

SHIRE OF LEONORA

NOTICE OF AN ORDINARY COUNCIL MEETING



DEAR COUNCIL MEMBER,
THE NEXT ORDINARY MEETING OF THE SHIRE OF LEONORA
WILL BE HELD ON TUESDAY, 21ST MAY, 2019 IN COUNCIL
CHAMBERS, LEONORA AT 9:30AM.

JG EPIS
CHIEF EXECUTIVE OFFICER

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

SHIRE OF LEONORA

INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:-

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

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

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

JG EPIS
CHIEF EXECUTIVE OFFICER

SHIRE OF LEONORA
ORDER OF BUSINESS FOR MEETING TO BE HELD
TUESDAY 21ST MAY, 2019.

**COLOUR
CODING**

- | | | |
|--------------|------|---|
| | 1. | DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS/
FINANCIAL INTEREST DISCLOSURES
Nil |
| | 2. | DISCLAIMER NOTICE |
| | 3. | RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE
(PREVIOUSLY APPROVED) |
| | 4. | RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE |
| | 5. | PUBLIC QUESTION TIME |
| | 6. | APPLICATIONS FOR LEAVE OF ABSENCE |
| | 7. | PETITIONS / DEPUTATIONS / PRESENTATIONS |
| <i>White</i> | 8. | CONFIRMATION OF MINUTES FROM PREVIOUS MEETING
(Sent out previously)
Draft motion: That the Minutes of the Ordinary Meeting held on 16th April, 2019
be confirmed as a true and accurate record. |
| | 9. | ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT
DISCUSSION |
| | 10. | REPORTS OF OFFICERS |
| <i>Pink</i> | 10.1 | Chief Executive Officer
a) Asset Management Working Group
b) Review of Delegations |
| <i>Blue</i> | 10.2 | Deputy Chief Executive Officer
a) Monthly Financial Statements – 30th April, 2019
b) Accounts for Payment
c) Adoption of new Regional Price Preference Policy |
| <i>Green</i> | 10.2 | Environmental Health Officer
Nil |
| | 11. | NEW BUSINESS OF AN URGENT NATURE
INTRODUCED BY DECISION OF THE MEETING
a) Elected Members
b) Officers |
| | 12. | NEXT MEETING Tuesday 18th June, 2019 |
| | 13. | CLOSURE OF MEETING |

10.0 REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1(A) ASSET MANAGEMENT WORKING GROUP

SUBMISSION TO: Meeting of Council
Meeting Date: 21st May, 2019

AGENDA REFERENCE: 10.1 (A) May 19

SUBJECT: Asset Management Working Group

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Strategic/Business Planning 9.13

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 2nd May, 2019

BACKGROUND

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

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

The AMWG will have terms of reference that includes a Roles and Responsibilities Matrix detailing which Officer is responsible for each task over the entire Asset Management lifecycle for each major asset group.

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

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

- establishing the terms of reference that support the endorsed Asset Management Policy;
- agreeing to the asset hierarchy including common asset numbers and linkages across asset registers;
- ensuring inventory information is up-to-date and regularly reviewed;
- ensuring condition reports are maintained;
- ensuring the account structure and system is sufficiently componentised to allow the reporting of operating, maintenance, renewal, upgrade and new expenditure at the right component level and by asset hierarchy into the Finance System;
- apply the Council endorsed Risk Management Framework;
- maintain a regular meeting schedule; and
- report to the Chief Executive Officer.

The AMWG has the responsibility for Asset Management Improvement of Skills and Processes that include:

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

The AMWG will ensure there is a process in place to evaluate and monitor Asset Management Performance. This will include;

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

At the meeting of Council 21st August, 2012, Council resolved to appoint the following employees and Councillors to the AMWG:

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

In light of staff and elected member changes, I suggest that the Asset Management Working Group comprise three senior Council employees, namely:

- Ms. Linda Gray – Deputy Chief Executive Officer
- Mr. John Oxley – Acting Manager, Works and Services
- Mr. Dave Hadden – Principal Environmental Health Officer/Building Surveyor

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

STATUTORY ENVIRONMENT

Asset Management Policy and Plans are linked to the Integrated Planning and Reporting Framework.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

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

Cr Peter Craig
Cr Ross Norrie
Cr Richard Cotterill
Cr Larnie Petersen
Cr Alex Taylor
Ms Linda Gray
Mr John Oxley
Mr Dave Hadden

VOTING REQUIREMENT

Simple majority required.

SIGNATURE

Chief Executive Officer

10.0 REPORTS OF OFFICERS

10.1 CHIEF EXECUTIVE OFFICER

10.1(B) REVIEW OF DELEGATIONS

SUBMISSION TO: Meeting of Council
Meeting Date: 21st May, 2019

AGENDA REFERENCE: 10.1 (B) MAY 19

SUBJECT: Delegation Register Review

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 1.40

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 10th May, 2019

BACKGROUND

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

All delegations have been reviewed, with no amendments made.

The following new delegations have been added to the register:

- P01 Development Applications
- P02 Subdivision Applications

The above delegations have been added to allow the Chief Executive Officer to approve or refuse Development and Subdivision Applications subject to compliance with the Shire of Leonora Town Planning Scheme No. 2 (once finalised), the Residential Design Codes of Western Australia and any relevant Shire policies or strategies in respect of the affected land for which the application is made.

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

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

VOTING REQUIREMENT

Absolute Majority

SIGNATURE

Chief Executive Officer



SHIRE OF LEONORA

REGISTER OF DELEGATIONS

Presented to Council 21st May, 2018

THE LOCAL GOVERNMENT ACT 1995 GIVES LOCAL AUTHORITIES THE POWERS OF DELEGATION

Delegation of some powers and duties to certain committees:

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

Delegation of some powers and duties to CEO:

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

Admin Reg 19.

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

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

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FINANCE

F01 PAYMENTS OF ACCOUNTS BETWEEN MEETINGS

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

Delegated to: Chief Executive Officer

On delegated to: Deputy Chief Executive Officer

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

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

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

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

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

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

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

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

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

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

<i>Council Policy:</i>	N/A.
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed & Amended:</i>	15 th February 2011

F02 INVESTMENTS

Function to be performed:

- 1 To invest money held in the Municipal or Trust Funds that is not required for the time being for any purpose in accordance with Part III of the Trustees Act 1962 or in an investment approved by the Minister.
- 2 To establish and document internal control procedures to be followed to ensure control over the investments.

Delegated to:

Chief Executive Officer

On delegated to:

Deputy CEO

Conditions:

- 1) The establishing of documental internal control procedures to be followed to ensure control over the investments.
- 2) Compliance with Clause 19(2) Local Government (Financial Management) Regulations 1996
- 3) Council Policy (where applicable)
- 4) Investments in Managed Funds require the approval of Council.

Record of Use:

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

Reference:

S5.42/S5.44, S6.14 Local Government Act, 1995 (As Amended)

Council Policy:

A.2.1

Date Adopted:

15th February 2011

Date Reviewed:

21st May, 2019

Date Reviewed and Amended:

N/A

F03 HIRE FEES & CHARGES – RECREATION CENTRE

<i>Function to be performed:</i>	To adjust/vary recreation centre, halls, and oval hire fees and charges as determined in the budget.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>Subject to Regulations 5, 8 and 10 of the Local Government (Financial Management) Regulations 1996; and</p> <ul style="list-style-type: none">• where it is considered that there is the need due to extenuating circumstances, unusual kind of use• The cost of normal hire per participant being prohibitive in relation to the financial resources of the hirer/s.• One-off usage discounts being supported in favour of regular use discounts.• The participation of children/juniors in the program.• The benefits to the Shire, its staff and the community in general.• The costs to the Shire, including any forfeited opportunity costs.• Any other circumstances that warrant consideration to a discount or waiving of fees.
<i>Record of Use:</i>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42, S6.10 Local Government Act (As Amended).
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

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

<i>Function to be performed:</i>	<p>1 To reimburse all reasonable expenses to members and staff incurred whilst attending authorised conferences, seminars and training courses and during other absences from the district on any business deemed necessary by the Chief Executive Officer. Such expenses may include registration fees, accommodation, meals, refreshments, travel and other appropriate out-of-pocket expenses.</p> <p>2 The payment of expenses of partners when the Council has specifically resolved that it is appropriate for a Councillor to be accompanied by another person.</p> <p>3 The payment of expenses of partners when the CEO has specifically approved that it is appropriate for a staff member to be accompanied by another person.</p>
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>Obtain from the Councillor or staff member receipts or other appropriate proof that the expense was incurred. Obtain a declaration that the expense was incurred wholly whilst on Council business.</p> <p>Attendance will enhance the professional development of the officer or elected member, provide benefits to Council and is relevant to the duties and responsibilities of the officer or elected member.</p>
<i>Record of Use:</i>	Copy of receipts to be archived and kept in accordance with records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act 1995.
<i>Council Policy:</i>	A.3.2 + A.3.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011, 21 st February 2017

F05 EXPENDITURE PRIOR TO ADOPTION OF BUDGET

<i>Function to be performed:</i>	To incur operating expenditures from the Municipal Fund prior to the adoption of the annual budget.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	This delegation refers to operating expenditure only.
<i>Record of Use:</i>	List of accounts for payment to Council
<i>Reference:</i>	Local Government Act (As Amended).
<i>Council Policy:</i>	A.2.6
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

F06 INSURANCE

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

Delegated to: Chief Executive Officer

On delegated to: N/A

Conditions: Nil

Record of Use: Insurance Policies held by the Council.

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

Council Policy: A.2.5

Date Adopted: 15th February 2011

Date Reviewed: 21st May, 2019

Date Reviewed and Amended: N/A

F07 RATE RECORDS AND RECOVERY OF RATES AND SERVICE CHARGES

Function to be performed:

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

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

Nil

Record of Use:

List of rate arrears submitted to Council when requested.

Reference:

Local Government Act (As Amended).

Council Policy:

A.2.4

Date Adopted: 20th May 1997

Date Reviewed: 21st May, 2019

Date Reviewed and Amended: 15th February 2011

F08 SURPLUS EQUIPMENT, MATERIALS, TOOLS

<i>Function to be performed:</i>	To sell surplus equipment, materials, tools, etc with an estimated value of less than \$2,000 which are no longer required, or are out moded, or are no longer serviceable.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	By calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means. Where it has not been possible to dispose of surplus equipment, materials, tools, and such like as outlined above, dispose of such things by other nominated means, including scrapping, after a listing of such items and the proposed disposal method has been provided to Council.
<i>Record of Use:</i>	Information on File and advice provided to Council. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act (As Amended) Sect 3.58 & 5.42 and Financial Management Regulation 5.2
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

F09 PURCHASE ORDER AUTHORISATION

Function to be performed:

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

Delegated to: Chief Executive Officer

On delegated to: As follows:

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

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

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

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

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

Council Policy: A.2.3

Date Adopted: 20th February 2007

Date Reviewed: 21st May, 2019

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

F10 RECOVERY OF DEBTS

<i>Function to be performed:</i>	The Chief Executive Officer is delegated authority to negotiate with debtors unable to pay debts due to particular hardships. The Chief Executive Officer is delegated authority to initiate legal action for the recovery of debts either through the local court or by Council's solicitors, as the case may warrant, when all other reasonable attempts at collection have been exhausted.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy CEO
<i>Conditions:</i>	<ol style="list-style-type: none">1) The establishing of written records of any action taken.2) Compliance with relevant sections of the Local Government (Financial Management) Regulations 1996 and Local Government Act 1995.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

F11 LAND VALUATIONS

<i>Function to be performed:</i>	To obtain from the Valuer General or a qualified private Valuer, the value of any land or property that is subject of a report or submission to the Council involving negotiations for the purchase or sale of property.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy CEO
<i>Conditions:</i>	Provisions to be included in budget for land valuation expenses.
<i>Record of Use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

ADMINISTRATION

A01 USE OF SHIRE VEHICLES

<i>Function to be performed:</i>	To make appropriate private use arrangements with all staff having use of a Council vehicle.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Deputy Chief Executive Officer
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Vehicle Log Book. (Where applicable)
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended)
<i>Council Policy:</i>	T.6.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

A02 STAFF HOUSING

<i>Function to be performed:</i>	To make all arrangements in regard to occupancy and maintenance of all staff accommodation provided by the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>1 In exercising this delegation regard shall be given to any Council policy in place from time to time.</p> <p>2 In the event that any Council provided accommodation is at anytime not required for Council employees, the Chief Executive Officer is delegated authority to rent or lease the accommodation to persons other than Council employees or organisations</p> <p>3 The rental to other persons or organisations is subject to an appropriate tenancy agreement and period that does not unduly impact on the Shires requirements for the property.</p>
<i>Record of Use:</i>	Employee Files.
<i>Reference:</i>	Nil.
<i>Council Policy:</i>	Nil.
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	Nil.

A03 LIQUOR – SALE & CONSUMPTION AT COUNCIL PROPERTY

<i>Function to be performed:</i>	To approve applications for the sale of liquor from the Councils facilities and impose any conditions relating to its sale as considered appropriate, and to approve applications to consume liquor on property under the care, control and management of Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In exercising this delegation, the Chief Executive Officer shall have regard to the provisions of the appropriate State Legislation regarding consumption and sale of liquor and shall, when appropriate, consult with local Police.
<i>Record of Use:</i>	Applications and approvals to be kept in Filing System.
<i>Reference:</i>	S5.42 Local Government Act, 1995 (As Amended). Sections 59 and 119 of the Liquor Licensing Act 1988.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

A04 IMPOUNDING GOODS – AUTHORISED EMPLOYEE

<i>Function to be performed:</i>	To authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding;
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to the express provisions contained in the Local Government Act 1995 and Local Government (Functions and General) Regulations 1996, Pt 6.
<i>Record of Use:</i>	Report to Council.
<i>Reference:</i>	Local Government Act, 1995 (As Amended) – S5.42 Local Government Act, 1995 – S3.39
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	Nil

A05 AWARD / INDUSTRIAL MATTERS

<i>Function to be performed:</i>	To instruct the local government's consultants in workplace relations if considered appropriate to act on the Council's behalf in any general Industrial/Award matter and any industrial dispute involving an employee or employees of the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	File records of authorisations given.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	Nil

A06 CONTRACT VARIATIONS

<i>Function to be performed:</i>	To approve minor variations to contracts which have been entered into by the Council, subject to the funds required to meet the cost of the variations being contained within the amount set aside in the budget adopted by the Council.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Contract Register
<i>Reference:</i>	Local Government Act, 1995 and Tender Regulations
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	Nil

A07 LEGAL ADVICE

<i>Function to be performed:</i>	To obtain such legal advice and opinions as considered is necessary in the management of the Local Government.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to existing budgetary provisions for that purpose
<i>Record of Use:</i>	Information on File and advice provided to Council. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act, 1995.
<i>Council Policy:</i>	A.1.3
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	Nil

A08 ENFORCEMENTS AND LEGAL PROCEEDINGS

<i>Function to be performed:</i>	<p>1) To appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement of local laws.</p> <p>2) To issue to each person authorised to enforce local laws a certificate stating that the person is so authorised and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.</p> <p>3) To appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws.</p>
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>Subject to compliance with the following:</p> <ul style="list-style-type: none">• Local Government Act 1995• Dog Act 1976• Bush Fire Act 1954• Health Act 1911• Local Government (Miscellaneous Provisions) Act 1960• Local Laws, Parking and Dogs• Council Policy
<i>Record of Use:</i>	Retention of file copy of relevant correspondence.
<i>Reference:</i>	S5.42/S5.44, S9.10, S9.19, S9.20 and S9.23 Local Government Act, 1995 (As Amended) Section 44.9 Local Government (Miscellaneous Provisions) Act 1960.
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	Nil

A09 DELEGATION OF POWER

<i>Function to be performed:</i>	Where the Deputy Chief Executive Officer is authorised to act as the Chief Executive Officer, all delegations to the Chief Executive Officer may be performed / undertaken by the Acting Chief Executive Officer.
<i>Delegated to:</i>	Deputy Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In the absence of Chief Executive Officer and when authorised in writing, the Deputy Chief Executive Officer shall act as the Chief Executive Officer.
<i>Record of use:</i>	Retention of file copy of relevant appointment in Personnel File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	S5.42 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	A.3.6
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	Nil

A10 COUNCIL/MEMBERS - REGISTER OF DELEGATIONS TO COMMITTEES

<i>Function to be performed:</i>	1 To keep a Register of the Delegations made by the Council to Committees, the Register being required in accordance with the provisions of Section 5.18 of the Act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	The Register is only required if Committees are in existence and have delegated powers of duties. Council acknowledges that this task could be interpreted to be a function of the CEO under Section 5.41 (d) – management of day to day operations.
<i>Record of use:</i>	Register
<i>Reference:</i>	S5.42 and S5.18 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	Nil

A11 TENDERS

Function to be performed:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

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

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

Record of use:

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

Reference:

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

Council Policy:

Nil

Date Adopted:

20th May 1997

Date Reviewed:

21st May, 2019

Date Reviewed and Amended:

15th February 2011

A12 TRADE/VENDOR LICENCES

<i>Function to be performed:</i>	To negotiate with traders/vendors to operate within the townsite, and if trader/vendor is unable to obtain suitable premises from which to operate within the central business area, the Chief Executive Officer is delegated authority to approve a suitable location within the townsite boundary provided no nuisance is created by the nature of that business.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil
<i>Conditions:</i>	<ol style="list-style-type: none">1. The nature of the business and the type of goods sold2. The effect the business has on local traders.3. The duration of the stay4. No nuisance is created by the nature of the business
<i>Record of use:</i>	Record to be kept on appropriate file.
<i>Reference:</i>	Local Government Miscellaneous Provisions Act 1996
<i>Council Policy:</i>	T.6.5
<i>Date Adopted:</i>	20 th October 1998
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

A13 ANIMALS – UNLAWFUL RELEASE FROM POUND

<i>Function to be performed:</i>	To instruct Council's solicitors to commence legal proceedings against any person/s who, in the opinion of the Chief Executive Officer has: a) Unlawfully rescued or released, or attempted to rescue or release, dogs lawfully impounded or seized for the purpose of being impounded. b) Damaged a Council pound c) Committed a breach of procedures enabling dogs to escape from Council pound.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil
<i>Conditions:</i>	The CEO is to report particulars of instructions issued to Council's solicitors to the next following meeting of Council.
<i>Record of use:</i>	Record to be kept on appropriate file.
<i>Reference:</i>	S5.94 Local Government Act 1995 (As Amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

ENGINEERING

E01 TEMPORARY RURAL ROAD CLOSURES

<i>Function to be performed:</i>	To temporarily close a street or a portion of a street for a period not exceeding 30 days to vehicles in cases of emergency, in connection with Council works, by reason of heavy rain, a street likely to be damaged by the passage of traffic of any particular class.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Manager of Works
<i>Conditions:</i>	Compliance with the Local Government (Functions and General) Regulations 1996.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Local Government Act 1995 (As Amended) – S5.42, S3.50, S3.51 Local Government (Function and General) Regulations 1996. Executive Function S3.18
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

E02 ROAD TRAINS AND EXTRA MASS PERMITS

<i>Function to be performed:</i>	To determine any application for the use of such roads granting approval with or without conditions and, subject to assessment and approval of the use of the road/s by Main Roads WA.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Have regard for any policy of the Council in relation to the use of local roads by restricted access vehicles
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Road Traffic Vehicle Standard Regulations
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

E03 TRAFFIC CONTROL SIGNALS, ROAD REGULATORY SIGNS & STREET SIGNS

<i>Function to be performed:</i>	1 To make application to Main Roads WA for approvals to install stop and give-way signs at such places as considered warranted other than in accordance with any urban or rural traffic management plan adopted by Council, 2 Arrange installation of “school bus stop” signs and other appropriate traffic warning, advisory or directional signs at such places on local roads as considered necessary. 3 Proceed with the provision and erection of new street name plates and the replacement of damaged name plates.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Due regard to limit of funds within budget
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Reference:</i>	Road Traffic Code 2000
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

E04 CONTRACTERS – USE OF WORKS

<i>Function to be performed:</i>	To engage private contractors to assist and complement Council's work staff in carrying out any works and services.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<p>In exercising this delegated authority, the Chief Executive Officer shall have due regard to the following:</p> <ul style="list-style-type: none">• It must be demonstrated that by engaging the private contractors, it will be in the best interests of the Council;• Appropriate funds are provided in the budget.
<i>Record of Use:</i>	<p>Correspondence on File.</p> <p>Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation</p>
<i>Reference:</i>	Section 3.50 Local Government Act 1995
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

E05 PLANT – USE BY EMPLOYEES

<i>Function to be performed:</i>	Permit Council employees to utilise Council plant after hours.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none">1. Usage will be permitted within the townsite area, to those employees who are competent with the operating capabilities of the plant that they propose to use and subject to their agreement to accept full responsibility for any loss or damage caused by negligence to the plant.2. Where the use, or intended use, of plant is likely to conflict with usage of Council, of that plant, then permission will not be given.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Council Policy:</i>	T.6.2
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

E06 DAMAGE TO ROADS AND FOOTPATHS

<i>Function to be performed:</i>	Issue accounts for repairs to damage caused to roads, kerbing and footpaths where the Chief Executive Officer is of the opinion that the damage was clearly caused by the Party. The Chief Executive Officer is also authorised to take legal action to recover the costs if the accounts remain unpaid after a reasonable time and notice has been given.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Nil
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Council Policy:</i>	Nil
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

E07 PRIVATE WORKS

<i>Function to be performed:</i>	Carry out private works utilising Council employees and plant.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	<ol style="list-style-type: none">1. Private works will only be undertaken when time permits to ensure there is no disruption to Council's works programme.2. Requests for private works for the time other than that suited to the Council shall be completed outside the Council's normal working hours and charged at the appropriate penalty rates.
<i>Record of Use:</i>	Correspondence on File. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation
<i>Council Policy:</i>	Nil
<i>Reference:</i>	Section 5.42 Local Government Act 1995
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

HEALTH

H01 ENVIRONMENTAL HEALTH

<i>Function to be performed:</i>	<p>In accordance with the provisions of Section 26 of the Health Act 2016 the Chief Executive Officer is appointed and authorised to exercise and discharge the following powers and functions:</p> <ol style="list-style-type: none">1. Issue such Health Act notices and orders as appropriate;2. Determine applications for license under the Health Act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer.
<i>Conditions:</i>	<p>Subject to the provisions of the Health Act, Local Laws and Council Policies.</p> <p>The applicant being advised of objections and/or appeal rights.</p> <p>A detailed report to the monthly Council meeting</p>
<i>Record of use:</i>	<p>Retention of file copy of relevant correspondence.</p> <p>Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.</p>
<i>Reference:</i>	Health Act 2016 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	15 th February 2011
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	21 st February 2017

H02

LOCAL GOVERNMENT SEPTIC TANK APPROVALS

Function to be performed:

Pursuant to the provisions of Section 26 of the Health Act 1911, the Authorised Officer is hereby appointed and authorized to exercise and discharge powers and functions conferred on local government for the purpose of Regulation 4 of the Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974:

1. For the purpose of section 107(2)(a) of the Act, an apparatus is to be approved a local government if it is intended to serve:
 - a. A single dwelling
 - b. Any other building that produces not more than 540 litres of sewerage per day;
2. A person may apply for approval by:
 - a. Completing an application in a form approved by the Executive Director, Public Health
 - b. Forwarding application to the Shire of Leonora together with any documents required under Regulation 5 and the fee specified in Item 1, of Schedule 1;
3. The Shire of Leonora upon application will as soon as practicable after receiving the application:
 - a. Grant approval, or
 - b. Refuse to grant approval;
4. Where the Shire refuses to grant approval it shall provide to the applicant written notice:
 - a. Advising the person of the refusal, and
 - b. Setting out the reasons for the refusal;

Delegated to:

To any person appointed by the local authority to the position of Authorised Officer.

On delegated to:

Nil.

Conditions:

Subject to the provisions of the Health Act, Local Laws and Council Policies.

The applicant being advised of objections and/or appeal rights.

Record of use:

Retention of file copy of relevant correspondence.

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

Reference:

Health Act 2016 (As Amended), Health (Treatment of Sewerage and Disposal Effluent and Liquid Waste) Regulations 1974

Council Policy:

Nil

Date Adopted:

19th August 1997

Date Reviewed:

21st May, 2019

Date Reviewed and Amended:

21st February 2017

H03 DEALING WITH NUISANCES

<i>Function to be performed:</i>	In accordance with the provisions of Section 184 of the Health Act 2016 the Chief Executive Officer is authorised to deal with nuisances.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer.
<i>Conditions:</i>	Subject to the provisions of the Health Act, Local Laws and Council Policies. The applicant being advised of objections and/or appeal rights.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 2016 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	21 st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011 & 21 st February 2017

H04 CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND

<i>Function to be performed:</i>	To grant approval to an applicant wishing to camp on land or a period of up to three (3) months in any twelve month period.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	Nil.
<i>Conditions:</i>	Subject to the approval being in accordance with the provisions of Regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Health Act 1911 (As Amended)
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

H05 FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)

<i>Function to be performed:</i>	In accordance with the provisions of Section 122 of the Food Act 2008, the Chief Executive Officer is appointed and authorized to exercise and carry out enforcement action for the purposes of this act.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To any person appointed by the local authority to the position of Authorised Officer
<i>Conditions:</i>	Subject to the provisions of the Food Act 2008 and Council Policies, the businesses being advised of appeal rights and a detailed report to the monthly Council Meeting.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Food Act 2008
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	17 th June, 2014
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	21 st February 2017

H06 APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016

<i>Function to be performed:</i>	In accordance with section 17 pf the Public Health Act, the Chief Executive Officer is authorised to appoint Authorised Officers to carry out functions under the Public Health Act 2016.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to Section 18 of the Public Health Act 2016.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Public Health Act 2016
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th December 2016
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

H07 AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY

<i>Function to be performed:</i>	In accordance with the provisions of Section 24 and Section 30 of the Public Health Act 2016, the Chief Executive Officer is authorised to designate a person or class of persons as an Authorised Officer and issue Certificates of Authority.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	Subject to provisions of Section 24, 30 and 312 of the Public Health Act 2016.
<i>Record of use:</i>	Retention of file copy of relevant correspondence. Records to be kept under the provisions of General Disposal Authority for Local Government Records Legislation.
<i>Reference:</i>	Public Health Act 2016
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th December 2016
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

BUILDING

B01 WORKS - UNLAWFUL

Date Adopted: 20th May 1997

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

B02. BUILDING LICENCES

Date Adopted: 20th May 1997

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

B03 DEMOLITION LICENSES

Date Adopted: 20th May 1997

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

B04 ISSUE OF SECTION 401 NOTICES

Date Adopted: 20th May 1997

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

B05 REMOVAL OF NEGLECTED AND RENOVATIONS OF DILAPIDATED BUILDINGS

Date Adopted: 20th May 1997

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

B06 DWELLINGS UNFIT FOR HABITATION

<i>Function to be performed:</i>	To declare that a house, or any part thereof is unfit for human habitation in accordance with the provisions of Section 135 of the Health Act 1911 (as amended).
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	To the person occupying the office of Environmental Health Officer/Building Surveyor
<i>Conditions:</i>	Subject to the provisions of Section 135 of the Health Act 1911 (as amended).
<i>Record of use:</i>	Certificates issued and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Section 135 of the Health Act 1911 (as amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011 & 18 th February 2014

B07 DWELLINGS TO BE REPAIRED

<i>Function to be performed:</i>	Require owner of a house declared unfit for habitation or in a poor state of repair, to make repairs and render clean such a house.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	To the person occupying the office of Environmental Health Officer/Building Surveyor.
<i>Conditions:</i>	The order is accordance with the provisions of Section 139 of the Health Act 1911 (as amended).
<i>Record of use:</i>	Notices and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Section 139 of the Health Act 1911 (as amended).
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011 & 18 th February 2014

B08 BUILDING CONVERSION TO A DWELLING

Date Adopted: 19th May 1998

Date Reviewed: 18th February, 2014

Date Reviewed and Amended: 15th February 2011

Date Deleted: 18th February, 2014

B09 PARK HOMES

<i>Function to be performed:</i>	To grant approval to any person wishing to bring a Park Home on to a Caravan Park.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Nil
<i>Record of use:</i>	Building licenses issued and correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Caravan Parks and Camping Grounds Regulations 1997 (11(2)(a))
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	19 th May 1998
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

B10 BUILDING/DEMOLITION PERMITS

<i>Function to be performed:</i>	To approve/refuse applications submitted under section 20 and 21 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of section 20 and 21 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	T.6.10
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

B11 BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE

<i>Function to be performed:</i>	To approve/refuse applications submitted under section 32 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of section 32 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

B12 BUILDING ORDERS

<i>Function to be performed:</i>	1. To make building orders pursuant to Division 5, Section 110 and 117 of the Building Act 2011 in relation to: <ul style="list-style-type: none">a. Building Workb. Demolition Workc. An existing building or incidental structure 2. To revoke building orders pursuant to Section 17 of the Building Act 2011
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Division 5, Section 110 and 117 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

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

Function to be performed: To approve, modify or refuse to approve applications submitted under Section 58 of the Building Act 2011.

Delegated to: Chief Executive Officer.

On delegated to: The person holding the office of Building Surveyor.

Conditions: Subject to provisions of Section 58 of the Building Act 2011.

Record of use: Records to be kept under the provisions of **General Disposal Authority for Local Government Records** Legislation.

Reference: Building Act 2011.

Council Policy: N/A

Date Adopted: 18th February 2014

Date Reviewed: 21st May, 2019

Date Reviewed and Amended: N/A

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

<i>Function to be performed:</i>	To approve or refuse applications submitted under Section 65 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Section 65 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

B15 AUTHORISED PERSONS – BUILDING ACT 2011

<i>Function to be performed:</i>	The CEO is Delegated Authority as “Authorised Persons” under the provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Sections 96, 100, 102, 103, 106 and 109 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

B16 CERTIFICATE OF DESIGN COMPLIANCE

<i>Function to be performed:</i>	To issue Certificates of Design Compliance pursuant to Section 127 of the Building Act 2011.
<i>Delegated to:</i>	Chief Executive Officer.
<i>On delegated to:</i>	The person holding the office of Building Surveyor.
<i>Conditions:</i>	Subject to provisions of Section 127 of the Building Act 2011.
<i>Record of use:</i>	Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Building Act 2011.
<i>Council Policy:</i>	N/A
<i>Date Adopted:</i>	18 th February 2014
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	N/A

OTHER – BUSHFIRE CONTROL

BF01 USE OF COUNCIL PLANT

<i>Function to be performed:</i>	To place Shire plant and operators at the disposal of the Bush Fire Control Officer in the event of an emergency for bush fire prevention and/or control measures.
<i>Delegated to:</i>	Chief Executive Officer
<i>On delegated to:</i>	N/A
<i>Conditions:</i>	In situations where shire plant is required, the persons requesting such assistance must first guarantee payment of all costs incurred.
<i>Record of use:</i>	Copies of correspondence issued. Records to be kept under the provisions of <u>General Disposal Authority for Local Government Records</u> Legislation.
<i>Reference:</i>	Bushfires Act 1954
<i>Council Policy:</i>	Nil
<i>Date Adopted:</i>	20 th May 1997
<i>Date Reviewed:</i>	21st May, 2019
<i>Date Reviewed and Amended:</i>	15 th February 2011

PLANNING

P01 DEVELOPMENT APPLICATIONS

Function to be performed:

Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to approve or refuse applications for planning consent, with or without conditions, is extended to the Chief Executive Officer, subject to compliance with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, Local Planning Policies and the additional conditions set out below.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

1. Applications for types of land use or development as defined by the following symbols A and X against relevant zones in Table 3-Zoning Table cannot be determined under delegated authority and all such applications shall be referred to Council for consideration.
2. Applications for planning approval that must be assessed under the provisions of Clause 18.4.a.bc of the Scheme shall be referred to Council for consideration.
3. The provisions of 1, and 2 above shall not apply to renewals of planning approval, minor works, extensions and/or expansions associated with existing lawful land-uses, wherein the application may be approved, with or without conditions under delegated authority.
4. All uses listed as 'P', 'I', & 'D' in the Zoning Table may be approved under delegated authority, with or without conditions, unless, in the opinion of the delegated officer, approval of the application would detrimentally impact upon the amenity and proper planning of the locality, wherein the application shall be referred to Council for consideration.
5. Where an application has been advertised pursuant to Clause 64 of the Scheme and:
 - a) No written, author-identified submissions were received, then the delegated officer may assess the application on its merits and approve the application with or without conditions, under delegated authority.
 - b) Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, but, in the opinion of the delegated officer, the points raised in the submission are of a non-substantive nature and/or can be satisfactorily addressed via condition/s, then the delegated officer shall liaise with the applicant and the person/s who lodged the submission prior to determining the

- application. If either party requires, the application shall be referred to Council for consideration.
- c) Written, author-identified submissions objecting to and/or raising concerns about the proposal were received, and, in the opinion of the delegated officer, the points raised in the submission are of a substantive nature and/or cannot be satisfactorily addressed via condition/s, then the application shall be referred to Council for consideration.
6. Where an application has been refused or a conditional approval issued under delegated authority, and the applicant feels aggrieved by the decision, the applicant may require that the application be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for consideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the application to be reconsidered.
 7. Notwithstanding the above, any application may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.

Record of use:

A summary of planning approvals for the preceding calendar month shall be provided in the Information Bulletin presented to Council each month. For each application determined during the preceding calendar month/s, the summary shall identify;

- The application number;
- The name/s of the applicant/s and owners;
- The particulars of the affected property;
- The dates of application and determination;
- Whether the application was approved or refused; and
- Whether the decision was made under a sub delegation.

Reference:

Local Government Act 1995 (Section 5.42) & Planning and Development Act 2005

Council Policy:

Nil

Date Adopted:

21st May, 2019

Date Reviewed:

21st May, 2019

Date Reviewed and Amended:

N/A

P02 SUBDIVISION APPLICATIONS

Function to be performed:

1. Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to applications referred to the Shire, is extended to the Chief Executive Officer subject to consistency with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, and any other strategies or policies adopted by Council in respect of the affected land and only in the circumstances set out below. All other applications referred by the Western Australian Planning Commission shall be referred to Council for consideration
2. Pursuant to Section 5.42 of the Local Government Act 1995 (as amended), delegation of authority to advise the Western Australian Planning Commission with regards to the clearance of conditions determined by the Commission and for which the Local Government is nominated as a clearance agency, is extended to the Chief Executive Officer subject to consistency with the Shire of Leonora Local Planning Scheme No. 2, the Residential Design Codes of Western Australia, the Shire of Leonora Local Planning Strategy, and any other strategies or policies adopted by Council in respect of the affected land and the additional conditions set out below.
3. Notwithstanding the conditions below, any matter may be referred to Council for consideration where, in the opinion of the delegated officer, it is considered appropriate.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

- 1.1 Applications proposing the amalgamation of existing lots without any other changes to the boundaries of any of the lots affected by the application.
- 1.2 Applications affecting 'Residential' zoned land
- 1.3 Applications for boundary adjustments other than 'Residential' zoned land where the total number of lots within the area affected by the application will not increase, the size of the smallest lot within the application area will not decrease by greater than 10%, there will be no increase in the number of lots below 100 hectares in size and the proposal represents a rationalisation of boundaries to ensure greater consistency with physical and/or cadastral boundaries.
- 1.4 Applications consistent with an endorsed Subdivision Guide Plan or Structure Plan.
- 1.5 Applications involving the creation of lots for the purposes of public or servicing authorities, where the application does not involve the creation of any new roads.

- 1.6 Amended plans for applications that have been considered by Council within the last two years and the amendments are of a minor nature.
- 1.7 Applications previously determined by Council where the Western Australian Planning Commission period of approval has expired (or will imminently expire) and a new application has been required to be lodged.
- 2.1 Where the Australian Planning Commission has not been advised in respect of any particular application pursuant to the delegations outlined in Function 1 above, Council may, when giving consideration to the application identify any of the recommended conditions as being conditions that need to be referred to Council for consideration prior to clearing.
- 2.2 Where clearance of conditions is to be determined pursuant to this clause and the applicant feels aggrieved by any decision of the delegated officer, the applicant may require that the matter be referred to Council for reconsideration. In such cases the applicant shall provide a written statement outlining the basis of their request for reconsideration. Unless otherwise agreed to by the delegated officer, such written statement shall be provided a minimum of 10 working days prior to the meeting at which the applicant wishes the matter to be reconsidered

Record of use:

A summary of decisions made pursuant to Functions 1 and 2 shall be provided in the Information Bulletin presented to Council. For each decision made during the preceding calendar month/s, the summary shall identify;

- The WAPC reference number;
- The names of the proponents and owners;
- The particulars of the affected property;
- A short description of the proposal;
- The date of determination;
- Whether the decision was made pursuant to Function 1 or 2; and
- If the decision was made under a sub-delegation.

Reference:

Local Government Act 1995 (Section 5.42) & Planning and Development Act 2005

Council Policy:

Nil

Date Adopted:

21st May, 2019

Date Reviewed:

21st May, 2019

Date Reviewed and Amended:

N/A

Audit & Risk Committee

Membership: As determined by the Council's resolution.

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

Delegated Duties and Responsibilities

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

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

Date Adopted: 19th February, 2013

Date Reviewed: 21st May, 2019

Date Reviewed and Amended: 21st February 2017

REGISTER OF DELEGATIONS

01 To: Chief Executive Officer

Delegations

In accordance with Local Government Act Section 5.42(1), I advise that the Council of the Shire of Leonora on 21st May, 2019 resolved, by absolute majority, to delegate the following duties and powers to you:

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

03	DEALING WITH NUISANCES	41
04	CAMPING OTHER THAN AT A PARK OR A CAMPING GROUND	42
05	FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)	43
06	APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016	44
07	AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY	45
	BUILDING	46
01	WORKS – UNLAWFUL	46
02	BUILDING LICENSES	47
03	DEMOLITION LICENSES	48
04	BUILDING – ISSUE OF SECTION 401 LICENSE	49
05	REMOVAL OF NEGLECTED AND RENOVATIONS OF DILAPIDATED BUILDINGS	50
06	DWELLINGS UNFIT FOR HABITATION	51
07	DWELLINGS TO BE REPAIRED	52
08	BUILDING CONVERSION TO A DWELLING	53
09	PARK HOMES	54
10	BUILDING/DEMOLITION PERMITS	55
11	BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE	56
12	BUILDING ORDERS	57
13	GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL CERTIFICATE	58
14	EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	59
15	AUTHORISED PERSONS – BUILDING ACT 2011	60
16	CERTIFICATE OF DESIGN COMPLIANCE	61
	BUSHFIRE	62
01	USE OF COUNCIL PLANT	62
	PLANNING	63
01	DEVELOPMENT APPLICATIONS	63
02	SUBDIVISION APPLICATIONS	65

.....
Shire President

REGISTER OF DELEGATIONS

02 To: Deputy Chief Executive Officer

Delegations

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

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

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

.....
Chief Executive Officer

REGISTER OF DELEGATIONS

03 To: Environmental Health Officer / Building Surveyor

Delegations

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

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

HEALTH	39
02 LOCAL GOVERNMENT SEPTIC TANK APPROVALS	40
03 DEALING WITH NUISANCES	41
05 FOOD ACT 2008 – ENFORCEMENT ACTION (SECTION 122)	43
06 APPOINTMENT OF AUTHORISED OFFICERS – HEALTH ACT 2016	44
07 AUTHORISED OFFICERS FOR CERTIFICATES OF AUTHORITY	45
 BUILDING	 46
06 DWELLINGS UNFIT FOR HABITATION	51
07 DWELLINGS TO BE REPAIRED	52
09 PARK HOMES	54
10 BUILDING/DEMOLITION PERMITS	55
11 BUILDING/DEMOLITION, EXTENSION OF TIME TO COMPLETE	56
12 BUILDING ORDERS	57
13 GRANT OF OCCUPANCY PERMIT, BUILDING APPROVAL CERTIFICATE	58
14 EXTENSION OF PERIOD OF DURATION OF OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE	59
15 AUTHORISED PERSONS – BUILDING ACT 2011	60
16 CERTIFICATE OF DESIGN COMPLIANCE	61

.....
Chief Executive Officer

REGISTER OF DELEGATIONS

04 To: Manager of Works

Delegations

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

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

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

.....
Chief Executive Officer

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(A) MONTHLY FINANCIAL STATEMENTS

SUBMISSION TO: Meeting of Council
Meeting Date: 21st May, 2019

AGENDA REFERENCE: 10.2 (A) MAY 19

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: Linda Gray

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 14th May, 2019

BACKGROUND

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

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

Monthly Financial Statements for the month ended 30th April, 2019 consisting of:

- (a) Compilation Report
- (b) Statement of Financial Activity – 30th April, 2019
- (c) Material Variances – 30th April, 2019

STATUTORY ENVIRONMENT

Part 4 — Financial reports— s. 6.4

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

(1A) *In this regulation —*

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

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That the Monthly Financial Statements for the month ended 30th April, 2019 consisting of:

- (a) **Compilation Report**
- (b) **Statement of Financial Activity – 30th April, 2019**
- (c) **Material Variances – 30th April, 2019**

be accepted.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

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Mr Jim Epis
The Chief Executive Officer
Shire of Leonora
PO Box 56
LEONORA WA 6438

COMPILATION REPORT TO THE SHIRE OF LEONORA

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Leonora, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 30 April 2019. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF LEONORA

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

OUR RESPONSIBILITY

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

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

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


Moore Stephens (WA) Pty Ltd
Chartered Accountants


PAUL BREMAN
DIRECTOR

6 May 2019

SHIRE OF LEONORA
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 April 2019

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

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PREPARATION TIMING AND REVIEW

All known transactions up to 3 May 2019

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 , Regulation 34* . Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

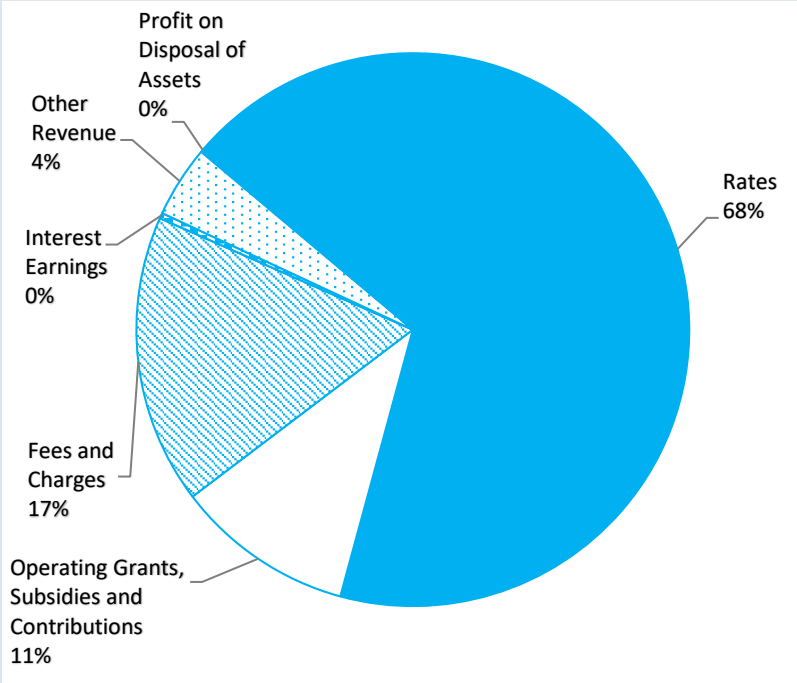
CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

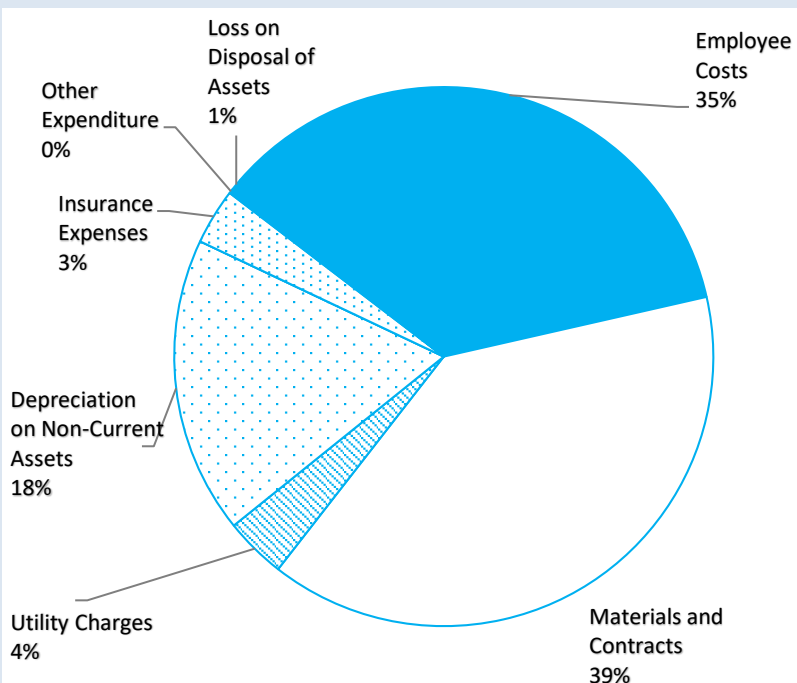
ROUNDING OFF FIGURES

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

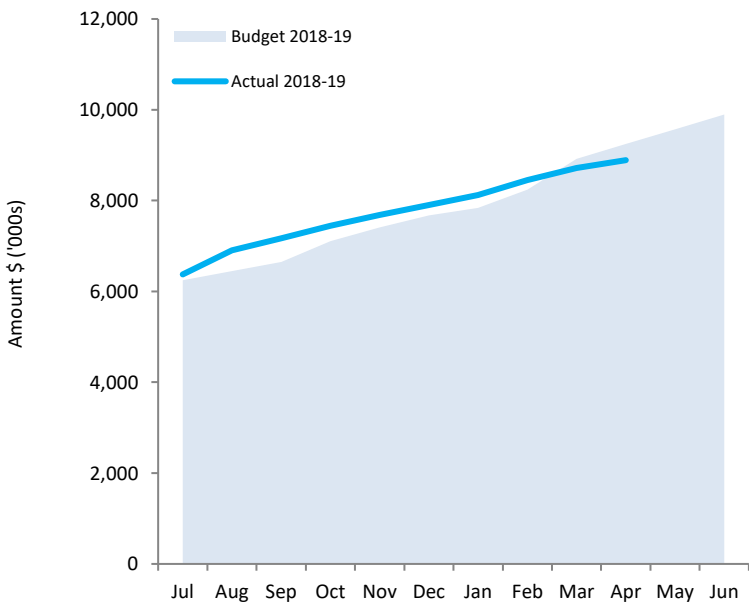
OPERATING REVENUE



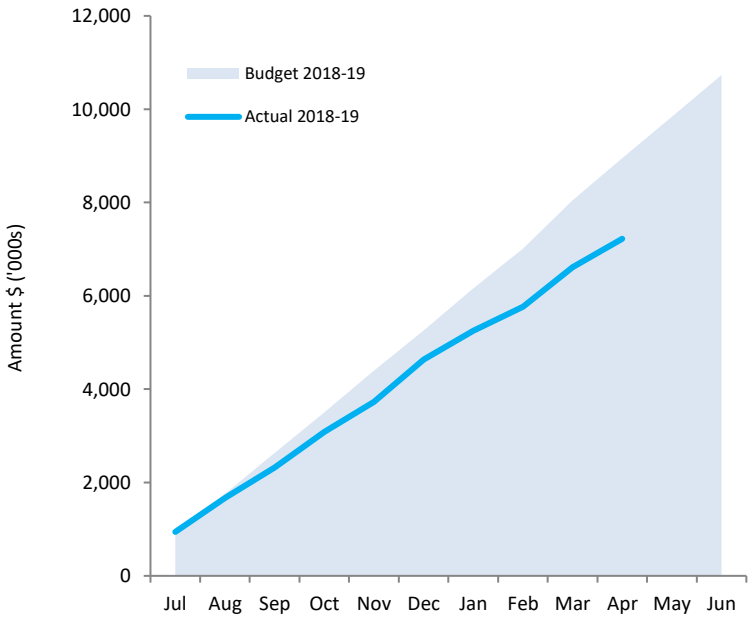
OPERATING EXPENSES



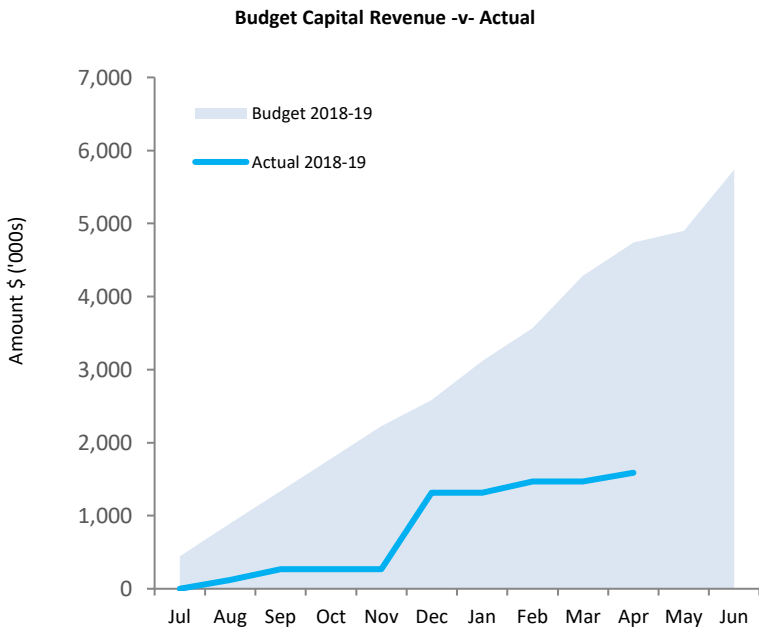
Budget Operating Revenues -v- Actual



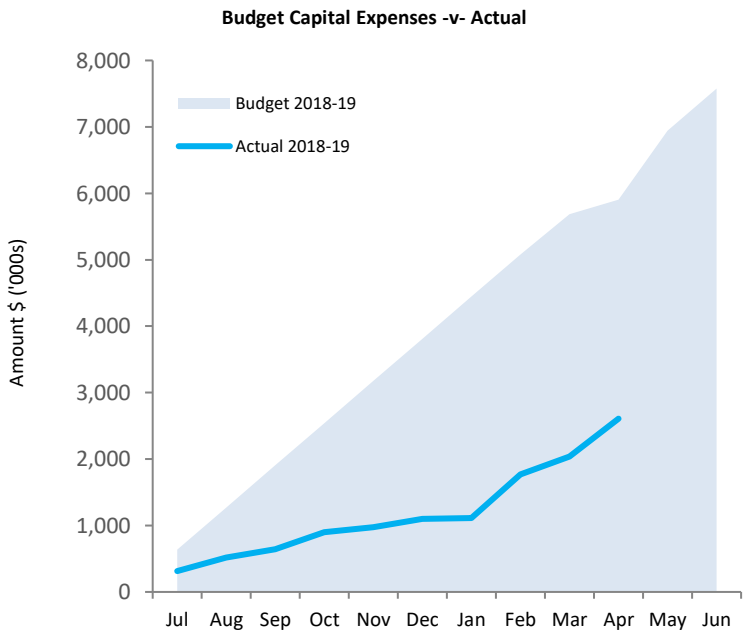
Budget Operating Expenses -v-YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE	ACTIVITIES
To provide a decision making process for the efficient allocation of scarce resources.	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 included under this heading.
GENERAL PURPOSE FUNDING	
To collect revenue to allow for the provision of services.	1 Rates (a) GRV (gross rental value) refers to the valuation methodology used for Lenora, Gwalia, Leinster and town sites and operational mines and associated infrastructure. (b) UV (unimproved value) valuation methodology for 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) Interim rates and and rates written back refer mainly to mining rates where tenements are granted or surrendered following the adoption of the budget. (d) Administration charges refers to the charge levied on ratepayers electing to make payment of rates on the offered instalment plan and is based on the actual cost involved in administering this process. (e) Administration costs allocated are the costs of maintaining records, levying and collecting all rates. 2 Grants (a) Grants Commission- a general purpose grant allocated annually by the Federal Government to all local governments. The amount is determined by various formulae devised by the Grants Commission, with a significant component being based on population. (b) Roads Grant - An untied road grant allocated by the Federal Government and again distributed by the Grants Commission utilising a pre-determined formula. (c) Administration costs allocated to grants refers to the costs associated in collection of Federal Government grants including provision and updating of data used in grants commission formula. 3 Interest from Investments Includes interest received on surplus funds invested throughout the year from both operating and reserve accounts.
LAW, ORDER, PUBLIC SAFETY	
To provide services to help a safer and environmentally conscious community.	Costs and revenues associated with animal control within the Shire and also includes fire insurance, dog control and registration.
HEALTH	
To provide an operational framework for environmental and community 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	
To provide services to disadvantaged persons, the elderly, children and youth.	Provision of support for education and aged and disabled facilities within the district for the betterment of the residents.
HOUSING	
To provide and maintain elderly residents housing.	Costs of maintaining Council owned accomodation units and collection of rentals paid by staff for the 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 the Shire are also included. Accomodation units include 9 houses, 2 duplexes and a single person quarters.

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

COMMUNITY AMENITIES

To provide services required by the community.

Costs of collection and disposal of domestic and commercial refuse for town site of Leonora and Gwalila and maintenance of the landfill refuse site. Revenue collection is 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

To establish and effectively manage infrastructure and which will help the social wellbeing of the community.

Provision and maintenance of Council owned parks, gardens and grassed oval / recreation ground at Leonora and a contribution to similar facilities within Leinster townsite. 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 the use of these facilities. Costs of maintenance of Council owned and provided television and radio re-transmission service which includes digital television and radio.

Costs and revenue associated with the operation and maintenance of library facilities at Leonora in conjunction with the Library Board of Western Australia. Costs of maintenance of street trees. Costs of providing electricity for street 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

To help promote the shire and its economic wellbeing.

Costs associated with tourism promotion throughout the Shire including employment of staff at the Gwalia Museum and historic precinct & Leonora Information Centre.

Contribution to employment of a Goldfields / Esperance Development Officer operating from Shire Offices - Leonora. Cost and revenues associated with the annual Leonora Golden Gift'. Costs and revenues associated with building control under building regulations, including inspections and issuing building permits.

OTHER PROPERTY AND SERVICES

To monitor and control council's overheads operating accounts.

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)	1(b)	\$ 1,593,263	\$ 1,593,263	\$ 1,593,263	\$ 0	% 0.00%	
Revenue from operating activities							
Governance		2,000	1,667	545	(1,122)	(67.30%)	
General Purpose Funding - Rates	5	6,003,803	6,003,803	6,031,281	27,478	0.46%	
General Purpose Funding - Other		642,072	535,060	481,691	(53,369)	(9.97%)	
Law, Order and Public Safety		8,600	7,167	7,644	477	6.66%	
Health		55,445	46,204	47,709	1,505	3.26%	
Education and Welfare		295,136	245,947	252,504	6,557	2.67%	
Housing		45,340	37,783	27,141	(10,642)	(28.17%)	
Community Amenities		405,935	338,279	356,596	18,317	5.41%	
Recreation and Culture		317,972	264,977	326,002	61,025	23.03%	▲
Transport		702,921	585,768	703,429	117,662	20.09%	▲
Economic Services		1,299,635	1,083,029	491,728	(591,301)	(54.60%)	▼
Other Property and Services		117,190	97,658	164,703	67,045	68.65%	▲
		9,896,049	9,247,341	8,890,973			
Expenditure from operating activities							
Governance		(724,513)	(603,761)	(485,784)	117,977	19.54%	▲
General Purpose Funding		(424,015)	(353,346)	(297,362)	55,984	15.84%	▲
Law, Order and Public Safety		(171,346)	(142,788)	(130,915)	11,873	8.32%	
Health		(592,754)	(493,962)	(499,841)	(5,879)	(1.19%)	
Education and Welfare		(705,034)	(587,528)	(546,889)	40,639	6.92%	
Community Amenities		(303,262)	(252,718)	(222,489)	30,229	11.96%	▲
Recreation and Culture		(1,384,930)	(1,154,108)	(995,166)	158,942	13.77%	▲
Transport		(3,628,573)	(3,023,811)	(2,486,518)	537,293	17.77%	▲
Economic Services		(2,763,588)	(2,302,990)	(1,509,470)	793,520	34.46%	▲
Other Property and Services		(34,867)	(29,056)	(48,707)	(19,651)	(67.63%)	▼
		(10,732,882)	(8,944,068)	(7,223,141)			
Operating activities excluded from Actual							
Add Back Depreciation		1,431,691	1,193,076	1,286,782	93,706	7.85%	
Adjust (Profit)/Loss on Asset Disposal	6	261,906	218,255	31,056	(187,199)	(85.77%)	▼
Adjust Provisions and Accruals		0	0	(82,126)	(82,126)		▼
Amount attributable to operating activities		856,764	1,714,604	2,903,544			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	9	5,425,375	4,521,146	1,369,056	(3,152,090)	(69.72%)	▼
Proceeds from Disposal of Assets	6	314,000	219,318	219,318	0	0.00%	
Capital Acquisitions	7	(7,577,095)	(5,907,285)	(2,607,881)	3,299,404	55.85%	▲
Amount attributable to investing activities		(1,837,720)	(1,166,821)	(1,019,507)			
Financing Activities							
Transfer from Reserves	8	235,000	0	0	0		
Transfer to Reserves	8	(635,555)	(22,754)	(22,754)	0	0.00%	
Amount attributable to financing activities		(400,555)	(22,754)	(22,754)			
Closing Funding Surplus(Deficit)	1(b)	211,752	2,118,292	3,454,546			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 11 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2018-19 year is \$15,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 APRIL 2019

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of 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 CHARGEES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	%
Opening Funding Surplus (Deficit)	1(b)	1,593,263	1,593,263	1,593,263	0	0.00%
Revenue from operating activities						
Rates	5	6,003,803	6,003,803	6,031,281	27,478	0.46%
Operating Grants, Subsidies and Contributions	9	1,886,512	1,572,093	929,526	(642,567)	(40.87%)
Fees and Charges		1,524,966	1,270,805	1,505,317	234,512	18.45%
Interest Earnings		34,555	28,796	28,173	(623)	(2.16%)
Other Revenue		446,213	371,844	373,348	1,504	0.40%
Profit on Disposal of Assets	6	0	0	23,328	23,328	
		9,896,049	9,247,341	8,890,973		
Expenditure from operating activities						
Employee Costs		(2,024,819)	(1,687,349)	(2,532,073)	(844,724)	(50.06%)
Materials and Contracts		(6,282,127)	(5,235,106)	(2,823,718)	2,411,388	46.06%
Utility Charges		(280,984)	(234,153)	(265,810)	(31,657)	(13.52%)
Depreciation on Non-Current Assets		(1,431,691)	(1,193,076)	(1,286,782)	(93,706)	(7.85%)
Insurance Expenses		(260,522)	(217,102)	(242,275)	(25,173)	(11.60%)
Other Expenditure		(190,833)	(159,028)	(18,099)	140,929	88.62%
Loss on Disposal of Assets	6	(261,906)	(218,255)	(54,384)	163,871	75.08%
		(10,732,882)	(8,944,068)	(7,223,141)		
Operating activities excluded from Actual						
Add back Depreciation		1,431,691	1,193,076	1,286,782	93,706	7.85%
Adjust (Profit)/Loss on Asset Disposal	6	261,906	218,255	31,056	(187,199)	(85.77%)
Adjust Provisions and Accruals		0	0	(82,126)	(82,126)	
Amount attributable to operating activities		856,764	1,714,604	2,903,544		
Investing activities						
Non-operating grants, subsidies and contributions	9	5,425,375	4,521,146	1,369,056	(3,152,090)	(69.72%)
Proceeds from Disposal of Assets	6	314,000	219,318	219,318	0	0.00%
Capital acquisitions	7	(7,577,095)	(5,907,285)	(2,607,881)	3,299,404	55.85%
Amount attributable to investing activities		(1,837,720)	(1,166,821)	(1,019,507)		
Financing Activities						
Transfer from Reserves	8	235,000	0	0	0	
Transfer to Reserves	8	(635,555)	(22,754)	(22,754)	0	0.00%
Amount attributable to financing activities		(400,555)	(22,754)	(22,754)		
Closing Funding Surplus (Deficit)	1(b)	211,752	2,118,292	3,454,546		

KEY INFORMATION

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SIGNIFICANT ACCOUNTING POLICIES

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.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other long-term employee benefits (Continued)

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

INVENTORIES

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

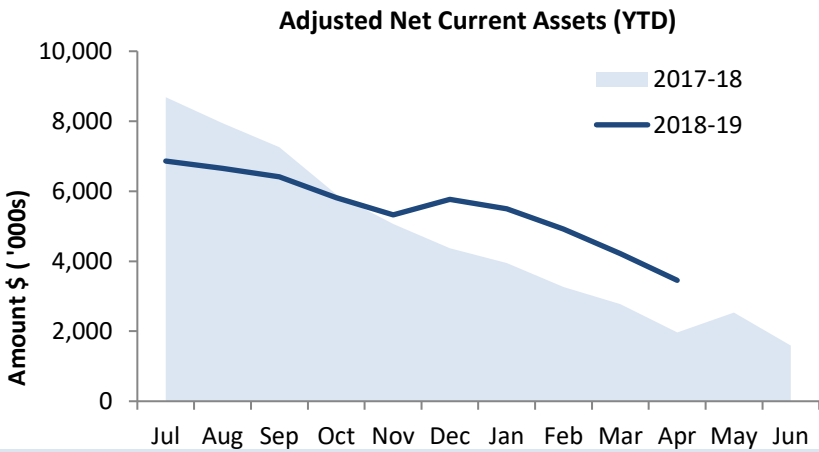
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2018	This Time Last Year 30 Apr 2018	Year to Date Actual 30 Apr 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	1,521,537	2,165,734	3,334,816
Cash Restricted	2	2,541,945	2,421,612	2,564,699
Rates outstanding	3	133,780	154,344	224,262
Sundry debtors	3	201,671	192,900	434,023
GST receivable	3	115,717	71,792	43,662
Accrued interest receivable	3	0	0	1,465
Inventories		43,861	20,875	69,751
		4,558,511	5,027,257	6,672,678
Less: Current Liabilities				
Payables	4	(505,429)	(637,028)	(653,433)
Provisions - employee		(198,195)	(167,699)	(198,195)
		(703,624)	(804,727)	(851,628)
Unadjusted Net Current Assets		3,854,887	4,222,530	5,821,050
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	2	(2,541,945)	(2,421,612)	(2,564,699)
Add: Provisions - employee		198,195	167,699	198,195
Add: Accrued salaries		82,126	0	0
Adjusted Net Current Assets		1,593,263	1,968,617	3,454,546

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) compared to the budgeted surplus(deficit) represented on the budget.



This Year YTD
Surplus(Deficit)

\$3.45 M

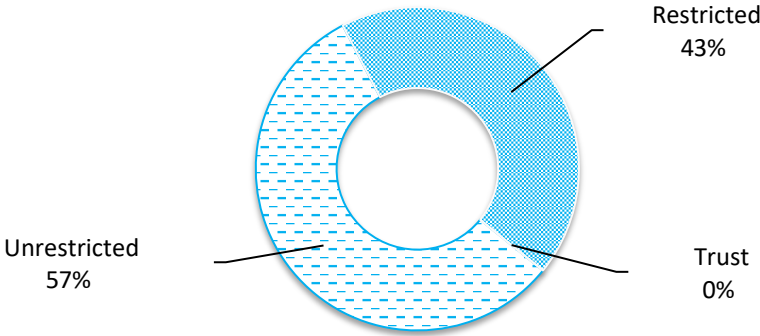
Last Year YTD
Surplus(Deficit)

\$1.97 M

Description	Type	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal account	Cheque	3,332,386			3,619,118	NAB	Variable	Cheque Acc
Cash on Hand	Cash	2,430			1,511	N/A	Nil	On hand
Reserve accounts held in Term Deposit	Term deposit		2,017,570		2,017,570	NAB	2.00%	12/06/2019
LSL Maximiser	Investment		72,733		72,733	NAB	Variable	Cheque Acc
Fire Maximiser	Investment		5,061		5,061	NAB	Variable	Cheque Acc
Plant Maximiser	Investment		125,415		125,415	NAB	Variable	Cheque Acc
Annual Leave Maximiser	Investment		62,383		62,383	NAB	Variable	Cheque Acc
Gwalia Precinct Maximiser	Investment		18,618		18,618	NAB	Variable	Cheque Acc
Building Maintenance Maximiser	Investment		165,576		165,576	NAB	Variable	Cheque Acc
Waste Management Maximiser	Investment		57,342		57,342	NAB	Variable	Cheque Acc
Aerodrome Maximiser	Investment		25,000		25,000	NAB	Variable	Cheque Acc
IT Maximiser	Investment		15,000		15,000	NAB	Variable	Cheque Acc
Total		3,334,816	2,564,699	0	6,185,327			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
\$6.19 M	\$3.33 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019

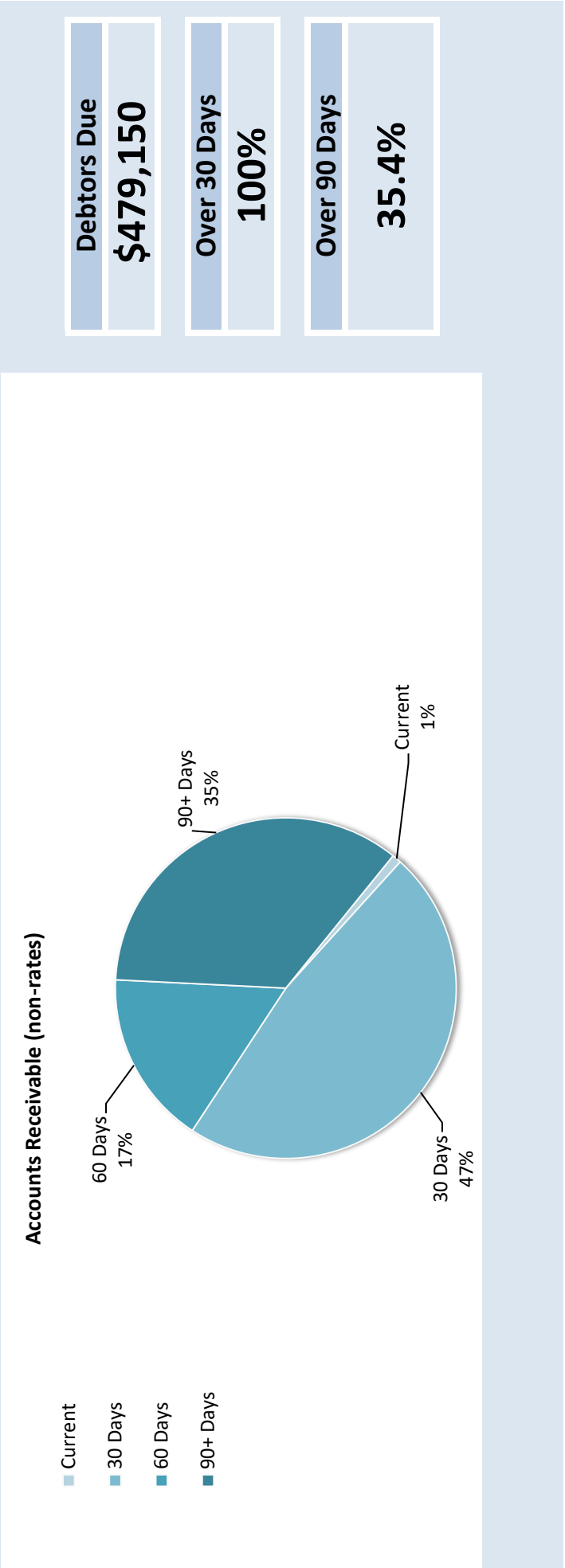
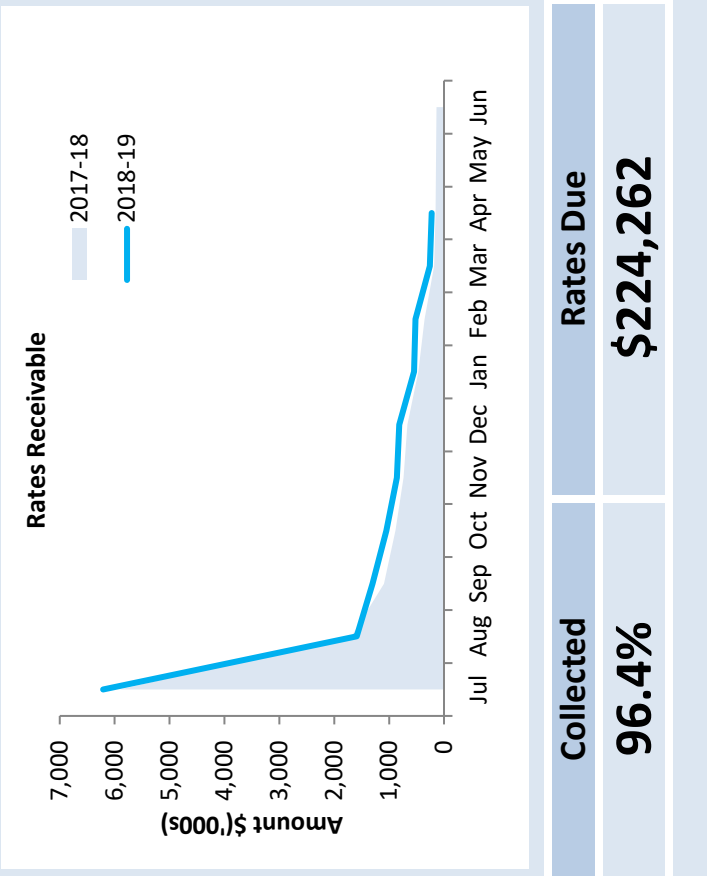
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates Receivable	30 June 2018	30 Apr 19
Opening Arrears Previous Years	\$ 116,441	\$ 133,780
Levied this year	5,627,909	6,031,281
Less Collections to date	(5,610,570)	(5,940,799)
Equals Current Outstanding	133,780	224,262
Net Rates Collectable	133,780	224,262
% Collected	97.7%	96.4%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
Receivables - General	\$ (4,605)	\$ 3,870	\$ 208,483	\$ 72,529	\$ 153,746	\$ 434,023
Percentage	(1.70%)	0.9%	48%	16.7%	35.4%	
Balance per Trial Balance						
Sundry debtors						434,023
GST receivable						43,662
Accrued interest receivable						1,465
Total Receivables General Outstanding						479,150
Amounts shown above include GST (where applicable)						

KEY INFORMATION

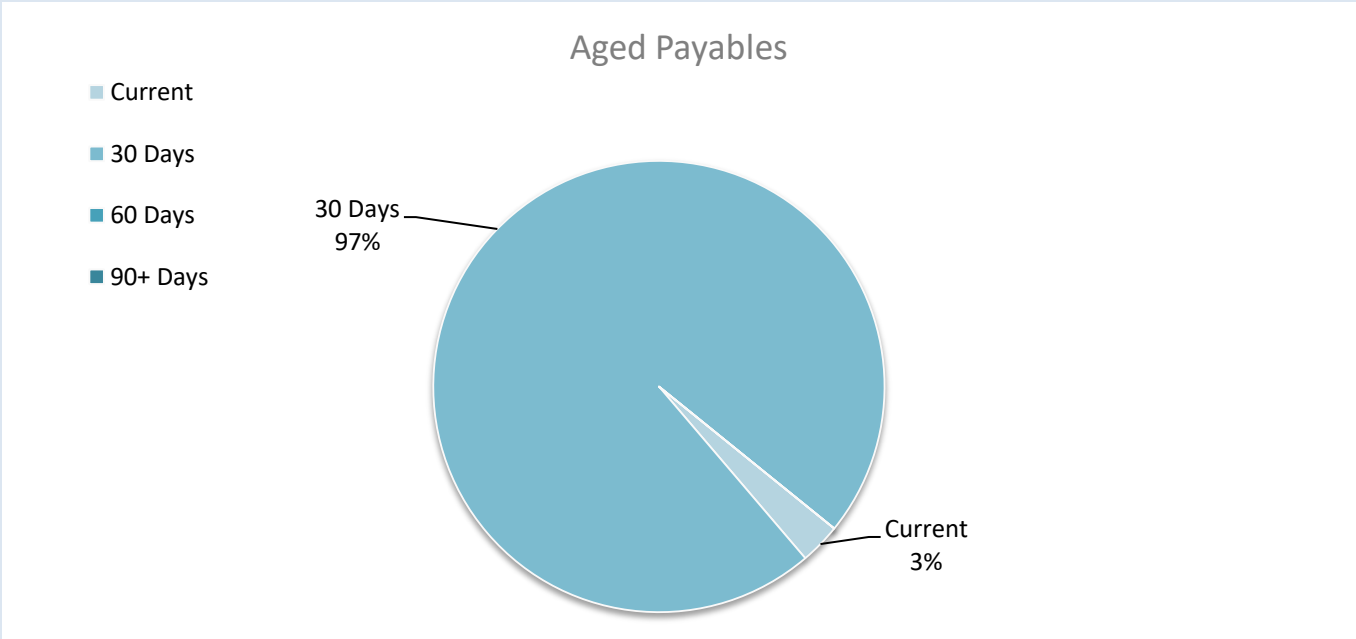
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



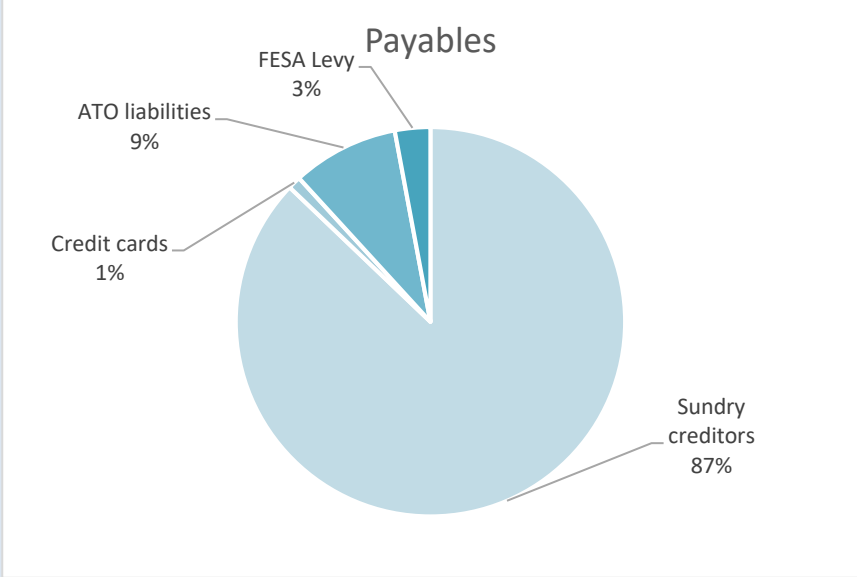
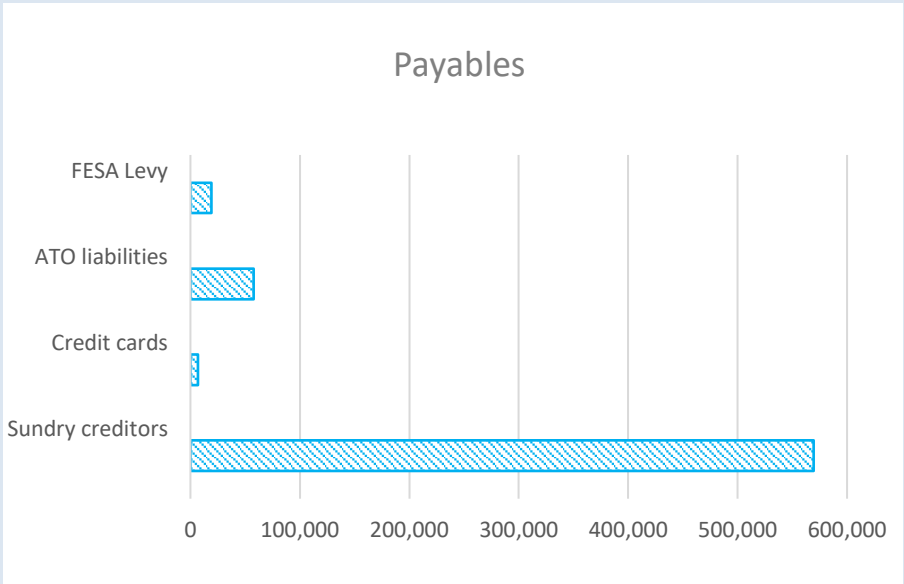
Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - General	(997)	16,723	553,626	0	2	569,353
Percentage	(1%)	2.9%	97.2%	0%	0%	
Balance per Trial Balance						
Sundry creditors						569,353
Credit cards						7,029
ATO liabilities						57,829
FESA Levy						19,222
Total Payables General Outstanding						653,433
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire 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, are recognised as a current liability and are normally paid within 30 days of recognition.

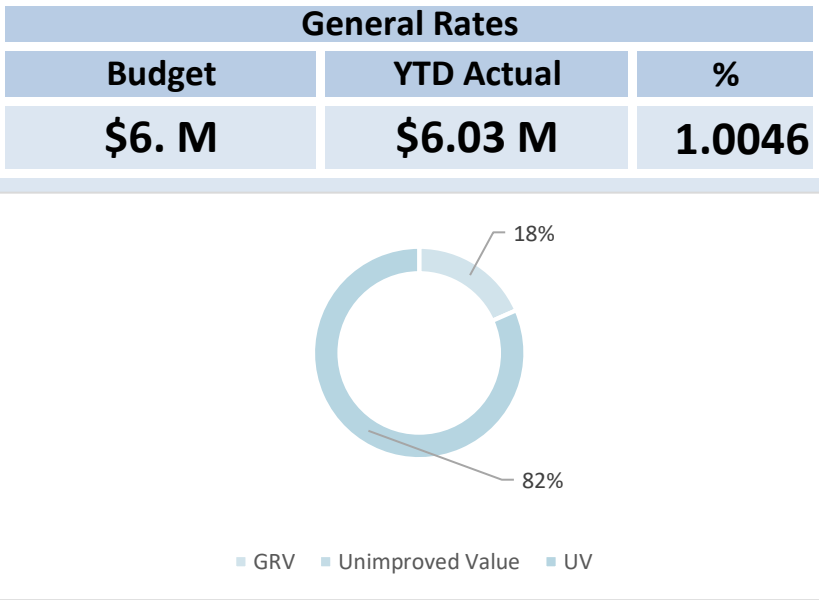
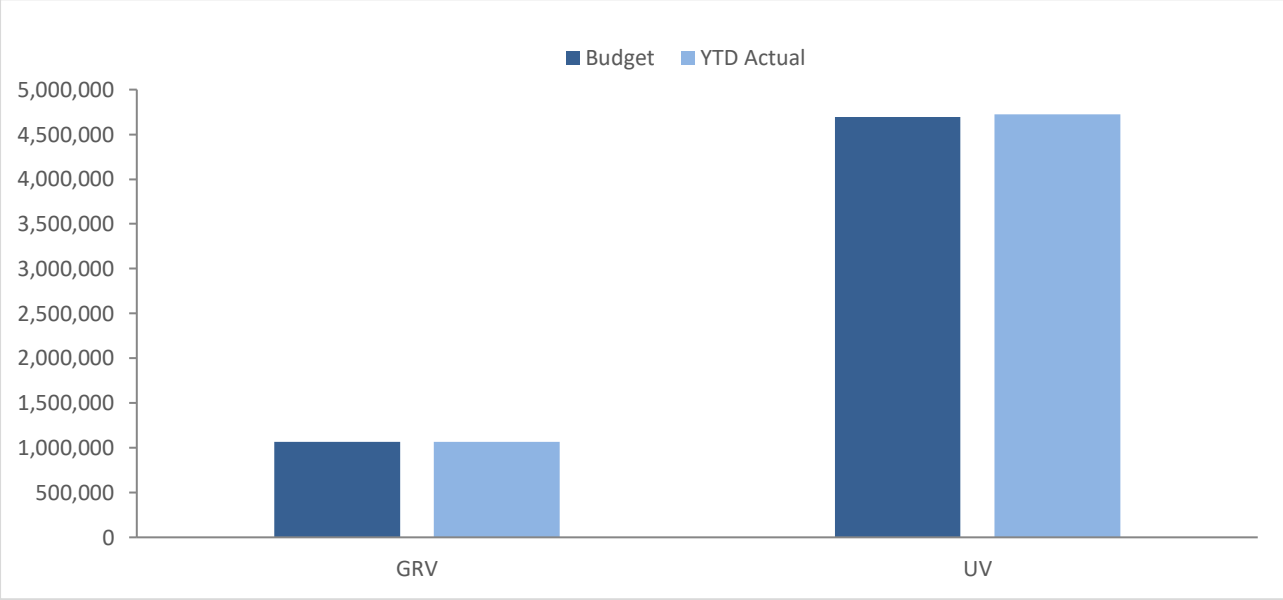


Creditors Due
\$653,433
Over 30 Days
97%
Over 90 Days
0%



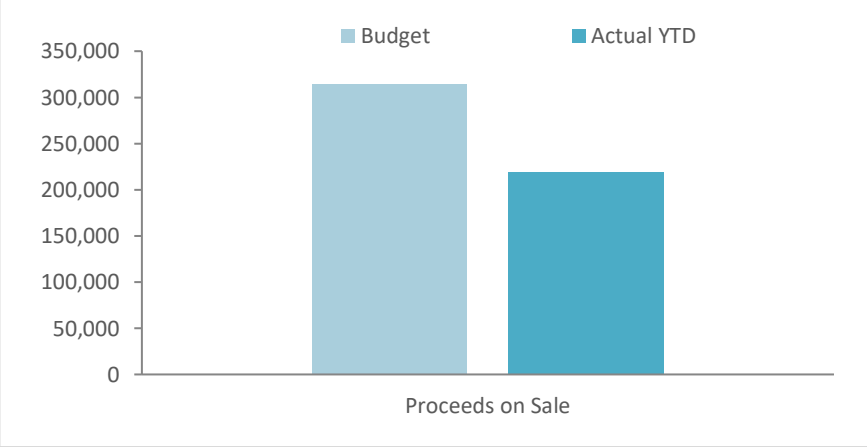
General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Gross Rental Value											
GRV	0.067700	590	15,267,730	1,066,696	0	0	1,066,696	1,062,634	2,904	0	1,065,538
Unimproved Value											
UV	0.148500	1,286	30,363,281	4,694,473	0	0	4,694,473	4,636,472	86,637	0	4,723,109
Sub-Total		1,876	45,631,011	5,761,169	0	0	5,761,169	5,699,106	89,541	0	5,788,647
Minimum Payment											
Minimum \$											
Gross Rental Value											
GRV	318	84	120,809	27,984	0	0	27,984	27,984	0	0	27,984
Unimproved Value											
UV	318	645	760,547	214,650	0	0	214,650	214,650	0	0	214,650
Sub-Total		729	881,356	242,634	0	0	242,634	242,634	0	0	242,634
Total General Rates							6,003,803				6,031,281

KEY INFORMATION
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.



Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Transport								
	2016 Ford Ranger (P108) - (PE7)	42,198	22,000	0	(20,198)	35,671	19,318	0	(16,353)
	2016 Ford Ranger (P2416) - (PE11)	42,197	22,000	0	(20,197)	35,671	19,318	0	(16,353)
	2016 Ford Ranger Wildtrack (P6) - (PE10)	56,049	25,000	0	(31,049)	47,360	25,682	0	(21,678)
	International Eagle Prime Mover - (44)	124,554	75,000	0	(49,554)	0	0	0	0
	2013 John Deere Motor Grader - (555)	188,935	100,000	0	(88,935)	131,672	155,000	23,328	0
	International Eagle Prime Mover - (43)	121,973	70,000	0	(51,973)	0	0	0	0
		575,906	314,000	0	(261,906)	250,374	219,318	23,328	(54,384)

KEY INFORMATION



Proceeds on Sale		
Annual Budget	YTD Actual	%
\$314,000	\$219,318	70%

Capital Acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Building and Improvements	4,883,534	3,662,651	586,424	(3,076,227)
Plant & Equipment	1,258,538	1,048,782	694,616	(354,166)
Roads	853,326	711,105	734,106	23,001
Improvements & Infrastructure	581,697	484,748	592,735	107,988
Capital Expenditure Totals	7,577,095	5,907,285	2,607,881	(3,299,404)

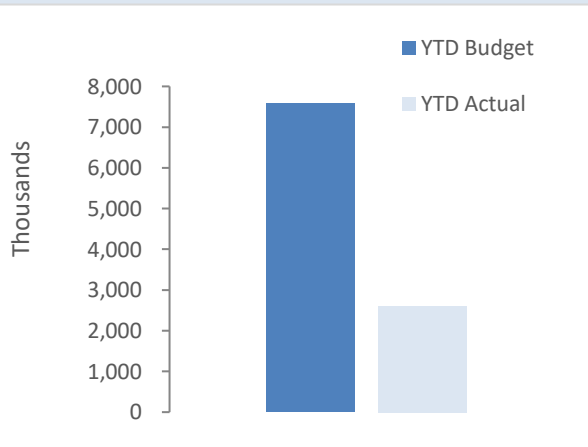
Capital Acquisitions Funded By:

	\$	\$	\$	\$
Capital grants and contributions	5,425,375	4,521,146	1,369,056	(3,152,090)
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	314,000	219,318	219,318	0
Cash Backed Reserves				
Plant reserve	100,000	0	0	0
Waste management reserve	135,000	0	0	0
Contribution - operations	1,602,720	1,166,821	1,019,507	(147,314)
Capital Funding Total	7,577,095	5,907,285	2,607,881	(3,299,404)

SIGNIFICANT ACCOUNTING POLICIES

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.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$7.58 M	\$2.61 M	34%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$5.43 M	\$1.37 M	25%

	Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
Capital Acquisitions				
Building and Improvements	\$	\$	\$	\$
E920011 Aged Care Accommodation	4,000,000	3,333,333	0	(3,333,333)
E940001 Land Trans Aged Care	205,000	170,833	0	(170,833)
E920002 Lot 250 Queen Vic St	21,097	17,581	0	(17,581)
E920003 35 Hoover Street Renewal	5,000	4,167	0	(4,167)
E920004 13 Fitzgerald Renewal	11,600	9,667	0	(9,667)
E920005 40 Hoover Renewal	3,000	2,500	0	(2,500)
E920006 29 Hoover Renewal	21,532	17,943	0	(17,943)
E920007 11B Walton Renewal	24,000	20,000	3,361	(16,639)
E920008 Lot 294 Queen Vic Renewal	12,000	10,000	20,869	10,869
E920009 Relocate / Renew Gym	20,000	16,667	0	(16,667)
E920021 Works Depot Workshop Upgrade	22,305	18,588	14,890	(3,698)
E920012 Edna Wilcox's NSRF Renewal	104,000	86,667	91,107	4,440
E920013 Mazza's Store NSRF Renewal	166,000	138,333	219,607	81,274
E920014 Sly Grog Shop NSRF Renewal	54,000	45,000	61,107	16,107
E920015 Matrinzollie's NSRF Renewal	34,000	28,333	45,727	17,394
E920016 Williams NSRF Renewal	34,000	28,333	33,256	4,923
E920017 Lawlers Police Restoration	100,000	83,333	96,500	13,167
E920010 Admin Office Painting (internal)	46,000	38,333	0	(38,333)
TOTAL - Building and Improvements	4,883,534	3,662,651	586,424	(3,076,227)
Plant & Equipment				
E930007 Ride on Lawn Mower	18,000	15,000	16,221	1,221
E930001 Prime Mover	290,000	241,667	0	(241,667)
E930002 Prime Mover / Tipper	365,000	304,167	0	(304,167)
E930003 Motor Grader	380,000	316,667	395,000	78,333
E930004 MSW Vehicle	62,000	51,667	63,216	11,549
E930005 Grader Utility	49,000	40,833	49,015	8,182
E930006 Airport Workshop Utility	49,000	40,833	89,959	49,125
E930008 Skid Steer Loader & Attachments	0	0	30,000	30,000
E930009 Grader Camps x2	0	0	51,205	51,205
E930010 Motor vehicle	45,538	37,948	0	(37,948)
TOTAL - Plant & Equipment	1,258,538	1,048,782	694,616	(354,166)
TOTAL PROPERTY PLANT AND EQUIPMENT	6,142,072	4,711,432	1,281,040	(4,861,032)
Roads				
E900001 Footpath Renewals	100,000	83,333	190,760	107,426
E900002 RRG Glenorn Yundamindra	450,000	375,000	526,411	151,411
E900003 Grid Renewals (various)	50,000	41,667	14,181	(27,486)
E910001 Depot Standpipe	20,000	16,667	0	(16,667)
E900004 Wandrra Leonora Nambi	233,326	194,438	2,754	(191,684)
TOTAL - Roads	853,326	711,105	734,106	23,001
Improvements & Infrastructure				
E910001 Depot Standpipe	0	0	3,951	3,951
E910002 Liquid Waste Upgrade Completion	421,397	351,164	484,252	133,088
E910003 Oval Retic Upgrade	80,000	66,667	86,932	20,265
E910004 Fitness Playground Equipment	24,000	20,000	0	(20,000)
E910006 Renew Playground Softfall	15,000	12,500	0	(12,500)
E910005 Rushton Engine Reloc.	10,000	8,333	0	(8,333)
E910007 Agnew Steel Milling Machine	17,600	14,667	17,600	2,933
E910008 Renew Gwalia O/Head Pully	13,700	11,417	0	(11,417)
TOTAL - Other Infrastructure	581,697	484,748	592,735	107,988
TOTAL INFRASTRUCTURE	1,435,023	1,195,853	1,326,841	130,989
Total Capital Expenditure	7,577,095	5,907,285	2,607,881	(3,299,404)

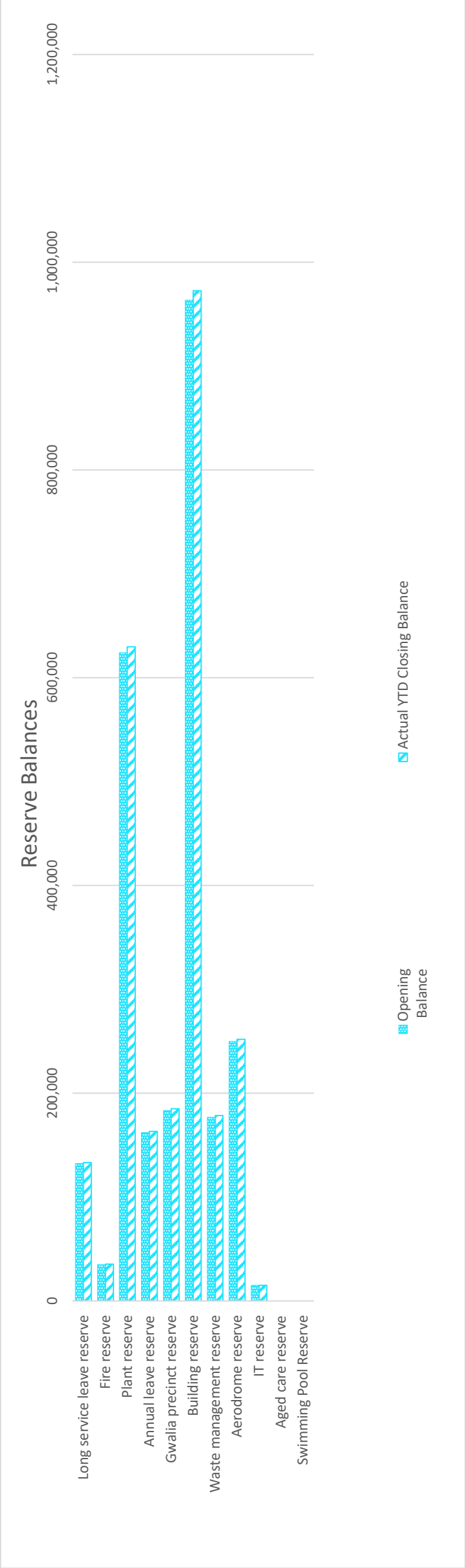
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2019

OPERATING ACTIVITIES
NOTE 8
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long service leave reserve	132,366	662	894	0	0	0	0	133,028	133,260
Fire reserve	34,993	195	331	4,000	0	0	0	39,188	35,324
Plant reserve	624,013	2,620	5,795	0	0	(100,000)	0	526,633	629,808
Annual leave reserve	161,974	810	1,287	0	0	0	0	162,784	163,261
Gwalia precinct reserve	183,234	916	1,834	300,000	0	0	0	484,150	185,068
Building reserve	963,453	4,817	9,151	175,000	0	0	0	1,143,270	972,604
Waste management reserve	176,912	210	1,485	0	0	(135,000)	0	42,122	178,397
Aerodrome reserve	250,000	1,250	1,977	0	0	0	0	251,250	251,977
IT reserve	15,000	75	0	0	0	0	0	15,075	15,000
Aged care reserve	0	0	0	100,000	0	0	0	100,000	0
Swimming Pool Reserve	0	0	0	45,000	0	0	0	45,000	0
	2,541,945	11,555	22,754	624,000	0	(235,000)	0	2,942,500	2,564,699

KEY INFORMATION



Please refer to the compilation report

Grants and Contributions

Grant Provider	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Budget Variations (e)	Expected (d)+(e)	YTD Actual Revenue (b)
	\$	\$	\$				\$
General purpose funding							
WA Local Government Grants Commission	288,942	0	240,785	288,942	0	288,942	222,593
WA Local Government Grants Commission	302,065	0	251,721	302,065	0	302,065	220,662
Law, order, public safety							
FESA - WA	0	0	0	0	849	849	849
Health							
Health - Aged Care Feasibility Study	20,000	0	16,667	20,000	0	20,000	20,000
Health - Aged Care SIHI	0	3,500,000	2,916,667	3,500,000	0	3,500,000	0
Education and welfare							
Dept. of Child Protection	70,309	0	58,591	70,309	0	70,309	53,170
Sustainability Childcare Grant	99,828	0	83,190	99,828	0	99,828	85,820
Recreation and culture							
Other Grant Funding	114,634	0	95,528	114,634	0	114,634	111,218
Transport							
Main Roads WA Direct Grant - Operating	143,049	0	119,208	143,049	0	143,049	143,049
Main Roads WA Grant Direct - Non operating	0	1,233,375	1,027,813	1,233,375	0	1,233,375	0
Main Roads WA Contribution Street Lights	3,700	0	3,083	3,700	0	3,700	0
Main Roads RRG Funding	0	300,000	250,000	300,000	0	300,000	240,000
Other contributors - Crossovers	1,500	0	1,250	1,500	0	1,500	0
MRWA Natural disaster reinstatement	0	0	0	0	982,056	982,056	982,056
Economic services							
Grants	48,000	0	40,000	48,000	0	48,000	5,250
Sponsorship	115,000	0	95,833	115,000	0	115,000	0
Lotterywest Interpretation grant	679,485	0	566,238	679,485	0	679,485	56,915
NSRF Gwalia Renewal	0	392,000	326,667	392,000	0	392,000	147,000
Shared Office Admin Centre	0	0	0	0	10,000	10,000	10,000
TOTALS	1,886,512	5,425,375	6,093,239	7,311,887	992,905	8,304,792	2,298,582
SUMMARY							
Operating grants, subsidies and contributions	1,886,512	0	1,572,093	1,886,512	10,849	1,897,361	929,526
Non-operating grants, subsidies and contributions	0	5,425,375	4,521,146	5,425,375	982,056	6,407,431	1,369,056
TOTALS	1,886,512	5,425,375	6,093,239	7,311,887	992,905	8,304,792	2,298,582

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Budget Running Balance	Amended
				\$	\$	\$	\$	\$
	Budget Adoption		Opening Surplus			(2,836)	(2,836)	(2,836)
030008	Rates - Additional GRV		Operating Revenue		2,562			(274)
030009	Rates - Additional UV		Operating Revenue		38,000			37,726
030010	Charges - Instalment Options		Operating Revenue		2,000			39,726
030019	Grant - Equalisation		Operating Revenue		16,301			56,027
030021	Grant - Roads (United)		Operating Revenue		16,301			72,328
030023	Interest Revenue - Reserves		Operating Revenue		18,000			90,328
080002	Grant - Sustainability Childcare		Operating Revenue		14,008			104,336
080008	Childcare Centre Income		Operating Revenue			(25,000)		79,336
106002	Town Planning Reimbursements		Operating Revenue		29,554			108,889
1111002	Camero Sports		Operating Revenue		3,500			112,389
1111451	Charges - Hall Hire		Operating Revenue			(8,000)		104,389
11117014	Indue Card		Operating Revenue		150,747			255,136
11117005	Tower Street Times Income		Operating Revenue			(500)		254,636
1122200	Grants - MRWA Direct		Operating Revenue		55,034			309,670
1122213	Natural Disaster Reinstatement		Operating Revenue		62,784			372,454
1126431	Charges - Avgas Bulk		Operating Revenue		6,113			378,567
1133410	Charges - Building Permits		Operating Revenue		22,800			401,367
1134470	NSRF Grant Gwalia Renewal		Operating Revenue		392,000			793,367
1133450	Fees - BCITF		Capital Revenue		35,000			828,367
1134472	Lotterywest Gwalia Interpretation		Operating Revenue		23,900			852,267
1134457	Other Revenue		Operating Revenue		3,000			855,267
1444451	Reimb. - Insurance recoveries		Operating Revenue		2,970			858,237
0401189	GVROC Project Participation		Operating Expenses		10,000	(2,000)		856,237
0800017	Childcare Consultant Expense		Operating Expenses		25,000			866,237
0800005	Childcare Centre Salaries		Operating Expenses					891,237
0802007	Youth Services Building Maint		Operating Expenses			(1,500)		889,737
0802007	Youth Services Building Maint		Operating Expenses			(7,500)		882,237
0802008	Youth Services Vehicle Expenses		Operating Expenses		3,570			885,807
0802007	Garage Sale Trail Program		Operating Expenses		3,500			889,307
0802007	Refuse Site Maintenance		Operating Expenses			(30,000)		859,307
0802007	Cemeteries - Leonora		Operating Expenses		6,000			865,307
0802007	Cemetery Grave Digging		Operating Expenses			(3,000)		862,307
0802007	Sponsored Community Programs		Operating Expenses			(10,000)		852,307
0802007	Renewable Energy Feas Study		Operating Expenses		10,000			862,307
0802007	Renewable Energy Feas Study		Operating Expenses		15,000			877,307
0802007	Superannuation - Rec Centre		Operating Expenses			(1,200)		876,107
0802007	Electricity - Rec Centre		Operating Expenses			(10,000)		866,107
0802007	Senior's Week		Operating Expenses			(930)		865,177
0802007	CRC Wages		Operating Expenses			(30,000)		835,177
0802007	CRC Super		Operating Expenses			(3,000)		832,177
0802007	Natural Disaster 2018		Operating Expenses			(68,784)		763,393
0802007	Street Cleaning		Operating Expenses			(60,000)		703,393
0802007	Aviation Fuel - Bulk Avgas		Operating Expenses			(6,113)		697,280
0802007	Old Lawlars Cemetery		Operating Expenses		12,000			709,280
0802007	BCITF Levy		Operating Expenses			(35,000)		674,280
0802007	Gwalia Interpretation Plan		Operating Expenses		19,110			693,390
0802007	Info Centre Wages		Operating Expenses			(3,500)		689,890
0802007	Info Centre Super		Operating Expenses			(600)		689,290
0802007	Mazza's Store Renewal NSRF		Capital Expenses		88,000	0		777,290
0802007	Motor Vehicle		Capital Expenses			(45,538)		731,752
0802007	Pool Reserves		Capital Expenses			(45,000)		686,752
0802007	Building Reserves		Capital Revenue			(175,000)		511,752
0802007	Gwalia Precinct Reserves		Capital Expenses			(300,000)		211,752
				0	1,086,753	(875,001)		211,752

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 30 April 2019

NOTE 11

EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2018-19 year is \$15,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Recreation and Culture	61,025	23.03%	▲	Timing	Water Corp tank purchase \$22K/Timing
Transport	117,662	20.09%	▲	Timing	Timing in grant receipt
Economic Services	(591,301)	(54.60%)	▼	Timing	Lotterywest funding not yet received - will be deferred to 2019/20
Other Property and Services	67,045	68.65%	▲	Timing	Unclassified income/Reimbursements Charter Gwalia \$12K/Suspense account to be cleared \$55K
Expenditure from operating activities					
Governance	117,977	19.54%	▲	Timing	Council fees & allowances not paid till end of year \$60K/Strategic Plan Development not fully expended \$54K
General Purpose Funding	55,984	15.84%	▲	Timing	Variance to administration allocation to rates and timing of allocation
Community Amenities	30,229	11.96%	▲	Timing	Griffiti expense reduced \$7K/Depreciation low
Recreation and Culture	158,942	13.77%	▲	Timing	Budget timing
Transport	537,293	17.77%	▲	Timing	Road Maintenance behind schedule \$300K, timing of depreciation in budget \$36K, Asset disposal not completed \$142K, timing
Economic Services	793,520	34.46%	▲	Timing	Timing only (Golden Gift \$250K, Gwalia Interpretation Plan \$412K)
Other Property and Services	(19,651)	(67.63%)	▼	Timing	Adjustment to Overheads to correct
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(3,152,090)	(69.72%)	▼	Timing	Aged Care Project not yet confirmed
Capital Acquisitions	3,299,404	55.85%	▲	Timing	Aged Care Project/Trucks not yet received

KEY INFORMATION

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, 2019

AGENDA REFERENCE: 10.1 (B) MAY 19

SUBJECT: Accounts for Payment

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Linda Gray

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 14th May, 2019

BACKGROUND

Attached statement consists of accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **25115** to **25198** and totalling **\$968,733.59** and accounts paid by Council Authorisation represented by cheques numbered from **25199** to **25259** totaling **\$206,253.07**.

STATUTORY ENVIRONMENT

Local Government Act 1995 S6.10 & Financial Management (1996) Regulation 12 & 13 apply to how the information is to be presented within this report for authorisation by Council.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That accounts paid by Delegated Authority and Direct Bank Transactions represented by cheques numbered from **25115** to **25198** and totalling **\$968,733.59** and accounts paid by Council Authorisation represented by cheques numbered from **25199** to **25259** totaling **\$206,253.07** be accepted.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

Shire of Leonora				
Monthly Report – List of Accounts Paid by Delegated Authority				
Submitted to Council on the 21st May, 2019				
The following list of accounts has been paid under delegation, and Direct Bank Transactions by the Chief Executive Officer, since the previous list of accounts. Cheques are numbered from 25115 to 25198 and totalling \$968,733.59 .				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment by Delegated Authority
1	09/04/2019	Shire of Leonora	Salaries & Wages PPE: 8/4/19	75,081.54
25132	10/04/2019	LGRCEU	Union Fee PPE: 8/4/19	20.50
971	10/04/2019	Christian Super	Void - Paid in Error	0.00
972	04/04/2019	National Australia Bank	NAB Connect Fee February, 2019	36.24
973	02/04/2019	National Australia Bank	Credit Card Charges - March, 2019	11,321.63
974	12/04/2019	Australian Super	Superannuation PPE: 8/4/19	318.81
975	12/04/2019	Christian Super	Superannuation PPE: 8/4/19	67.60
976	12/04/2019	CBUS	Superannuation PPE: 8/4/19	1,064.12
977	12/04/2019	Dazacom Superfund	Superannuation PPE: 8/4/19	228.02
978	12/04/2019	Host Plus	Superannuation PPE: 8/4/19	134.13
979	12/04/2019	MLC Super Fund	Superannuation PPE: 8/4/19	880.99
980	12/04/2019	MTAA Super	Superannuation PPE: 8/4/19	528.18
981	12/04/2019	OnePath Masterfund	Superannuation PPE: 8/4/19	128.51
982	12/04/2019	Student Super Professional Super Pty Ltd	Superannuation PPE: 8/4/19	152.68
983	12/04/2019	WA Super	Superannuation PPE: 8/4/19	8,947.28
25115	17/04/2019	Telstra	Phone/Internet Usage for Shire owned Properties and Facilities for March-April, 2019	12,103.28
25116	18/04/2019	Golden City Motors	Purchase of New 2019 Holden Colorado - Airport Ute	45,187.05
25117	18/04/2019	Mr John Walsh	Reimbursement of Purchase of Protective Case for Drone (Cactus Program)	49.00
1	23/04/2019	Shire of Leonora	Salaries & Wages PPE: 22/4/19	71,132.53
25118	23/04/2019	Australian Tax Office	BAS March 2019	21,810.00
1	24/04/2019	Shire of Leonora	Salaries & Wages PPE: 22/4/19	1,078.67
25119	24/04/2019	L.G.R.C.E.U.	Union Fee PPE: 23/04/2019	20.50
25120	26/04/2019	Momar Australia Pty Ltd	Truckwash, HD Cleaning Products & Spray Lubricant as requested for Depot Maintenance	5,268.18
25121	29/04/2019	Avago Running Pty Ltd	Interim Invoice #2 (25%) Got 2019 Golden Gift Event & Field Management, & Event Marketing	17,875.00
25122	29/04/2019	Dave Hadden	Health/Building Services 8 - 12th April, 2019	6,776.00
25123	29/04/2019	In A Box Holdings Pty Ltd	Hosting of Leonoragoldengift.com and associated services	150.00
25124	29/04/2019	Kiara Reddingius	Sponsorship for 2019/2020 Financial Year	3,000.00
			Sub Total	\$283,360.44

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$283,360.44
984	29/04/2019	Australian Super	Superannuation PPE: 23/4/19	318.81
985	29/04/2019	Christian Super	Superannuation PPE: 23/4/19	67.60
986	29/04/2019	CBUS	Superannuation PPE: 23/4/19	431.97
987	29/04/2019	Dazacom Superfund	Superannuation PPE: 23/4/19	226.55
988	29/04/2019	Host Plus	Superannuation PPE: 23/4/19	143.98
989	29/04/2019	MLC Super Fund	Superannuation PPE: 23/4/19	851.06
990	29/04/2019	MTAA Super	Superannuation PPE: 23/4/19	346.60
991	29/04/2019	OnePath Masterfund	Superannuation PPE: 23/4/19	65.86
992	29/04/2019	WA Super	Superannuation PPE: 23/4/19	10,384.72
993	17/04/2019	Click Super	Superannuation Fees March 2019	27.61
994	30/04/2019	National Australia Bank	Bank Fees April 2019	73.40
995	29/04/2019	National Australia Bank	NAB Connect Fee April, 2019	52.49
996	15/04/2019	3E Advantage	Printing Costs for Childcare, Shire, CRC, Works & Museum, March, 2019 + payment of difference of Contracted Amount vs Actual Amount - Office National Photocopier Leases	2,720.76
997	1/5/019	Westnet	CRC Internet - May, 2019	11.00
998	01/05/2019	National Australia Bank	Merchant Fee - April, 2019 - 7374513	20.00
999	01/05/2019	National Australia Bank	Merchant Fee - April, 2019 - 7374463	22.35
1000	01/05/2019	National Australia Bank	Merchant Fee - April, 2019 - 7379314	23.70
1001	01/05/2019	National Australia Bank	Merchant Fee - April, 2019 - 7381278	24.28
1002	01/05/2019	National Australia Bank	Merchant Fee - April, 2019 - 7380395	26.04
1003	01/05/2019	National Australia Bank	Merchant Fee - April, 2019 - Gwalia EFTPOS	53.00
1004	01/05/2019	National Australia Bank	Merchant Fee - April, 2019 - 7374471	74.16
1005	01/05/2019	National Australia Bank	Merchant Fee - April, 2019 - 7381393	424.80
25125	03/05/2019	Air Liquide W.A. Ltd	Oxygen Cylinder Fee for Medical Centre	26.06
25126	03/05/2019	Ashdown Ingram	Interest applied to overdue amount from invoice 7750362187 & 7750354630	19.70
25127	03/05/2019	Associated Instrumentation Pty Ltd	Calibration and supply of new case for Papi Clinometer	522.50
25128	03/05/2019	AYA Group Pty Ltd	Supermarket Purchases for Leonora Shire Office, Leonora Child Care Centre, Hoover House and Funeral at Wiluna March - April, 2019	1,911.27
25129	03/05/2019	Baileys Fertilisers (AKC Pty Ltd)	Gardening Supplies and Fertiliser for Maintenance of Oval	4,729.56
25130	03/05/2019	Bidfood Kalgoorlie	Catering Supplies for Gwalia Historical Precinct March - April, 2019	2,072.23
25131	03/05/2019	Bitz Batteries	2x Niso Batteries for P202	775.74
25133	03/05/2019	BOC Limited	Monthly Facility Fees for Depot and Medical Centre and Supply of Gas for Hospital	165.51
			Sub Total	\$309,973.75

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$309,973.75
25134	03/05/2019	Boral Construction Materials Group Ltd	Supply 100T Washed 5mm Aggregate to Rajah, Kurrajong and Hall Streets	5,197.03
25135	03/05/2019	Breakaway Earthmoving	Grid Roller/Tractor Hire for February, March and April + Demobilisation for Glenorn Yundamindra Road Works	24,865.50
25136	03/05/2019	Bunnings Building Supplies Pty Ltd	Various Materials for Bathroom Renovations at 11B Walton St, Items for Bathroom Maintenance at Grader Camps and General Equipment for Depot	3,640.39
25137	03/05/2019	Central Regional TAFE.	Excel Introduction Course for S. Makse, J. Oxley, R. Sprigg, E. Howard and K. Foley. Excel Intermediate Course for K. Lord and L. Gray	2,065.00
25138	03/05/2019	Chefmaster Australia	6 x Boxes of Black Bin Liners for Depot	822.30
25139	03/05/2019	Coastline Mowers	Filters and Cutter Blades for P15	639.00
25140	03/05/2019	Coates Hire	Roller Multi Tyre, Generator and Wheel Loader for repairs to Glenorn Yundamindra Road	18,804.42
25141	03/05/2019	Coolgardie Tyre Service	Tyres as requested by Depot	4,026.00
25142	03/05/2019	Creative Spaces	Fourth Invoice for Stage One of Gwalia Interpretation Project and Third Invoice for Stage two of Gwalia Interpretation Project	38,876.20
25143	03/05/2019	David Gray & Co. Pty. Ltd.	Supply of Bins: 30x 240L and 10X 120L	2,565.20
25144	03/05/2019	Design Sense Graphics & Web	Design and Print Logo & Banner for Leonora Golden Gift 2019	385.00
25145	03/05/2019	Dunning's	28 Drums of Avgas (Refills)	19,083.37
25146	03/05/2019	Eagle Petroleum (WA) Pty Ltd	Bulk Diesel Purchase - March, 2019 and Fuel Card Purchases for April, 2019	40,428.06
25147	03/05/2019	Education National Pty Ltd	Educational Books for Childcare Centre	614.09
25148	03/05/2019	Educational Experience	Giant Gemstones - Leinster Playgroup - Leinster Community Grant	30.71
25149	03/05/2019	Esperance AG Services	Filters for P03, P833 & P2087	1,658.63
25150	03/05/2019	Flex Industries Pty Ltd	4 Ubolts for P833	109.60
25151	03/05/2019	Forman Bros	Plumbing Works for 40B Hoover St Bathroom and Old CRC Building Staff Toilet, and Pressure Pumps for Grader Camps	1,589.39
25152	03/05/2019	Goldfield Services -	Cleaning of NGROAC, Admin Building, Airport, Depot, Rec Centre and Library for March and April, 2019	22,408.31
25153	03/05/2019	Goldfields Locksmiths	Cylinder Rekeyed and New Key Cut for Information Centre	22.60
25154	03/05/2019	Goldfields Nissan	10,000KM Service for P2443	297.20
25155	03/05/2019	Goldfields Records Storage	User Charges for March, 2019	161.81
25156	03/05/2019	Goldfields Truck and Plant Hire	Dozer Hire, Service, parts and consumables for Glenorn-Yundamindra Road works	2,757.19
			Sub Total	\$501,020.75

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$501,020.75
25157	03/05/2019	Goldfields Truck Power	Supply of Oil Filter for P2333	30.24
25158	03/05/2019	Goldfields Volkswagen.	Fit 1 x 3.5T reece Hitch Draw Bar to VW Amorok (P6)	1,228.55
25159	03/05/2019	Goldline Distributors	Centrefeed Hand Towel Roll for Information Centre	34.57
25160	03/05/2019	GTN Services	Standard service, Parts and Repairs for P2450	498.77
25161	03/05/2019	Harvey Norman Bedding Kalgoorlie	2x Queen Bed Sheet Sets + Vacuum for Museum	275.00
25162	03/05/2019	Hitachi Construction Machinery	Oil Cooler and Filter for Graders	726.13
25163	03/05/2019	Hocking Heritage Studio	On-Site Archival Research for the Gwalia Historical Precinct Interpretation Plan 17/04/2019	4,180.00
25164	03/05/2019	Holcim (Australia) Pty Ltd	Interest Charges on Overdue Bill (Paid 19/03/2019)	20.25
25165	03/05/2019	Horizon Power	Power Usage for Shire Properties 18/02/2019-15/04/2019	32,170.32
25166	03/05/2019	J.R. & A. Hersey Pty Ltd	Cleaning products, parts and other supplies for Depot for general maintenance/repairs, Toilet Paper and Hand Towel for Public Toilets	9,325.29
25167	03/05/2019	Juwest Pty Ltd	Variation to original scope of works as per April 2019 Council Meeting - extension of construction dual use footpath along Rajah street to Leonora Airport	42,195.45
25168	03/05/2019	Kalgoorlie Retravisson	Ovens, Microwaves, Rangehoods, Fridges and Freezers for Grader Camps and Air Conditioners for Various Shire Properties	12,432.00
25169	03/05/2019	Kerion Pty. Ltd.	Flights for E Howard, A Kliever & K Hui Toh - Childcare Staff & Office Staff	1,000.00
25170	03/05/2019	Kleenheat Gas	Annual Fee for Gas Cylinders at 229 Hoover Street (x 4)	151.80
25171	03/05/2019	Komatsu Australia Pty Ltd	Oil Filter Kit for P202	127.81
25172	03/05/2019	Landgate	Mining Tenements Schedule No. M2018/12, M2019/4, Land Enquiries as Per Standing Agreement, Rural UV General Evaluation 2018/19	1,460.10
25173	03/05/2019	Leonora Drive Connectors	Hydraulic Hoses for P2087 & Spiral Guard for Depot Stock	654.48
25174	03/05/2019	Leonora Pharmacy -	First Aid Supplies for Leonora Child Care Centre	22.00
25175	03/05/2019	Majstrovich Building Co	Progress Claim 2 - Mazzas Store Stage 2 and Claim No. 2 Stage 1 - Mazza's Store	136,290.00
25176	03/05/2019	Mara Crann Pty Limited	Supply Plant and Equipment for rock Armouring of floodways on Yundamindra/Glenorn Road	19,141.08
25177	03/05/2019	Marketforce	Advertising FCOs in West Australian	454.91
25178	03/05/2019	Multiple Trades and Maintenance	Fix Leak on Female Toilet at CRC	843.37
25179	03/05/2019	Murdoch University -	Veterinary Services Provided to Shire Residents November, 2018.	1,900.00
			Sub Total	\$766,182.87

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$766,182.87
25180	03/05/2019	Netlogic Information Technology	Consulting Services for DCEO, Gwalia Precinct and Depot and 1 Year Subscription to Office 365 Enterprise	9,096.90
25181	03/05/2019	Penns Cartage Contractors	Freight Charges for Depot, Months of March and April, 2019	4,809.95
25182	03/05/2019	Pipeline Mining & Civil Contracting	Purchase of Old Melita Grader for Historical Purposes and Grave Digging for G. Baker	3,751.00
25183	03/05/2019	Pop Magic	25% Deposit and Final Payment for Magical Entertainment for Golden Gift, 2019	2,153.80
25184	03/05/2019	Puzzle Consulting	Accommodation, Meals and Travel for Aging in Place Project	550.00
25185	03/05/2019	Rangeland Services Pty Ltd	Installation of Fences at Oval and Airport Entrance Grid	4,180.00
25186	03/05/2019	Receptive Security	Supply and install IP CCTV System + Travel (Leonora Airport)	8,250.00
25187	03/05/2019	Statewide Bearings	Supply of 2 x Bearings for Street Sweeper	55.00
25188	03/05/2019	Telstra	Service and Usage Charge for NGROAC and Camping Requisites Month of May, 2019	4,609.10
25189	03/05/2019	Threat Protect	Monitoring of Alarm System - Office, ATM, Library, Child Care Centre and Bowls Club. April - June, 2019	968.83
25190	03/05/2019	Toll Ipec Pty Ltd	Freight Charges for Depot, Pool and Airport as Requested	220.27
25191	03/05/2019	Tutt Bryant Equipment - WA	Filters for P2333	474.76
25192	03/05/2019	Visage Productions	Participation in the OUR TOWN Television series - Goldfields Episode 2019 50% Payment	5,500.00
25193	03/05/2019	Wajon Publishing Company	Guide to Spring Wildflowers and How to Enjoy WA Wildflowers for resale at Museum	274.00
25194	03/05/2019	West Australian Newspapers Ltd	Advertising in Kalgoorlie Miner 30/03/2019	200.00
25195	03/05/2019	Weusandi Contractors	Hire of 8 Wheel Watercart, Standpipe and Pump for Works on Glennorn/Yundamindrra Rd	73,713.75
25196	03/05/2019	WINC Australia Pty Ltd	Stationery Supplies for Leonora Child Care Centre and Shire Office	1,808.01
1	07/05/2019	Shire of Leonora	Salaries & Wages PPE: 6/5/19	63,643.22
25197	08/05/2019	LGRCEU	Union Fee PPE: 6/5/19	20.50
1007	10/05/2019	Australian Super	Superannuation PPE: 6/5/19	331.98
1008	10/05/2019	Christian Super	Superannuation PPE: 6/5/19	74.39
1009	10/05/2019	CBUS	Superannuation PPE: 6/5/19	431.97
1010	10/05/2019	Dazacom Superfund	Superannuation PPE: 6/5/19	228.02
1011	10/05/2019	HESTA	Superannuation PPE: 6/5/19	102.53
1012	10/05/2019	Host Plus	Superannuation PPE: 6/5/19	97.75
1013	10/05/2019	MLC Super Fund	Superannuation PPE: 6/5/19	838.50
1014	10/05/2019	MTAA Super	Superannuation PPE: 6/5/19	341.19
1015	10/05/2019	OnePath Masterfund	Superannuation PPE: 6/5/19	53.54
			Sub Total	\$952,961.83

Cheque	Date	Name	Item	Payment by Delegated Authority
			Balance Brought Forward	\$952,961.83
1016	10/05/2019	WA Super	Superannuation PPE: 6/5/19	8,106.06
1017	06/05/2019	National Australia Bank	Credit Card Purchase for April, 2019	7,029.21
25198	13/05/2019	Rodney Foster	Refund overpayment of rates 76 & 80 Otterburn Street (7684 & 7947)	636.49
			GRAND TOTAL	\$968,733.59

Shire of Leonora				
Monthly Report - List of Accounts Paid by Authorisation of Council				
Submitted to Council on the 21st May, 2019				
<p>Cheques numbered from 25199 to 25259 totaling \$206,253.07 submitted to each member of the Council on 21st May, 2019 have been checked and are fully supported by remittances and duly certified invoices with checks being carried out as to prices, computations and costing.</p>				
CHIEF EXECUTIVE OFFICER				
Cheque	Date	Name	Item	Payment
25199	21/05/2019	Air Liquide W.A. Ltd	Large Cylinder Fee for Month of April, 2019	25.22
25200	21/05/2019	Alex Baxter	Reimbursement for Travel Expenses to attend Talent Pool/Bronze Medallion Training	320.82
25201	21/05/2019	Avis – Leinster	Hire of 4 Wheel Driver Vehicle for Period 9/04/2019-18/04/2019 (David Fitzgerald and Group) re: Coral Cactus	3,085.05
25202	21/05/2019	Bidfood Kalgoorlie	Catering and Cleaning Supplies for Hoover House/Gwalia Museum	457.80
25203	21/05/2019	Biggs Butchers	Meat Supplied for works crew working on Glenorn/Yundamindra Road – February, 2019	1,110.00
25204	21/05/2019	Bunnings Building Supplies Pty Ltd	General Equipment and Plants for Gwalia Precinct Garden Maintenance & Materials & Vanity Unit for Bathroom Renovation at 11B Walton St	2,547.33
25205	21/05/2019	Butson Group Pty Ltd	Catering, Meals and Refreshments for the following: D Yates Send off, G Baker's Wake (Food only), J Rowe while relieving the Aquatic Centre, Moore Stephens Consultants (21/01/2019) and D Fitzgerald, J Walsh and J Morrissey (Cactus people – 11-18/04/2019)	5,311.70
25207	21/05/2019	Coates Hire	Hire of Multi Tyre Roller and Generator for Roadworks at Yundamindra/Glenorn Rd	18,965.49
25208	21/05/2019	Collins Distributors	Supply of Assorted Jewellery for Gwalia Museum/Hoover House Resale	208.23
25209	21/05/2019	CR Hose Glassware Pty Ltd	Glasses for Catering at Hoover House/Gwalia Museum	1,261.20
25210	21/05/2019	Creative Spaces	Fourth Invoice for Stage Two – Gwalia Interpretation Project	11,489.50
25211	21/05/2019	CyberSecure Pty Limited	Data Protection for Month of May, 2019	250.80
25212	21/05/2019	Dave Hadden	Health and Building Services as per Contract for 17/04/2019 – 30/04/2019 & 08/05/2019 – 11/05/2019	13,552.00
25213	21/05/2019	Design Sense Graphics & Web	Web and Print Design for the 2019 Golden Gift	1,287.00
25214	21/05/2019	Dunning's	Refill of AVGAS Drums at Shire Depot and Aerodrome	19,083.37
25215	21/05/2019	Eagle Petroleum (WA) Pty Ltd	Charges to Motorpass Cards for April, 2019 & Supply of 85L Unleaded Petrol for Depot	497.16
25216	21/05/2019	Elite Gym Hire	Hire of Gym Equipment for Month of May, 2019	1,178.98
			Sub Total	\$80,631.65

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$80,631.65
25217	21/05/2019	Evergreen Synthetic Grass	Supply and Install a Bowling Green Surface at Bowls Club	34,048.75
25218	21/05/2019	Executive Media Pty Ltd	Advertising Caravanning Australia Winter Edition	1,150.00
25219	21/05/2019	Goldfield Services -	Cleaning of Accommodation at Depot as per Works Manager's Request & Laundry and Cleaning at NGROAC for April, 2019	8,936.34
25220	21/05/2019	Goldfields Crane Hire.	Crane Hire for Load of 40' Donga at Yundamindra Airstrip & Crane with Man Cage to Repair Lighting at Oval	1,274.78
25221	21/05/2019	Hocking Heritage Studio	Disbursements for Site Visit to Gwalia 15-17/04/2019, Preparation of Conference Presentation, Meeting with State Heritage Office to Discuss Presentation and Presentation at Conference & Provide Advice on the New Heritage Regulations and Potential Impacts on the Shire	4,871.48
25222	21/05/2019	Horizon Power	Power Usage for Shire Office & Streetlights, April, 2019	4,194.69
25223	21/05/2019	Josway Hospitality Pty Ltd	Refreshments for Wake following funeral of GW Baker & Catering and refreshments for Outback Grave Markers Function at Hoover House 29/03/2019	2,295.80
25224	21/05/2019	Kalgoorlie Case & Drill Pty Ltd	Supply 1 x Spitwater Pressure Cleaner as per Quote 270480	4,333.38
25225	21/05/2019	Kerion Pty. Ltd.	Flights for Ms A. Kliever 1/04/2019 and 29/04/2019	500.00
25226	21/05/2019	Kleenheat Gas	7 X Gas Bottles Delivered to Works Depot, 1 Gas Bottle for 9 Cohen Street, 2 Gas bottles for 137A Hoover Street and 2 for Hoover House	1,409.69
25227	21/05/2019	Leinster Contracting Services	Travel to Leonora and Empty Skip Bins	1,163.80
25228	21/05/2019	Leonora Motor Inn	Accommodation, Meals and Incidentals for Ranger (periods 15-17/04/2019 & 5-07/05/2019) & J Morrissey, J Walsh and D Fitzgerald (Cactus People, period 11-19/04/2019)	3,780.00
25229	21/05/2019	Leonora Pharmacy -	1X Epipen Junior for Child Care Centre	125.00
25230	21/05/2019	Leonora Post Office	Postage and Stationery for Shire Office and Information Centre	288.95
25231	21/05/2019	Mathew Inch-Yates	Cleaning of Equipment and Room in Rec Centre	225.00
25232	21/05/2019	Mcleods Barristers and Solicitors	Legal Opinion Provided in Regards Annual Returns for Contracted Staff	1,899.15
25233	21/05/2019	McMahon Burnett Transport	Freight for delivery of products for Resale to Museum & Chemicals to Rec Centre for Pool Maintenance	212.42
25234	21/05/2019	Midas Motel Kalgoorlie	Accommodation for Alex Baxter 12/04/2019-14/04/2019 for training	290.00
25235	21/05/2019	Moore Stephens	Compilation of statement of Financial Activity, March, 2019 & Quarterly Fee for the Provision of Statutory Compliance Services for the 2018/19 Financial Year	22,536.25
25237	21/05/2019	Office National Kalgoorlie	Travel Charges for Service of Shire photocopiers	432.00
25238	21/05/2019	Outback Parks&Lodges	Accommodation and Meals for A Cheng & M Wang (auditors) - 3 - 4th April, 2019	780.00
			Sub Total	\$175,379.13

Cheque	Date	Name	Item	Payment
			Balance Brought Forward	\$175,379.13
25239	21/05/2019	Pier Street Medical	Pre-Employment Medicals for New Staff	392.00
25240	21/05/2019	Prime Media Group Ltd	Advertising for Gwalia Ghost Town and Gwalia Historical Precinct Month of April	660.00
25241	21/05/2019	Prosegur Australia Pty Ltd	ATM Monthly Rental and Upkeep for Month of March, 2019	2,907.78
25242	21/05/2019	Randstad	VOID: Amount Incorrectly Applied	0.00
25243	21/05/2019	Satellite Television & Radio Australia	2019 DTV Site Maintenance and Remote Monitoring Communication Facilities in Leonora	5,903.70
25244	21/05/2019	Seb Sports Pty Ltd	Consulting for Leonora Golden Gift, 2019	3,272.50
25245	21/05/2019	Sigma Chemicals	2x 20L Winteriser Chemical for Pool	184.80
25246	21/05/2019	Site Fleet Services -	Supply and Fit tyres to P4 & Repair and Replace damaged Tyres to vehicle being used for Gwalia Cactus Eradication.	1,194.48
25247	21/05/2019	Sophie Makse	Reimbursement for laminating costs	15.00
25248	21/05/2019	Southern Cross Austereo	Leonora Golden Gift 2019, Radio Advertising Package	2,680.70
25249	21/05/2019	Squire Patton Boggs	Extension of Lease Between Shire and BP Australia Pty Ltd	468.60
25250	21/05/2019	Talitha Sprigg.	Hoover's Gold Cake delivered 8th March, 2019	50.00
25251	21/05/2019	Telstra	Phone/Internet Usage for Shire facilities, buildings and housing for April-May, 2019	2,987.27
25252	21/05/2019	The Food Van	Provide Morning Tea for the Elderly Residents of Leonora - Months of February and March, 2019	316.80
25253	21/05/2019	Toll Transport Pty Ltd	Storage and Brochure Distribution for Month of April, 2019	141.15
25254	21/05/2019	WA Country Health Service	Reimbursement of expenses incurred purchasing Hygiene Packs using White Ribbon Funds received	475.00
25255	21/05/2019	WINC Australia Pty Ltd	Stationery for CRC, Medical Centre and Library	763.80
25256	21/05/2019	Wren Oil	Removal of Waste Oil as per Quote 7591	16.50
25257	21/05/2019	Wurth Australia Pty Ltd	Assorted Air Fittings	521.37
25258	21/05/2019	Xstra Group Pty Ltd	Service and Rental Period from 1/05/2019-31/05/2019 for NGROAC	535.41
25259	21/05/2019	Randstad	Payment of Relief Childcare Worker A Kliever for April, 2019	7,387.08
			GRAND TOTAL	\$206,253.07

10.0 REPORTS OF OFFICERS

10.2 DEPUTY CHIEF EXECUTIVE OFFICER

10.2(C) ADOPTION OF NEW REGIONAL PRICE PREFERENCE POLICY

SUBMISSION TO: Meeting of Council
Meeting Date: 21st May 2019

AGENDA REFERENCE: 10.2 (C) MAY 19

SUBJECT: Adoption of new regional price preference policy

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: N/A

FILE REFERENCE: 1.40

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Linda Gray

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 5th May 2019

BACKGROUND

The Shire of Leonora reviewed its regional price preference policy in conjunction with its annual review of all Shire policies in February 2019. The purpose of the regional price preference policy is to establish the guidelines to promote local business partnerships within the Shire of Leonora by giving preferential treatment to regional suppliers in the procurement of goods and/or services via tender or formal quotation.

In line with increased co-operation with the Shires of the Northern Goldfields in the area of governance and compliance, it was felt that this should also apply to regional price preference. For that reason, the regional area covered by this policy has been increased from just the Shire of Leonora, to also include the Shires of Menzies, Laverton, Wiluna, and the City of Kalgoorlie Boulder, and this was advertised in March in the West Australian newspaper for a period of 28 days and comment sought. There were nil submissions received.

The attached policy provides detail on eligibility, price level preferences, and the area to which the policy is applicable.

STATUTORY ENVIRONMENT

Compliance with the Local Government Act 1995, Functions & General Regulations 1996 Part 4a 24(D) has been followed in forming this policy.

POLICY IMPLICATIONS

Reviewed policy.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RECOMMENDATIONS

That Council adopt the 'Regional price preference policy' as attached.

VOTING REQUIREMENT

Simple Majority

SIGNATURE

Deputy Chief Executive Officer

A.2.14 REGIONAL PRICE PREFERENCE/BUY LOCAL POLICY

Policy Adopted 16th May 2017

OBJECTIVE

This policy establishes the guidelines to promote local business partnerships within the Shire of Leonora by giving preferential consideration to regional suppliers in the procurement of goods and/or services.

DEFINITIONS

Quotation: means a statement from a supplier setting out the cost for the supply of goods or services.

Local Business: in this Policy is a regional tenderer as defined in the *Local Government Act (Functions and General) Regulations 1996 Part 4a 24(b)*.

regional tenderer means a supplier of goods or services who satisfies the criteria in subregulation (2).

(2) A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this Part if—

(a) that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted;

or

(b) some or all of the goods or services are to be supplied from regional sources.

Region: is specified as the geographical area which comprises the Northern Goldfields; Shire of Leonora, Shire of Menzies, Shire of Laverton, Shire of Wiluna, as well as the City of Kalgoorlie Boulder.

Regional Price Preference: when applied in relation to a quotation or tender submitted by an Eligible Local Business, involves assessing the price component of the tender or quotation as if the tendered/quoted price were discounted in accordance with the Regional Price Preference Policy.

Tender: means a Tender required under Clause 11 of the *Local Government (Function and General) Regulations 1996* or other Tender Procedure as determined by Council.

POLICY STATEMENT

The Shire of Leonora will encourage local industry to do business with Council through the adoption of a regional price preference advantage in conjunction with standard tender and quotation considerations. This policy will apply to all Shire of Leonora tenders and quotations where prices are being sought from both local and non-local businesses.

PRICE PREFERENCE LEVELS

A price preference may be given to a local business by assessing the tender from that local business as if the price bids were reduced by the values set out in the *Local Government Act (Functions and General) Regulations 1996 Part 4a 24(D).1*

(1) A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by—

(a) up to 10%— where the contract is for goods or services, up to a maximum price reduction of \$50 000; or

(b) up to 5%— where the contract is for construction (building) services, up to a maximum price reduction of \$50 000; or

- (c) *up to 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500 000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.*

PROOF OF ELIGIBILITY

Businesses who claim the regional price preference should indicate on their tender or quotation submission that they wish to claim the regional price preference and on which criteria they wish to claim it. Suitable proof of eligibility should be provided.

Where a price preference is being claimed by non-local business on the basis of goods or services being supplied from regional sources only those goods or services identified in the tender or quotation as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender or quotation when a regional price preference policy is in operation.

If, in the opinion of the Shire of Leonora, a supplier has deliberately provided false or misleading information so as to benefit from this policy, their quotation or Tender may be considered non-conforming and, as such, may be disqualified.

COMPETITIVE PURCHASING

Price is only one factor that the Shire of Leonora considers when evaluating a quotation or Tender. There is nothing contained within this policy that compels acceptance of the lowest price.

The Tender or quotation that is determined to be both cost effective and advantageous to the Shire of Leonora will be the most likely to be accepted.

CONSEQUENCES

This policy represents the formal policy and expected standards of the Shire of Leonora. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Shire.

ROLES AND RESPONSIBILITIES

Employees will use the local market for their procurement requirements to encourage economic growth and local business partnerships where it is practical and reasonable to do so.

Employees are to ensure that the application of a regional price preference is clearly identified within the Tender and quotation documents to which the preference is to be applied and that this policy is made available to businesses as part of the quotation or Tender.

RELEVANT DOCUMENTS

External:

- *Local Government Act 1995;*
- *Local Government (Functions and General) Regulations 1996;*

Internal:

- Code of Conduct;
- Tendering Procedure;

- 10.0 REPORTS OF OFFICERS**
 10.3 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR
 Nil
- 11.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING.**
- A. ELECTED MEMBERS**
 Nil
- B. OFFICERS**
 Nil
- 12.0 NEXT MEETING**
 Tuesday 18th June, 2019
- 13.0 CLOSURE OF MEETING**