



# **AGENDA**

**Annual Electors Meeting**

**25 January 2022**

**6:30pm**

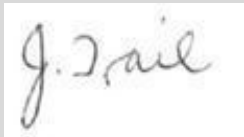
**Kambalda Recreation Centre, Barnes Drive,  
Kambalda**

**SHIRE OF COOLGARDIE**

**NOTICE OF**

Dear Elected Member

The next Annual Electors Meeting of the Shire of Coolgardie will be held on Tuesday 25 January 2022 commencing at 6:30pm.

A handwritten signature in black ink, appearing to read "J. Trail", is placed on a white rectangular background.

**CHIEF EXECUTIVE OFFICER**

**ANNUAL ELECTORS MEETING****25 January 2022**

Welcome to the Annual Electors Meeting of the Shire of Coolgardie.

The dates, times and locations of the Ordinary Council Meetings for 2022 are listed hereunder.

| <u>Day</u> | <u>Date</u>       | <u>Time</u> | <u>Venue</u> |
|------------|-------------------|-------------|--------------|
| Tuesday    | January 2022      | NN/A        | -            |
| Tuesday    | 22 February 2022  | 6.00pm      | Kambalda     |
| Tuesday    | 22 March 2022     | 6.00pm      | Coolgardie   |
| Tuesday    | 26 April 2022     | 6.00pm      | Kambalda     |
| Tuesday    | 24 May 2022       | 6.00pm      | Coolgardie   |
| Tuesday    | 28 June 2022      | 6.00pm      | Kambalda     |
| Tuesday    | 26 July 2022      | 6.00pm      | Coolgardie   |
| Tuesday    | 23 August 2022    | 6.00pm      | Kambalda     |
| Tuesday    | 27 September 2022 | 6.00pm      | Coolgardie   |
| Tuesday    | 25 October 2022   | 6.00pm      | Kambalda     |
| Tuesday    | 22 November 2022  | 6.00pm      | Coolgardie   |
| Tuesday    | 20 December 2022  | 6.00pm      | Kambalda     |



James Trail  
Chief Executive Officer

**DISCLAIMER**

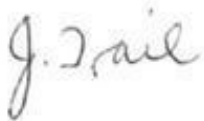
INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

**PLEASE NOTE:**

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

**THE RESOLUTIONS OF COUNCIL SHOULD BE CONFIRMED BY PERUSING 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 COUNCILS DECISION.**



James Trail  
**CHIEF EXECUTIVE OFFICER**

## COUNCIL MEETING INFORMATION NOTES

1. Your Council generally handles all business at Ordinary or Special Council Meetings.
2. From time to time Council may form a Committee to examine subjects and then report to Council.
3. Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters. On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.
4. Public Question Time. It is a requirement of the Local Government Act 1995 to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the Chairman.

***Written notice of each question should be given to the Chief Executive Officer prior to 2:30pm on the day of the meeting. A summary of each question and response is included in the Minutes.***

***When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next meeting of Council.***

5. **Councillors** may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter **trivial, insignificant or in common with a significant number of electors or ratepayers**. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

**Members of staff**, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the Chairman of the meeting will advise the Officer if he/she is to leave the meeting.

6. Agendas including an Information Bulletin are delivered to Councillors within the requirements of the Local Government Act 1995, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

**Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by staff. An Agenda item including a recommendation will then be submitted to Council for consideration.**

**The Agenda closes the Monday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).**

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

7. Agendas for Ordinary Meetings are available in the Coolgardie and Kambalda Offices/Libraries seventy-two (72) hours prior to the meeting and the public are invited to secure a copy.
8. Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).
9. Public Question Time – Statutory Provisions – Local Government Act 1995

Time is to be allocated for questions to be raised by members of the public and responded to at:

- (a) Every ordinary meeting of a council; and
- (b) Such other meetings of councils or committees as may be prescribed

Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

9A. Question Time for the Public at Certain Meetings – s5.24 (1) (b)

**Local Government (Administration) Regulations 1996**

Reg 5 For the purpose of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are:

- (a) every special meeting of a council; and
- (b) every meeting of a committee to which the local government has delegated a power or duty.

Minimum Question Time for the Public – s5.24 (2)

- Reg 6 (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is fifteen (15) minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

Procedures for Question Time for the Public – s5.24 (2)

**Local Government (Administration) Regulations 1996**

- Reg 7 (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6 (1) are to be determined:
- (a) by the person presiding at the meeting; or
  - (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of members, having regard to the requirements of sub regulations (2) and (3).
- (2) The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Nothing in sub regulation (3) requires:
- (a) A council to answer a question that does not relate to a matter affecting the local government;
  - (b) A council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
  - (c) A committee to answer a question that does not relate to a function of the committee.

**2. Public Inspection of Unconfirmed Minutes (Reg 13)**

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection in the Coolgardie and Kambalda Offices/Libraries within ten (10) working days after the Meeting.

**NOTE:****10.3 Unopposed Business**

- (1) Upon a motion being moved and seconded, the person presiding may ask the meeting if any member opposes it.
- (2) If no member signifies opposition to the motion the person presiding may declare the motion in sub clause (1) carried without debate and without taking a vote on it,
- (3) A motion carried under sub clause (2) is to be recorded in the minutes as a unanimous decision of the Council or committee.
- (4) If a member signifies opposition to a motion the motion is to be dealt with according to this Part.
- (5) This clause does not apply to any motion or decision to revoke or change a decision which has been made at a Council or committee meeting.





## SHIRE OF COOLGARDIE

DISCLOSURE OF INTERESTS**TO THE CHIEF EXECUTIVE OFFICER:**

Under the Provisions of Division 6 of Part 5 of the Local Government Act 1995, I hereby disclose a Financial Interest/s in the matter/s listed on this form, which is/are scheduled for consideration at the meeting of Council to be held on:

|                      |             |
|----------------------|-------------|
| <b>TUESDAY</b> _____ | <b>2022</b> |
|----------------------|-------------|

Where indicated by the word 'YES' in column 6, I will be seeking a determination (under Section 5.68) by the meeting, for reasons I will expand on.

(Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

NOTE: Members of Council are asked to deliver this completed form to the Chief Executive Officer on the day of the Council Meeting as required by the Act. Where this is not practicable the Disclosure/s may be telephoned to the Council Office on 9080 2111 and/or the form subsequently passed to the Chief Executive Officer prior to the meeting.

| ITEM | PAGE No. | TYPE | REASON |
|------|----------|------|--------|
|      |          |      |        |
|      |          |      |        |
|      |          |      |        |

For inclusion for interest declaration

Interests Affecting Impartiality: Disclosing Statement

*"With regard to....(the matter in item)... I disclose that I have an association with the applicant. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."*

**Order Of Business**

|             |   |           |
|-------------|---|-----------|
| <b>1</b>    | <b>Declaration of Opening / Announcement of Visitors .....</b>                  | <b>12</b> |
| <b>1.1</b>  | <b>Welcome to Country Announcement .....</b>                                    | <b>12</b> |
| <b>2</b>    | <b>Declaration of Council Members .....</b>                                     | <b>12</b> |
| <b>3</b>    | <b>Record of Attendance / Apologies / Approved Leave of Absence.....</b>        | <b>12</b> |
| <b>4</b>    | <b>Declarations of Interest .....</b>   | <b>12</b> |
| 4.1         | Declarations of Financial Interests – Local Government Act Section 5.60A .....  | 12        |
| 4.2         | Declarations of Proximity Interests – Local Government Act Section 5.60B.....   | 12        |
| 4.3         | Declarations of Impartiality Interests – Administration Regulation 34C .....    | 12        |
| <b>5</b>    | <b>Public Question Time .....</b>   | <b>12</b> |
| <b>6</b>    | <b>Applications for Leave of Absence .....</b>                                  | <b>12</b> |
| <b>7</b>    | <b>Confirmation of Minutes of Previous Meetings.....</b>                        | <b>13</b> |
| 7.1         | Minutes of the Annual Electors Meeting held on 12 January 2021 .....            | 13        |
| <b>8</b>    | <b>Petitions / Deputations / Presentations / Submissions .....</b>              | <b>14</b> |
| <b>9</b>    | <b>Reports of Committees.....</b>   | <b>14</b> |
|             | Nil   |           |
| <b>10</b>   | <b>Reports of Officers .....</b>  | <b>15</b> |
| <b>10.1</b> | <b>Executive Services .....</b>   | <b>15</b> |
| 10.1.1      | Receiving of Annual Report 2020/2021 .....                                      | 15        |
| <b>11</b>   | <b>New Business of an Urgent Nature Introduced by Decision of Meeting .....</b> | <b>19</b> |
| 11.1        | Elected Members.....  | 19        |
| 11.2        | Council Officers .....  | 19        |
| <b>12</b>   | <b>Closure of Meeting.....</b>  | <b>19</b> |

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS****1.1 WELCOME TO COUNTRY ANNOUNCEMENT**

“The Shire of Coolgardie acknowledges the Traditional Owners of the land, on which we meet and pay our respects to Elder’s past, present and emerging”

**2 DECLARATION OF COUNCIL MEMBERS**

The Shire President to invite Council Members to declare that they have read the agenda and supporting documents and able to make informed decision on all matters accordingly.

**3 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE****4 DECLARATIONS OF INTEREST****4.1 Declarations of Financial Interests – Local Government Act Section 5.60A****4.2 Declarations of Proximity Interests – Local Government Act Section 5.60B****4.3 Declarations of Impartiality Interests – Administration Regulation 34C****5 PUBLIC QUESTION TIME****6 APPLICATIONS FOR LEAVE OF ABSENCE**

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.1 MINUTES OF THE ANNUAL ELECTORS MEETING HELD ON 12 JANUARY 2021**

**Date:** 21 January 2022

**Author:** Jackie Pilkington, Executive Assistant to the CEO

**ATTACHMENTS**

- 1. Minutes of the Annual Electors Meeting**

**VOTING REQUIREMENT**

Simple majority

**ANNUAL ELECTORS RESOLUTION AND OFFICER RECOMMENDATION**

**That the Minutes of the Annual Electors Meeting held on 12 January 2021 be confirmed as a true and accurate record.**

**8        PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

**9        REPORTS OF COMMITTEES**

Nil

**10 REPORTS OF OFFICERS****10.1 Executive Services****10.1.1 RECEIVING OF ANNUAL REPORT 2020/2021**

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | <b>Nil</b>  |
| <b>Applicant:</b>              | <b>Nil</b>  |
| <b>Disclosure of Interest:</b> | <b>Nil</b>  |
| <b>Date:</b>                   | <b>21 January 2022</b>                              |
| <b>Author:</b>                 | <b>Robert Hicks, Acting Chief Executive Officer</b> |

**SUMMARY**

That the Annual Report for the Shire of Coolgardie for the period ending 30 June 2021 be endorsed

**BACKGROUND**

Annual Reports provide an overview of the operations, activities and major projects undertaken by the Shire for the period.

The report includes major initiatives that are proposed to commence or to continue in the next financial year. The performance of the Council is assessed against the Vision, Objectives and Strategies.

**COMMENT**

The Annual Report provides an overview of the Shire's operations and compliance with policy and legislation as required by the Local Government Act 1995 and associated regulations.

The Annual Financial Report is included in the Annual Report and it is noted the following matter to be reported in accordance with Reg 10(3) of the Local Government (Audit) Regulations 1996:

There is a significant adverse trend in the financial position of the Shire as the Operating Surplus Ratio has been below the industry benchmark for the past 3 years.

The primary tool set by the Department of Local Government and Communities for the measurement of the performance of each local government are the financial ratios. These have been presented for many years and demonstrate that there is a need for either an increase in revenue or reduction of operating expenditure.

Financial ratios are numerical representations of the organisation's performance. The ratios referred to are set for all local governments in Western Australia and are calculated as follows;

|                            |  |
|----------------------------|--|
| Current ratio              | $\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$ |
| Asset sustainability ratio | $\frac{\text{capital renewal and replacement expenditure}}{\text{Depreciation expenses}}$  |

|                                   |   |
|-----------------------------------|---|
| Debt service cover ratio          | annual operating surplus before interest and depreciation |
|                                   | principal and interest                                    |
| Operating surplus ratio           | operating revenue minus operating expenses                |
|                                   | own source operating revenue                              |
| Own source revenue coverage ratio | own source operating revenue                              |
|                                   | operating expenses  |

The results for these ratios are shown in the following table.

| Ratio                       | Standard | 2021   | 2020   | 2019   | 2018   |
|-----------------------------|----------|--------|--------|--------|--------|
| Current Ratio               | >= 1.00  | 0.49   | 1.01   | 2.48   | 3.21   |
| Asset Consumption           | >= 0.75  | 0.93   | 0.95   | 0.97   | 0.75   |
| Asset Renewal               | >= 1.05  | 1.56   | 1.10   | 1.11   | N/A    |
| Asset Sustainability        | >= 1.10  | 0.97   | 1.49   | 0.80   | 0.27   |
| Debt Service Cover          | >= 2.00  | 1.20   | 0.66   | 11.56  | 3.84   |
| Operating Surplus           | >= 0.15  | (0.40) | (0.39) | (0.33) | (0.42) |
| Own Source Revenue Coverage | >= 0.90  | 0.62   | 0.62   | 0.65   | 0.61   |

## COMMENT ON RATIOS

### CURRENT RATIO

The current ratio is a liquidity ratio that measures whether the Shire has enough resources to meet its short-term obligations. If current liabilities exceed current assets the current ratio will be less than 1 and is an early indicator that the Shire may have problems meeting its short-term obligations.

The ratio has declined significantly from 1.01 on 30<sup>th</sup> June 2020 to 0.49 on 30<sup>th</sup> June 2021. This is attributable to the Shire's unrestricted cash position as of 30 June 2021 being a negative balance of \$400,729. Review of the Shire's cash and cash equivalents account revealed that the Shire had accessed restricted funds to subsidise the municipal funds.

The negative unrestricted cash position was the result of the Shire effectively being in overdraft on 30 June 2021, but at the time the Shire had not initiated the overdraft facility on 30 June 2021. This position was the result of grant funding received during the financial year which had not been fully expended on 30 June 2021.

Management is comfortable the unrestricted cash position can be improved as several factors encountered in 2020/21 will not have as much of an impact in 2021/22, these being;

- Increased costs attributed to COVID-19 (net cost of \$345k in 2020/21), and
- 0% rate increase (cost Shire around \$300k as rate base increases on average by 2-4% per annum once taking into consideration mining UV valuations)

Cash flow modelling has been implemented to provide staff and elected members with monthly updates on the Shire's current and project cash flow position.



## DEBT SERVICE COVER RATIO

The Debt Service Cover Ratio measures the Shire's ability to service debt from its committed or general purpose funds available. This ratio has been trending above both the Regional and State 5 year averages for a period of time before dropping below the desired level of 2.00 in the 2020/21 financial year.

The reason is a result of the reduction on the Shire's Operating Surplus position during the 2020/21 financial year. As both the operating surplus position improves and/or the principal repayments reduce over the period of the loans this ratio will again rise above the industry standards required.

The Shire will continue to identify practical ways of improving the Shire's operating position in future years. This includes considering the sustainability of the current rates structure, identifying potential revenue streams and finding the optimum level of the Shire's operating expenses.

## OPERATING SURPLUS RATIO

The Operating Surplus Ratio represents the percentage by which the operating surplus (or deficit) differs from the Shire's own source revenue which includes rates.

This ratio in 2020/21 decreased from (0.39) to (0.40). The ratio remains below the target level and is heavily weighted around the Shire's ability to increase revenue through rates and fees and charges.

The difference between operating revenue and operating expenditure was \$4,053,679 (2019/20 - \$3,586,213). Consequently, in order to meet the standard and improve the ratio Council needs to have the following strategic conversation with the community;

- Increase revenue generated from non - rating sources such as Kambalda airstrip, Shire Landfill facilities and other commercial activities like proposed village accommodation
- Increase rates revenue through significant rate increases to the community
- Increase rate in the \$ for mining accommodation villages on mining leases
- Reduce levels of service significantly on all operating activities

In order to significantly reduce the operating gap of \$4,053,679 the Shire would have to consider something like reducing the Shire FTEs by 25 estimated to save \$2.49 million and all contractors estimated to save \$680,000. This would mean no community facilities open including recreation centres, pools, libraries and CRC's, no community programmes or activities, no planning, building and health services no ranger services. Furthermore, no projects would get done. This would still leave a gap of \$883,679 requiring an 11% annual rate increase.

Council and management will continue to explore areas to help improve the operating position of the Shire.

The impact of this additional revenue is such that it could raise the current ratio to above the minimum standard which would have a significant positive impact on the Shire's Financial Health Indicator.

## CONSULTATION

Auditor – RSM

Auditor General

Council Staff

Shire Contractor

**STATUTORY ENVIRONMENT**

Section 5.54 Local Government Act 1995 as amended.  
Local Government (Financial Management) Regulations 1996

**POLICY IMPLICATIONS**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**STRATEGIC IMPLICATIONS**

**Accountable and effective leaders**

High quality corporate governance, accountability, and compliance

**ATTACHMENTS**

1. **Annual Report 2020/2021**

**VOTING REQUIREMENT**

Absolute Majority

**ANNUAL ELECTORS RESOLUTION AND OFFICER RECOMMENDATION**

**That the Annual Report for the Shire of Coolgardie for the period ending 30 June 2021 be endorsed.**

- 11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 11.1 Elected Members**
- 11.2 Council Officers**
- 12 CLOSURE OF MEETING**