*Section 65 – Prohibition order*

- (1) *If the CEO or another enforcement agency believes on reasonable grounds —*
- (a) *that any of the circumstances specified in section 62(a), (b), (c) or (d) exist; and*
- (b) *that —*
- (i) *the proprietor of a food business has not complied with an improvement notice within the time required by section 63 for compliance; or*
- (ii) *the issue of the order is necessary to prevent or mitigate a serious danger to public health,*
- the CEO or other enforcement agency may serve a prohibition order on the proprietor of the food business in accordance with this Part.*
- (2) *A prohibition order must take the form of an order that*
- (a) *no food intended for sale is to be handled on specified premises or a specified part of specified premises;*
- (b) *no food intended for sale is to be conveyed in a specified vehicle;*
- (c) *specified equipment is not to be used in connection with food intended for sale;*
- (d) *no food intended for sale is to be handled by a food business in a specified way or for a specified purpose;*  
*or*
- (e) *no other specified activities in relation to food intended for sale are to be carried out on specified premises or a specified part of specified premises, until the proprietor of the food business has been given a certificate of clearance under section 66 stating that —*
- (f) *the premises, part of the premises, vehicle or equipment may be used for the handling or conveyance of food intended for sale, or in connection with such food;*
- (g) *food intended for sale may be handled in the specified way or for the specified purpose; or*
- (h) *the specified activities in relation to food intended for*

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

*sale may be carried out,  
as the case may be.*

*Section 68 – Contravention of prohibition order*

*A person must not contravene or fail to comply with a prohibition order served  
on the person under this Division.*

*Penalty:*

- (a) for an individual — a fine of \$50 000;*
- (b) for a body corporate — a fine of \$250 000.*

Council is reminded the first request for Mr Biggs to attend to the substandard structural and facility issues at the Leonora Butcher Shop was made **13 months** ago and during that year and a bit Mr Biggs has displayed total disregard and indifference to the requirements asked of him.

Council is also reminded about its statutory obligation under the *Food Act 2008* and my professional obligation as an Authorised Officer under that Act.

It is therefore determined that there is no longer any option other than to issue a “Prohibition Order” declaring that no food intended for sale is to be handled on the Leonora Butcher Shop premise until all upgrade work is completed in full and that the premise is registered as a Food Business under Section 107 of the *Food Act 2008*.

## **STATUTORY ENVIRONMENT**

Food Act 2008

Food Safety Standards Codes 3.2.2 and 3.2.3.

Australian Standard 4674-2004 Design, construction and fit-out of food premises.

## **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.

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

**RECOMMENDATIONS**

That:

Option 1

A “Prohibition Order” under Section 65 of the *Food Act 2008* is to be served on Mr Neil Biggs in respect to the Leonora Butcher Shop situated at Lot 338 H/No.80 Tower Street Leonora consequent to non-compliance with requirements specified in an Improvement Notice served on the 5 February 2013 and that the premise is not Registered as a Food Business as required by Section 107 of the *Food Act 2008*.

The CEO is hereby authorised to endorse the Prohibition Order as presented below and have it immediately served on the proprietor of the Leonora Butcher Shop.

Option 2

If all work specified in the Schedule below is not completed **in full by the 30 June 2013** a “Prohibition Order” under Section 65 of the *Food Act 2008* is to be served on Mr Neil Biggs in respect to the Leonora Butcher Shop situated at Lot 338 H/No.80 Tower Street Leonora consequent to non-compliance with requirements specified in an Improvement Notice served on the 5 February 2013 and that the premise is not Registered as a Food Business as required by Section 107 of the *Food Act 2008*.

The CEO is hereby authorised to endorse the Prohibition Order as attached and have it served on the proprietor of the Leonora Butcher Shop.

**VOTING REQUIREMENT**

Simple Majority

**COUNCIL DECISION**

**Moved Cr GW Baker, Seconded Cr RA Norrie that:**

Option 2

If all work specified in the Schedule below is not completed **in full by the 30 June 2013** a “Prohibition Order” under Section 65 of the *Food Act 2008* is to be served on Mr Neil Biggs in respect to the Leonora Butcher Shop situated at Lot 338 H/No.80 Tower Street Leonora consequent to non-compliance with requirements specified in an Improvement Notice served on the 5 February 2013 and that the premise is not Registered as a Food Business as required by Section 107 of the *Food Act 2008*.

The CEO is hereby authorised to endorse the Prohibition Order as attached and have it served on the proprietor of the Leonora Butcher Shop.

**CARRIED (5 VOTES TO 1)**

***Mr G Agnew left the meeting at 11:20 am***

President: 10.3 (B) 1.

Our Ref: Leonora Butchers  
Enquiries: Garry Agnew

Neil Biggs  
Leonora Butchers  
Tower Street  
(PO Box 3)  
LEONORA WA 6438

Dear Neil,

### **LEONORA BUTCHER SHOP - INSPECTION (*FOOD ACT 2008*)**

I refer to my inspection of your Leonora Butcher Shop on the 19 April 2012.

As advised, there are numerous structural and facility matters at your Butcher Shop that do not satisfy the minimum requirements for an approved food business under the Food Safety Standards Code of Australia and I example for you the following.

1. The concrete floor surface throughout the work areas of your premise is pitted and not sealed to be fully impervious water - Clause 10, Standard 3.2.3. requires, inter-alia, that floors must:
  - (a) be able to be effectively cleaned;
  - (b) be unable to absorb grease, food particles or water; and
  - (c) be laid so that there is no ponding of water.
2. Numerous sections of the sausage room wall rendering have fallen away with small pieces of broken rendering and grit allowed to accumulate on the floor beneath. All walls and ceilings of food premises must be complete, smooth, impervious to moisture and light coloured – Clause 11, Standard 3.2.3.
3. You are using an old top display box fridge in the sausage room as a bench/shelf and for drying used cleaning rags. This is not only a bad food safety practice it is contrary to the requirements of Clause 12 of Standard 3.2.3. as all fixtures, fittings and equipment must be used for the purpose they are intended.
4. The hand basin in the sausage room is coming away from the wall – not flashed to wall as required.
5. The old air compressor on the floor in the sausage room that services the sausage maker is old dirty and does not appear to have been moved for cleaning purpose for some considerable time.

6. The use of absorbent material beneath food trays in your counter display cabinet is inappropriate and unacceptable in a food premise for presentation and hygiene reasons.
7. The fact that your cluttered office has direct unobstructed access from the food preparation area makes it part of the food handling area therefore the opening should be closed to provide structural separation between the food handling/serving activity and your private area.
8. The old cool room is in need of major repair/refurbishment. The metal floor is corroded, the door frame is badly rusted with a significant amount of flaking of surface rust and the cool room door is in a similar state of structural and surface degradation, also cause by extensive and deep rusting. The sub-standard condition of the cool room is in contravention of the minimum requirements of Standard 3.2.3. of the Food Safety Standards Code.
9. Cool room shelving is also substandard due to substantial corrosion, the use of those blood stained pieces of box cardboard for shelf surfaces is illegal as are the pallets on the floor. The pallets used as low shelving must be removed. All storage in the cool room should be at least 150mm above the floor to allow ease of cleaning beneath.

Additionally, Shire records do not show that you have been granted a "Certificate of Registration of a Food Business" as required under the Food Act 2008.

Section 107 of the Food Act 2008 states inter-alia:

**107. Notification of conduct of food businesses**

- (1) *The proprietor of a food business must not conduct the food business at any premises unless the proprietor has given written notification in respect of those premises to the appropriate enforcement agency, in the approved form, of the specified information.*

*Penalty:*

- (a) *for an individual — a fine of \$10 000;*
- (b) *for a body corporate — a fine of \$50 000.*

- (2) In subsection (1) —

***specified information*** means the information specified in the Food Safety Standards that is to be notified to the appropriate enforcement agency before the food business is conducted.

Section 109 of the Food Act 2008 states:

**109. Conduct of unregistered food businesses**

- (1) *The proprietor of a food business, other than an exempted food business, must not conduct the food business at any premises unless the food business is registered in respect of those premises under this Part.*



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

*Penalty:*

- (a) *for an individual — a fine of \$10 000;*
- (b) *for a body corporate — a fine of \$50 000.*

(2) *In subsection (1) —*

*exempted food business means a food business, or a food business within a class of food businesses, prescribed by the regulations for the purposes of this section.*

I advise I am unable to issue a "Certificate of Registration of a Food Business" under the *Food Act 2008* unless/until the business in question is in compliance with the provisions of the Food standards Code of Australia and because of the above mentioned the Leonora Butcher Shop is clearly not.


It is important that you now give priority to progressively address all the issues of non-compliance specified above to avoid the service of an "Improvement Notice" under Section 62 of the *Food Act 2008*.

Your positive and enthusiastic response to the above is encouraged **in the short term** as total disregard may inevitably result in the service of a "Prohibition Order".

For your information and record the service of a "Prohibition Order" under Section 65 of the *Food Act 2008* will direct that no food intended for sale is to be handled on the specified premises until a "Certificate of Clearance" has been granted under Section 66 of the *Food Act 2008*.

Should you have any query or require clarification or wish to discuss a program of progressive upgrade of your butcher shop do not hesitate to contact me through the Shire of Leonora Office.

Yours faithfully



Garry Agnew F.E.H.A.

**PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/BUILDING  
SURVEYOR**

(Authorised Officer – Food Act 2008)

Date: 20 April 2012

Encl:



Government of **Western Australia**  
Department of **Health**



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

## **Food Act 2008**

### **Notification/Registration Form**

#### **Proprietor/Business details**

Proprietor Name:		
Postal Address:		
ABN:		
Phone:	A/H:	Fax:
Email:		
Primary language spoken:		Number of equivalent full time staff:

**Premises details** *(if food vehicle/temporary food business please provide details of where the vehicle is garaged)*

Trading Name:
Address of Premises:
Phone:
Email:
Name of person in charge and title (if different from proprietor):
Details of food vehicle (make, model, registration plate):
Details of any associated premises:

#### **Description of use of premises**

*Please tick **all** boxes that apply (there may be more than one)*

- |   |   |
|---|---|
| <input type="checkbox"/> Manufacturer/processor | <input type="checkbox"/> Hotel/motel/guesthouse |
| <input type="checkbox"/> Retailer               | <input type="checkbox"/> Pub/tavern             |
| <input type="checkbox"/> Food Service           | <input type="checkbox"/> Canteen/kitchen        |
| <input type="checkbox"/> Distributor/importer   | <input type="checkbox"/> Hospital/nursing home  |

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

- |   |   |
|---|---|
| <input type="checkbox"/> Packer             | <input type="checkbox"/> Childcare centre                     |
| <input type="checkbox"/> Storage            | <input type="checkbox"/> Home delivery                        |
| <input type="checkbox"/> Transport          | <input type="checkbox"/> Temporary food premises              |
| <input type="checkbox"/> Restaurant/café    | <input type="checkbox"/> Mobile food operator                 |
| <input type="checkbox"/> Snack bar/takeaway | <input type="checkbox"/> Market stall                         |
| <input type="checkbox"/> Caterer            | <input type="checkbox"/> Charitable or community organisation |
| <input type="checkbox"/> Meals-on-wheels    | <input type="checkbox"/> Other _____                          |

**Please provide more details about your type of business**

(For example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station. If business is a catering business, please provide maximum patrons estimate)

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**Do you provide, produce or manufacture any of the following foods?**

Please tick **all** boxes that apply

- |  |   |
|--|---|
| <input type="checkbox"/> Prepared, ready to eat <sup>1</sup> table meals | <input type="checkbox"/> Confectionary            |
| <input type="checkbox"/> Frozen meals                                    | <input type="checkbox"/> Infant or baby foods     |
| <input type="checkbox"/> Raw meat, poultry or seafood (i.e. oysters)     | <input type="checkbox"/> Bread, pastries or cakes |
| <input type="checkbox"/> Processed meat, poultry or seafood              | <input type="checkbox"/> Egg or egg products      |
| <input type="checkbox"/> Fermented meat products                         | <input type="checkbox"/> Dairy products           |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs            | <input type="checkbox"/> Prepared salads          |
| <input type="checkbox"/> Sandwiches or rolls                             | <input type="checkbox"/> Other:                   |
| <input type="checkbox"/> Soft drinks/juices                              |   |
| <input type="checkbox"/> Raw fruit and vegetables                        |   |
| <input type="checkbox"/> Processed fruit and vegetables                  |   |

**Nature of food business**

	Yes	No
Are you a small business <sup>2</sup> ?		
Is the food that you provide, produce or manufacture ready-to-eat		

<sup>1</sup> 'Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold

<sup>2</sup> Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector

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

when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacturer food for organisations that cater to vulnerable persons <sup>3</sup> ?		
<b>To be answered by manufacturing/processing businesses only:</b>		
Do you manufacture or produce products that are not shelf stable?		
Do you manufacture or produce fermented meat products such as salami?		
<b>To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):</b>		
Do you sell ready-to-eat food at a different location from where it is prepared?		

**Hours of operation:**

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

**Recall contact:**

First name			
Last name			
Phone		A/H:	Fax:
Email			

**Declaration:**

I, the person making this application declare that:

- the information contained in this application is true and correct in every particular.

**Signature of applicant:** \_\_\_\_\_

In the case of a company, the signing officer must state position in the company

**Date:** \_\_\_\_\_*\*Insert privacy statement here*


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<sup>3</sup> Standard 3.3.1 *Australia New Zealand Food Standards Code*

ATTACHMENT

10.3 (B) 2 President



Our Ref: Leonora Butchers  
Enquiries: Garry Agnew

Neil Biggs  
Leonora Butchers  
Tower Street  
(PO Box 3)  
LEONORA WA 6438

Dear Neil,

### LEONORA BUTCHER SHOP – FOOD PREMISE CONSTRUCTION STANDARD

I refer to my correspondence to you dated the 20<sup>th</sup> April 2012 and my follow up inspection of the Leonora Butcher Shop yesterday the 4<sup>th</sup> July 2012.

It is with disappointment that my inspection yesterday did not provide evidence to indicate that you had seriously responded to the matters highlighted in my 20<sup>th</sup> April 2012 correspondence. The provision of only 2 new small sections of shelving in the cool room and the covering up of some fretting wall rendering in the sausage room does not constitute a serious positive response in my view.

Notwithstanding the outstanding non-compliance issues specified in my 20<sup>th</sup> April correspondence yesterday's inspection identified additional matters for your attention, for example:

- the completely corroded base of the s/s bench beside the trough in the sausage room;
- the location of your meat box-freezers in the cluttered and dusty general store room at the rear of your shop,
- you have replaced the old top display box fridge mentioned in item 3 of my April correspondence with just an old domestic table;
- your wearing of uncovered absorbent clothing (track suit bottom and jumper) whilst working in a food handling premise (contrary to Food Standard 3.2.2.); and
- that my inspection yesterday found your shop in a less clean state than it was during my April 2012 inspection.

As advised in my April 2012 correspondence the Leonora Butcher Shop is **not registered** as a Food Business under the *Food Act 2008* consequently you are currently in contravention of Section 109 of the Act.

Section 109 of the Food Act 2008 states:



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

**109. Conduct of unregistered food businesses**

- (1) *The proprietor of a food business, other than an exempted food business, must not conduct the food business at any premises unless the food business is registered in respect of those premises under this Part.*

***Penalty:***

- (a) *for an individual — a fine of \$10 000;*  
(b) *for a body corporate — a fine of \$50 000.*

For your record, I am professionally and morally unable to issue a "Certificate of Registration of a Food Business" unless the premise conforms to at least the minimum requirements specified in the Food Standards Code 3.2.2. and 3.2.3. as well AS 4674-2004 "Design, construction and fit-out of food premises"; a copy of the 3 is enclosed.

It is now particularly important that you immediately commence work to address all the matters mentioned above and in my 20<sup>th</sup> April 2012 correspondence as should my next visit show further disregard the matter will be reported to Council and you being exposed to prosecution under 109 of the *Food Act 2008*.

I have also enclosed a copy of my 20<sup>th</sup> April 2012 letter in case you have mislaid the original.

Yours faithfully



Garry Agnew F.E.H.A.

**PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/BUILDING  
SURVEYOR**

(Authorised Officer – Food Act 2008)

Date: 5 July 2012

Encl:



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

Our Ref: Leonora Butchers  
Enquiries: Garry Agnew

Neil Biggs  
Leonora Butchers  
Tower Street  
(PO Box 3)  
LEONORA WA 6438

Dear Neil,

### REGISTRATION OF A FOOD BUSINESS – FOOD STANDARDS CODE OF AUSTRALIA (*FOOD ACT 2008*)

I confirm my visit to your food premise (Leonora Butchers) on the 19 November 2012 and advise as follows.

As you know, the Leonora Butcher Shop is **not registered** as a food business as required by Section 109 of the *Food Act 2008*; and a “Certificate of Registration of a Food Business” cannot be issued unless that business is in compliance with provisions of the Food Standards Code, as per Section 22 of the *Food Act 2008*.

Further -

Section 109 of the *Food Act 2008* states:

**109. Conduct of unregistered food businesses**

- (1) *The proprietor of a food business, other than an exempted food business, must not conduct the food business at any premises unless the food business is registered in respect of those premises under this Part.*

*Penalty:*

- (a) *for an individual — a fine of \$10 000;*
- (b) *for a body corporate — a fine of \$50 000.*

On the 20 April 2012 I corresponded to you confirming the above as well as detailing structural and facility matters requiring your attention (a copy of that letter is enclosed).

A follow up inspection of your butcher shop was carried out on the 4 July 2012 which showed that you had not seriously responded to matters identified by my 19 April 2012 inspection (a copy of the letter confirming my 4 July 2012 inspection is enclosed).

My visit and our discussion yesterday (19 November 2012) gave the impression that you still have not accepted the gravity of the situation and this was emphasised by your indifference to the fact that your chopping block is actually illegal (a chopping block has been banned from use in butcher shops for decades).

I acknowledge that the shop floor has been painted however it seems that you have not placed adequate priority towards addressing other matters highlighted for your attention and I refer to the structurally degraded, substandard and unhygienic cool room in this regard.

Though I concede that there is difficulty finding suitable trade's persons within our remote district this is not an acceptable excuse for continued disregard of the minimum food safety and food storage standards for a business offering food to the public.

It has been seven months since my visit in April 2012, consequently if I do not receive verification by the end of January 2013 that you have progressed towards addressing all remaining issues specified in my letters (including removal of the illegal chopping block) and arranged for the upgrade of your substandard cool room, a formal "Improvement Notice" under Section 62 of the *Food Act 2008* will be served.

Failure to comply with an "Improvement Notice" may result in the service of a "Prohibition Order" under Section 65 of the *Food Act 2008*.

For your information -

## ***Division 2 — Prohibition orders***

### ***65. Prohibition Order***

(1) *If the CEO or another enforcement agency believes on reasonable grounds —*

(a) *that any of the circumstances specified in section 62(a), (b), (c) or (d) exist; and*

(b) *that —*

(i) *the proprietor of a food business has not complied with an improvement notice within the time required by section 63 for compliance,*

*the CEO or other enforcement agency may serve a prohibition order on the proprietor of the food business in accordance with this Part.*

(2) *A prohibition order must take the form of an order that —*

(a) *no food intended for sale is to be handled on specified premises or a specified part of specified premises;*



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

- (b) *no food intended for sale is to be conveyed in a specified vehicle;*
- (c) *specified equipment is not to be used in connection with food intended for sale;*
- (d) *no food intended for sale is to be handled by a food business in a specified way or for a specified purpose; or*
- (e) *no other specified activities in relation to food intended for sale are to be carried out on specified premises or a specified part of specified premises,*

*until the proprietor of the food business has been given a certificate of clearance under section 66 stating that —*

- (f) *the premises, part of the premises, vehicle or equipment may be used for the handling or conveyance of food intended for sale, or in connection with such food;*
- (g) *food intended for sale may be handled in the specified way or for the specified purpose; or*
- (h) *the specified activities in relation to food intended for sale may be carried out,*

*as the case may be.*

Should you require clarification on any matter mentioned above do not hesitate to contact me through the Shire of Leonora Office.

Yours faithfully



**Garry Agnew F.E.H.A.**

**PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/  
BUILDING SURVEYOR**  
(Authorised Officer – Food Act 2008)

Date: 20 November 2012

Enc:

ATTACHMENT

10.3 President: 4



Our Ref: Leonora Butchers  
Enquiries: Garry Agnew

Neil Biggs  
Leonora Butchers  
Tower Street  
(PO Box 3)  
LEONORA WA 6438

Dear Neil,

Hand delivered  
9.30 AM  
5.02.2013  
*[Signature]*

### **FOOD ACT 2008 – IMPROVEMENT NOTICE**

In **April 2012** I advised you by correspondence that there were issues of non-compliance at your butcher shop in terms of the requirements of the Food Safety Standards Code of Australia and sought your positive enthusiastic response to their attention to avoid the service of a "Prohibition Order".

In **July 2012**, following an inspection, I confirmed my disappointment that you had not seriously responded to the matters highlighted in April 2012 correspondence and stressed the importance for you to do so, otherwise the matter would be reported to Council.

A further visit to your butcher shop in **November 2012** showed that you still did not accept the gravity of the situation as you had only had one coat of paint applied to a section of your food premise concrete floor surface – all remaining matters remained outstanding.

Consequent to the above, the matter was reported to Council at its **December 2012** Ordinary Meeting; Council's determination was –

*"Should the requested upgrade to the Leonora Butcher Shop in terms of statutory requirements under the Food Act 2008 (Food Safety Standards 3.2.2 and 3.2.3) not be completed by the 31 January 2013 then the service of a formal Improvement Notice pursuant to Section 62 of the Food Act 2008 is endorsed".*

An inspection of your Leonora Butcher Shop on the **4 February 2013** found you dressed in worn shorts, T shirt and thongs; a totally inappropriate standard of dress for a food handler. Further, there was no evidence that you had earnestly progressed the premise upgrade beyond applying a first coat of paint to a section of the shop floor surface.

As advised, consequent to your disregard of the importance to improve the structural and facility standard of the Leonora Butcher Shop during the past 9 months, together with the low standard of dress whilst conducting your business I have no option other than to serve an "Improvement Notice" under the *Food Act 2008* – **see enclosed**.

You are hereby warned that should you not comply with the matters detailed by the "Improvement Notice" within the time specified then a "Prohibition Order" will be served directing that the handling and sale of food is prohibited within the food premise.

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

For your record the action taken on this matter has been unanimously support by Council.

For your information –

Food Act 2008

## **Division 2 — Prohibition orders**

### **65. Prohibition order**

- (1) *If the CEO or another enforcement agency believes on reasonable grounds —*
- (a) *that any of the circumstances specified in section 62(a), (b), (c) or (d) exist;*  
*and*
  - (b) *that —*
    - (i) *the proprietor of a food business has not complied with an improvement notice within the time required by section 63 for compliance; or*
    - (ii) *the issue of the order is necessary to prevent or mitigate a serious danger to public health,*

*the CEO or other enforcement agency may serve a prohibition order on the proprietor of the food business in accordance with this Part.*

- (2) *A prohibition order must take the form of an order that —*
- (a) *no food intended for sale is to be handled on specified premises or a specified part of specified premises;*
  - (b) *no food intended for sale is to be conveyed in a specified vehicle;*
  - (c) *specified equipment is not to be used in connection with food intended for sale;*
  - (d) *no food intended for sale is to be handled by a food business in a specified way or for a specified purpose; or*
  - (e) *no other specified activities in relation to food intended for sale are to be carried out on specified premises or a specified part of specified premises.*

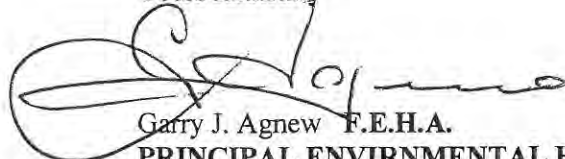
### **68. Contravention of prohibition order**

*A person must not contravene or fail to comply with a prohibition order served on the person under this Division.*

*Penalty:*

- (a) *for an individual — a fine of \$50 000;*
- (b) *for a body corporate — a fine of \$250 000.*

Yours faithfully



Garry J. Agnew F.E.H.A.

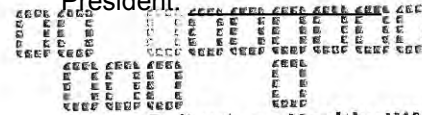
**PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR**

(Authorised Officer – Food Act 2008)

Date: 5 February 2013

Encl:

President:



Delivering a Healthy WA



## Appendix 2

## IMPROVEMENT NOTICE

**Food Act 2008 Part 6 Division 1****Issued To:**

Name of proprietor:

**Neil Biggs**

Name of Food Business:

**Leonora Butchers**

Address of Premise:

**Lot 38/3 #80 Tower Street Leonora WA 6438**

*Hand delivered*  
*9:30 PM*  
*5:02:2013*  
*[Signature]*

**Take notice** that an assessment of the above mentioned premises by the Shire of Leonora's authorised officer Garry Agnew on the 4 February 2013 revealed that, in accordance with Part 6 Division 1 Section 62 of the *Food Act 2008*, there are reasonable grounds to serve an improvement notice under Section 63.

These grounds are detailed within the following table

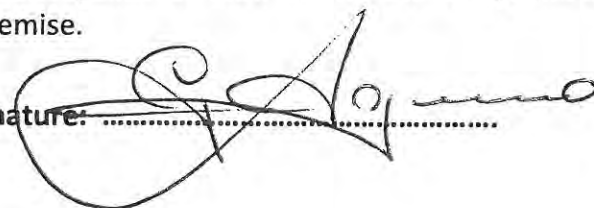
Item	Issue of non-compliance to be rectified:	Action to be completed by (date):	Compliance observed	
			Y/N	Date
1.	Cease to dress in casual shorts, T shirt and thongs when engaging in any food handling operation.	Immediately		
2.	Ensure that outer clothing is of a level of cleanliness that is appropriate for handling food and which covers the body, legs and feet.	Immediately		
3.	Implement a more effective daily cleaning regime that includes <u>all</u> fixtures, fittings, work surfaces, floors and walls.	Immediately		
4.	Upgrade your meat cool room by filling holes in its internal walls and floor and by eliminating all exposed flaking rust on floor, walls, railing, door and door framework as well replacing the loose ineffective door seal.	30 April 2013		
7.	Secure trough to wall in sausage room and flash to wall.	30 April 2013		
8.	Replace missing support leg to bench in sausage room and discard milk crate.	30 April 2013		
9.	The concrete floor surface in all work areas is to be sealed to be fully impervious to water.	30 April 2013		
10.	All walls and ceiling are to be cleaned, made complete, sealed to be impervious to moisture and able to be easily and effectively cleaned.	30 April 2013		

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

11.	Remove the old chopping block from the food premise – an old wood chopping block has not satisfied minimum requirements of the Food Standards Code for decades.	30 April 2013		
Number of additional pages attached: Nil				
Notice served:		Date: <b>5<sup>th</sup> February 2013</b>	Time: 10:30am	

**Take further notice** that the above matters must be rectified within the time specified and non-compliance with this notice may result in the issue of a Prohibition Order under Section 65 of the *Food Act 2008* which may prohibit the handling or conveyance of food or the use of specified equipment or other actions within the food business premise.

Signature: .....



ATTACHMENT

10.5 (B) 5. President:

## BUTSONS BUILDING SERVICE

09<sup>th</sup> May 2013

Garry Agnew  
Principal Environmental Health Officer/  
Building Surveyor  
Shire of Leonora

Re: Leonora Butcher Shop

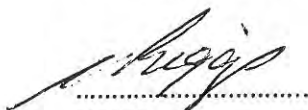
Proposed program of works:

25<sup>th</sup> May 2013 to 28<sup>th</sup> May 2013 – Chiller in shop will be relined internally and sealed and painted with appropriate product.

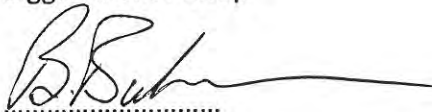
4<sup>th</sup> June 2013 to 14<sup>th</sup> June 2013 – Back rear food preparation area cleaned and painted, stainless steel benches installed and refit sink to wall, Shop area cleaned and painted.

15<sup>th</sup> June 2013 to 30<sup>th</sup> June 2013 – Seal all gaps and cracks in concrete floor and seal and paint with appropriate product, replace all timber shelves and benches with stainless steel.

30<sup>th</sup> June 2013 review with Garry Agnew as to further scope.



Neil Biggs  
Biggs Butcher Shop



Barry Butson  
Butsons Building Service

PO Box 69, Leonora, WA 6438

Phone: (08) 9037 6400 Fax: (08) 9037 6404

[butsonsbs@westnet.com.au](mailto:butsonsbs@westnet.com.au)

ABN: 36 991 657 224

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**

18<sup>th</sup> June 2013, 9:30 am in the Shire of Leonora Council Chambers.

**13.0 CLOSURE OF MEETING**

There being no further business, Shire President J F Carter declared the meeting closed at 11.25 am.