



CONFIRMED

MINUTES

Audit Committee Meeting

25 February 2025

3:00pm

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

SHIRE OF COOLGARDIE

NOTICE OF AUDIT COMMITTEE MEETING

Dear Elected Member

The next Audit Committee Meeting of the Shire of Coolgardie will be held on Tuesday 25 February 2025 commencing at 3:00pm.

A handwritten signature in black ink, appearing to read 'A. Cook', is displayed within a white rectangular box.

AARON COOK
ACTING 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.



Aaron Cook
ACTING CHIEF EXECUTIVE OFFICER

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**MINUTES OF SHIRE OF COOLGARDIE
AUDIT COMMITTEE MEETING
HELD AT THE KAMBALDA RECREATION CENTRE, BARNES DRIVE, KAMBALDA
ON TUESDAY, 25 FEBRUARY 2025 AT 2:00PM**

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President, Malcolm Cullen, opened the meeting at 3.00pm and welcomed his fellow Councillors and staff, and thanked them for their attendance.

2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

PRESENT:

Cr Malcolm Cullen (Shire President), Cr Tracey Rathbone (Deputy President), Cr Rose Mitchell, Cr Daphne Simmons, Cr Corey Matthews

IN ATTENDANCE:

Sherryl Botting (Cr), Aaron Cook (Acting Chief Executive Officer), Rebecca Horan (Director Governance and Administration), Kasey Turner (Executive Assistant), Raj Subbiah (Finance Manager), Martin Whitely (Financial Consultant)

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

3 DECLARATIONS OF INTEREST

Nil

3.1 Declarations of Financial Interests – Local Government Act Section 5.60A

3.2 Declarations of Proximity Interests – Local Government Act Section 5.60B

3.3 Declarations of Impartiality Interests – Shire of Coolgardie Code of Conduct for Council Members, Committee Members and Candidate for Election, Code of Conduct for Employees

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**4.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 16 JULY 2024**

Date: 18 February 2025

Author: Kasey Turner, Executive Assistant

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

AUDIT COMMITTEE RESOLUTION #01/2025

Moved: Cr Daphne Simmons

Seconded: Cr Tracey Rathbone

That the Minutes of the Audit Committee Meeting held on 16 July 2024 be confirmed as a true and accurate record.

In Favour: Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell, Daphne Simmons and Corey Matthews

Against: Nil

CARRIED 5/0

5 REPORTS OF OFFICERS**5.1 Operation Services****5.1.1 2024 COMPLIANCE AUDIT RETURN**

Location: Shire of Coolgardie

Applicant: Shire of Coolgardie

Disclosure of Interest: NIL

Date: 17 February 2025

Author: Rebecca Horan, Director of Governance and Administration

SUMMARY

For the Audit Committee to consider the 2024 Compliance Audit Return and recommend the Return to the Council for consideration and adoption.

BACKGROUND

In accordance with the Local Government Act 1995 and Local Government (Audit) Regulations 1996, a local government is required to complete an annual CAR for the period 1 January 2024 to 31 December 2024 of the preceding year. The CAR, after being adopted by Council, is to be forwarded to the Department of Local Government by 31 March 2025.

COMMENT

The purpose of the annual CAR is for individual local governments to assess their level of compliance with the Local Government Act 1995 and associated Regulations.

There are 94 questions on the 2024 Return. The Compliance Audit Return only assess compliance against the Local Government Act 1995 and associated Regulations. During the audit process three (3) non-conformances were identified and will be addressed in 2025.

The specific areas addressed by the CAR are:

- Commercial Enterprises by Local Government
- Delegation of Power/Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning & Reporting
- Local Government Employees
- Official Conduct
- Optional Questions
- Tenders for Providing Goods and Services

The Compliance Audit Return has been undertaken as an internal audit, sourcing evidence of compliance through the Shire's own records. Where relevant, resolution references have been included in the CAR.

The completed Return shows that, in general, the standard of compliance is good however there are three (3) areas that are non-compliant.

1. Section: Finance

- Q3. Was the auditors report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?
- Q4. Where the local government determined that the matters raised in the auditors report prepared under section 7.9 (1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect to those matters?
- Q5. Where matters identified as significant in the auditors report, did the local government prepare a report that stated what action the local government had taken or intend to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?
- Q6. Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local governments official website?
- Q7. Was the auditors report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?

Response provided

The financial audit was still in progress at 31st December 2024, as such the auditors report could not be compiled within the reporting timeframe. Since the auditors report has not been completed, the Shire is unaware of any matters that will form part of the report.

When the report has been received, all matters will be addressed. If any matters raised are deemed significant, then the Shire will respond to those matters, forward their responses to the Minister and publish a copy of the report on the Shire's website in accordance with section 7.12A(4)(b) of the Local Government Act 1995.

2. Section: Integrated Planning

- Q2. Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the comments section?
- Q3. Does the corporate business plan comply with the requirements of the Local Government Administration Regulations 1996 19DA(2) and (3).

Response provided

Council completed a review of the strategic community plan in 2022 and currently has a draft long term financial plan, however the corporate business plan has not been presented to Council within this period.

The corporate business plan will be reviewed in 2025.

3. Section: Tenders for Providing Goods and Services

- Q1. Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or expected to be \$250,000 or less or worth \$250,000 or less?
- Q2. Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract, was or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response provided

The Shire engaged the services of Casair for Baggage handling at the Kambalda Airport during the 2024 period however did not go to tender or seek quotes for the provision even though the contract was expected to be more than \$250,000.00

This non-compliance has now been resolved with the tender for Kambalda Airport Ground Handling awarded in December 2024.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 7.13

Local Government (Audit) Regulations 1996, Regulations 13 - 15

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

STRATEGIC IMPLICATIONS

Accountable and effective leaders

High quality corporate governance, accountability and compliance

ATTACHMENTS

- 1. 2024 Compliance Audit Return**

VOTING REQUIREMENT

Simple majority

AUDIT COMMITTEE RESOLUTION #02/2025

Moved: Cr Tracey Rathbone

Seconded: Cr Daphne Simmons

That the Audit Committee;

1. Acknowledge the results of the 2024 Compliance Audit Return and;

2. Recommend that Council adopt the 2024 Compliance Audit Return for the period 1 January 2024 to 31 December 2024.

In Favour: Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell, Daphne Simmons and Corey Matthews

Against: Nil

CARRIED 5/0



COMPLIANCE AUDIT RETURN 2024

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	Yes	Lease of Kambalda Airport to Min Res. Resolution #88/2024.
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	Yes	Lease of Kambalda Airport to Min Res. Resolution #88/2024.
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	Yes	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	N/A	No delegation to committees
2	s5.16 (2)	Were all delegations to committees in writing?	N/A	No delegation to committees
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	N/A	No delegation to committees
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No delegation to committees
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	N/A	No delegation to committees
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Resolution #71/2024
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	



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9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	Resolution #71/2024
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the <i>Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	



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7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the	N/A	



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		interest disclosed and any other information required by the Minister for the purposes of the application?		
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	N/A	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes Yes	

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	N/A	Audit Committee has no delegation
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	No	Audit is still in progress at 31 December 2024.

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4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Audit is still in progress. No audit report received
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	Audit is still in progress. No audit report received
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	N/A	Audit is still in progress. No audit report received
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	N/A	Audit is still in progress. No audit report received.

Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Reviewed every 4 years. Last review November 2022. Resolution #261/2022
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	No	Updated document to be endorsed by Council in second half of the 24/25 financial year.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	Yes	Complies but has not been reviewed during the year as per Admin Reg 19DA(4)

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Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 18A?	N/A	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	



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Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	September 2022. Council resolution #197/2022
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	September 2022. Council resolution #197/2022
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	

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8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	No	Casair – baggage handling
2	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	No	Casair – baggage handling
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	Yes	

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7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	No	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with <i>Local Government (Functions & General) Regulations 1996</i> regulations 24AD(4) and 24AE?	Yes	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	



Department of
**Local Government, Sport
and Cultural Industries**

17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24AG?	Yes	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	No	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24E and 24F?	N/A	

Chief Executive Officer

Date

Mayor/President

Date

5.1.2 CEO CREDIT CARD LISTING FROM 01 JUNE 2024 TO 30 NOVEMBER 2024

Location: Nil
Applicant: Nil
Disclosure of Interest: Nil
Date: 18 February 2025
Author: Raj Subbiah, Finance Manager

SUMMARY

For the Audit Committee to receive the list of credit card payments from 01 June 2024 to 30 November 2024 for the Chief Executive Officer.

BACKGROUND

The Local Government (Financial Management) Regulations 1996, Regulation 13(3)(b) requires that Council receive a list of credit cards paid in the month, and that this be recorded in the minutes. Council has delegated to the Chief Executive Officer that authority to make these payments from the Municipal and Trust Funds.

COMMENT

The schedule of payments made under delegated authority as summarised below and recommended to be received by the audit committee, has been checked and is supported by vouchers and invoices which have been duly certified as to the receipt of goods and provision of services, and verification of process and costings.

It is deemed prudent that all Chief Executive Officer credit card vouchers now be presented to the Audit Committee for consideration and recommendation to Council. This is particularly the case given the authorisation required for the Chief Executive Officer credit card.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996, Regulation 13 – List of Accounts.

POLICY IMPLICATIONS

CS-PROCUREMENT POLICY. Policy CS-11 as amended, sets the guides with regards to the purchase of goods or services provided.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS**Accountable and effective leaders**

Maintain integrated strategic and operational plans

ATTACHMENTS**1. CEO - James Trail Credit Card Listing 01 June 2024 to 30 November 2024****VOTING REQUIREMENT**

Simple majority

AUDIT COMMITTEE RESOLUTION #03/2025**Moved: Cr Tracey Rathbone****Seconded: Cr Corey Matthews****That the Audit Committee,**

- 1. Accept listing (attached) of credit card invoices totalling \$43,606.14 paid from 01 June 2024 to 30 November 2024 by the Chief Executive Officer under delegated authority of Council.**
- 2. Recommend the Council receive the listing of credit card invoices totalling \$43,606.14 paid from the period 01 June 2024 to 30 November 2024 by the Chief Executive Officer under delegated authority.**
- 3. Recommend to Council the Shire President authorise the credit card vouchers totalling \$43,606.14 paid from the period 01 June 2024 to 30 November 2024 by the Chief Executive Officer under delegated authority.**

In Favour: Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell, Daphne Simmons and Corey Matthews

Against: Nil

CARRIED 5/0

Shire of Coolgardie
Payments by Delegated Authority
01 June 2024 to 30 November 2024
CEO Credit Cards

Date	Description	Value	Card
6/06/2024	Monthly Newspaper Subscriptiopr Fees	\$ 28.00	2664
10/06/2024	Monthly Adobe Subscription Fees	\$ 863.80	2664
11/06/2024	Monthly GVROC Subscription Fees	\$ 65.00	2664
17/06/2024	Ready To Mix Concrete Bags For The Installation Of Muster Point Poles	\$ 82.50	2664
24/06/2024	Monthly Subscription Fee To The Australian Newspaper	\$ 40.00	2664
26/06/2024	Flights For CEO To Attend National General Assembly In Canberra	\$ 378.98	2664
27/06/2024	Monthly Subscription Fee To The Australian Today's Paper	\$ 20.00	2664
28/06/2024	Depost For Accommodation For CEO To Attend National General Assembly 2024 In Canberra - 01/07/2024 - 05/07/2024	\$ 1,295.00	2664
28/06/2024	Flights Change Charges	\$ 259.00	2664
29/06/2024	Seat Allocation Charges	\$ 20.00	2664
29/06/2024	Charges For Additional Baggage Allowance	\$ 65.00	2664
29/06/2024	Flights For CEO To Attend National General Assembly In Canberra. Kal - Perth Return	\$ 401.60	2664
3/07/2024	Taxi For Ceo From Hotel To National General Assembly Delegate Sundowner - 01/07/2024	\$ 33.86	2664
3/07/2024	Accommodation For Ceo To Stay In Perth For Following Flights To Canberra For Attendance At National General Assembly 2024, 29/06/2024 - 01/07/2024	\$ 419.57	2664
4/07/2024	Flights For Hc Constructions Consultants On Site Visit For The Post Office Complex - Perth - Kal Return 22/07/2024 To 23/07/2024	\$ 1,486.41	2664
4/07/2024	Refreshments Dinner For Ceo And National General Assembly Attendees - 02/07/2024	\$ 1,152.03	2664
4/07/2024	Taxi For Ceo From Rick Wilson'S Office At Parliament House To Hotel - 02/07/2024	\$ 15.91	2664
4/07/2024	Taxi For Ceo From Hotel To National Convention Centre For Nga 2024 - 02/07/2024	\$ 14.86	2664
4/07/2024	Taxi For Ceo From Airport To Art Series - The Adanate For Overnight Stay Before Canberra Trip To National General Assembly 2024 - 29/06/2024	\$ 72.35	2664
5/07/2024	Taxi For Ceo From Hotel To National Convenion Centre - Day 2 Of National General Assembly 03/07/2024	\$ 12.86	2664
8/07/2024	Monthly Adobe Subscription For The Entire Organisation - 05/07/2024 To 04/08/2024	\$ 863.80	2664
8/07/2024	Accommodation, Food And Beverages - All Room Charges For Ceo Stay In Canberra For The National General Assembly 2024	\$ 1,423.54	2664
8/07/2024	Accommodation, Food And Beverages - Ceo Attending National General Assembly 2024 - Outstanding Fees	\$ 222.29	2664
8/07/2024	Taxi For Ceo From Hotel To Canberra Airport - 05/07/2024	\$ 30.08	2664
8/07/2024	Taxi For Ceo - Oncharged No Receipt	\$ 16.12	2664
8/07/2024	Taxi For Ceo From Parliament House To Hotel After Meeting With Ministers Senior Advisor Patric Abromeit- 04/07/2024	\$ 18.64	2664
8/07/2024	Taxi For Ceo From Hotel To Parliament House For Meeting With Ministers Senior Advisor Patric Abromeit - 04/07/2024	\$ 18.43	2664
10/07/2024	Credit - Travel Refund For Business In Perth	-\$ 92.00	2664
10/07/2024	Credit - Travel Refund For Business In Perth	-\$ 181.80	2664
11/07/2024	Monthly Gvroc Subscription Fee	\$ 70.00	2664
17/07/2024	Accommodation - Overnight Stay For Ceo On Return Back To Work - 14/07/2024 To 15/07/2024	\$ 211.72	2664
19/07/2024	Flights For Ceo To Attend Oecd Conference Of Mining Regions And Cities In Canada. Perth - Vancouver Return 04/10/2024 - 13/10/2024	\$ 6,615.60	2664
22/07/2024	Monthly Subscripion To The Australian Newspaper	\$ 40.00	2664
22/07/2024	Prepaid Air Canada Bistro Voucher For Ceo	\$ 12.00	2664
22/07/2024	Flights For Ceo To Attend 2024 Oecd Conference In Sudbury, Canberra. Vancouver - Sudbury Return 05/10/2024 - 12/10/2024	\$ 1,948.40	2664
22/07/2024	Telstra Payment As Per Ceo Contract	\$ 180.20	2664

Shire of Coolgardie
Payments by Delegated Authority
01 June 2024 to 30 November 2024
CEO Credit Cards

25/07/2024	ST John Medical Kambalda West - Oncharged To Ceo - Personal Doctors Appointment	\$	80.00	2664
25/07/2024	Monthly Subscription To The Australian Today'S Paper	\$	20.00	2664
25/07/2024	X3 Coffees For Meeting With Hc Constructions Consultants 22/07/2024	\$	21.00	2664
29/07/2024	Refreshments Coffees For Gvroc Attendees - 26/07/2024	\$	151.49	2664
30/07/2024	Ceo To Attend 2024 Gold Industry Group Diggers And Dealers Leadership Breakfast 06/08/2024	\$	50.00	2664
7/08/2024	Dinner For CEO And Social Networking For Diggers And Dealers	\$	740.95	2664
7/08/2024	Accommodation For CEO To Attend Diggers and Dealers - 04/08/2024 - 06/08/2024	\$	612.00	2664
8/08/2024	Flights For HC Construction Consultant To Attend For A Site Visit. Perth - Kalgoorlie Return -13/08/2024 - 14/08/2024	\$	1,217.81	2664
8/08/2024	Monthly Adobe Subscription For The Entire Organisation	\$	863.80	2664
12/08/2024	Flights For CEO To Attend Creating Communities Meeting. Kalgoorlie To Perth Return 17/08/2024 - 19/08/2024	\$	401.91	2664
12/08/2024	Accommodation For CEO To Attend Creating Communities Meeting In Perth, 17/08/2024 - 19/08/2024	\$	354.60	2664
12/08/2024	Monthly GVROC Subscription	\$	70.00	2664
12/08/2024	Flights For Director Of Community And Development To Attend Goldfields-Esperance Major Projects - Kalgoorlie To Perth Return - 27/08/2024 - 29/08/2024	\$	401.80	2664
12/08/2024	Seat Allocation For Goldfields - Esperance Major Projects	\$	20.00	2664
12/08/2024	Seat Allocation For Goldfields - Esperance Major Projects	\$	20.00	2664
12/08/2024	Electronic Travel Authorisation For CEO's Trip To Canada For OECD Conference	\$	120.28	2664
12/08/2024	Consultation Fees For Final Draft on Lodgement - Project Officer/Quantity Surveyor	\$	2,250.60	2664
13/08/2024	Accommodation For CEO To Stay In Perth Prior To Flight To Canada To Attend OECD Conference. 04/10/2024 - 05/10/2024	\$	224.06	2664
14/08/2024	Flights For CEO To Attend Minerals Conference 2024 - Extension To Leave A Day Earlier. Melbourne - Canberra, 08/09/2024 - 12/09/2024	\$	150.01	2664
14/08/2024	Flights For CEO To Attend Minerals Conference 2024. Melbourne - Canberra Return. 09/09/2024 - 12/09/2024	\$	172.67	2664
15/08/2024	Accommodation For CEO While Travelling Between Perth To Canberra To Attend Minerals Conference. 06/09/2024 - 09/09/2024	\$	437.40	2664
15/08/2024	Flights For Environmental Health Officer For Monthly Site Visits. Perth - Kal Return. 1/8/2024 - 21/08/2024	\$	971.13	2664
19/08/2024	Monthly Subscription To The Australian Newspaper	\$	40.00	2664
19/08/2024	Qantas Airways Ltd Mascot - Change In Flights Details For Director Of Community And Development	\$	99.00	2664
21/08/2024	Taxi For CEO To Attend Creating Communities Meeting 19/08/2024	\$	43.68	2664
21/08/2024	Taxi For CEO To Perth Airport For Return Flight To Office 19/08/2024	\$	72.24	2664
22/08/2024	Monthly Subscription To The Australian Today's Paper	\$	20.00	2664
23/08/2024	Accommodation For CEO To Attend Multiple Business Meetings In Perth - 21/08/2024 - 25/08/2024	\$	1,453.48	2664
26/08/2024	Taxi For CEO To Attend Meeting With HC Construction 23/08/2024	\$	68.26	2664
26/08/2024	Taxi For CEO To Attend Community Housing Grants Meeting 22/08/2024	\$	31.50	2664
26/08/2024	Taxi For CEO To Back To Hotel After Meeting	\$	68.25	2664
27/08/2024	Credit - Deposit For Booking	-\$	165.40	2664
27/08/2024	Taxi For CEO To Perth Airport For Return Flight To Office 25/08/2024	\$	61.01	2664
4/09/2024	Flights For Ceo To Attend Minerals Week Conference In Canberra. Perth - Canberra Return 29/11/2024 - 06/12/2024	\$	228.69	2664
4/09/2024	Accommodation For CEO To Attend Minerals Week Conference In Canberra	\$	99.60	2664
5/09/2024	Accommodation For CEO To Atted Work Meetings In Perth 19/9/2024 - 22/9/2024	\$	861.70	2664
9/09/2024	Monthly Adobe Subscription For The Entire Organisation - 05/09/2024 to 04/10/2024	\$	863.80	2664
9/09/2024	Taxi For CEO To Attend Minerals Week Conference	\$	59.01	2664

Shire of Coolgardie
Payments by Delegated Authority
01 June 2024 to 30 November 2024
CEO Credit Cards

10/09/2024	Taxi For CEO To Attend Minerals Week Conference	\$	31.34	2664
11/09/2024	Accommodation For CEO To Attend Minerals Week Conference In Canberra	\$	106.70	2664
11/09/2024	Monthly GVROC Subscription Fee	\$	70.00	2664
11/09/2024	Accommodation For CEO To Attend Minerals Week Conference In Canberra	\$	1,400.00	2664
12/09/2024	GVROC Dinner Deposit	\$	240.00	2664
13/09/2024	Rescheduled Flights For CEO To Attend Minerals Week Conference In Canberra. Canberra - Perth 11/09/2024	\$	450.47	2664
13/09/2024	Taxi For CEO From Airport To Hotel	\$	26.09	2664
16/09/2024	Monthly Subscription To The Australian Newspaper	\$	40.00	2664
16/09/2024	Lounge Access For CEO	\$	65.60	2664
16/09/2024	Accommodation For CEO For A Night In Perth While In Transit To Canberra	\$	202.48	2664
16/09/2024	Refund Received For Early Check Out	-\$	185.50	2664
16/09/2024	Taxi For CEO From Hotel To Airport	\$	55.65	2664
17/09/2024	Monthly Subscription For West Australian Sunday Times For Shire	\$	32.00	2664
19/09/2024	Monthly Subscription To The Australian Newspaper	\$	20.00	2664
23/09/2024	Refund Received For West Australian Newspaper	-\$	17.00	2664
25/09/2024	Refreshments For CEO While In Perth Attend Various Work Meetings	\$	128.39	2664
25/09/2024	Monthly Subscription For West Australian Sunday Times For CEO	\$	32.00	2664
29/09/2024	Flights For CEO To Attend OECD Meeting In Canada. Kalgoorlie - Perth Return 03/10/2024 - 16/10/2024	\$	401.91	2664
4/10/2024	Travel insurance - Flight to Canada for OECD Conference of Mining Regions and Cities	\$	187.88	2664
7/10/2024	No Receipt	\$	44.52	2664
7/10/2024	No Receipt	\$	28.00	2664
7/10/2024	Accommodation - CEO to stay overnight in Perth for flight the following day - OECD Conference of Mining Regions and Cities - 03/10/2024 to 04/10/2024	\$	229.50	2664
8/10/2024	No Receipt	\$	27.81	2664
8/10/2024	Monthly Adobe Subscription for entire organisation	\$	863.80	2664
9/10/2024	No Receipt	\$	33.44	2664
9/10/2024	No Receipt	\$	102.96	2664
9/10/2024	Accommodation - CEO to stay overnight in Vancouver for flights the following day - OECD Conference of Mining Regions and Cities - 05/10/2024 to 06/10/2024	\$	316.96	2664
9/10/2024	No Receipt	\$	58.75	2664
11/10/2024	Monthly GVROC Subscription fee	\$	70.00	2664
14/10/2024	Tickets for CEO to attend OECD Conference of Mining Regions and Cities Post Conference Tour	\$	42.20	2664
14/10/2024	Flights - Sudbury to Vancouver - CEO returning from OECD Conference of Mining Regions and Cities - 12/10/2024	\$	371.90	2664
15/10/2024	No Receipt	\$	31.19	2664
15/10/2024	No Receipt	\$	104.99	2664
15/10/2024	Monthly Subscription fee to The Australian Newspaper	\$	44.00	2664
16/10/2024	Accommodation and Refreshments- CEO attending OECD Conference of Mining Regions and Cities - 05/10/2024 to 13/10/2024	\$	1,755.74	2664
16/10/2024	Accommodation - CEO to stay overnight in Vancouver for flight the following day - returning from OECD Conference of Mining Regions and Cities - 12/10/2024 to 13/10/2024	\$	319.93	2664
17/10/2024	No Receipt	\$	36.61	2664

Shire of Coolgardie
Payments by Delegated Authority
01 June 2024 to 30 November 2024
CEO Credit Cards

17/10/2024	Accommodation - CEO to stay overnight in Hongkong for flights the following day - returning from OECD Conference of Mining Regions and Cities	\$ 174.66	2664
17/10/2024	Monthly Subscription fee to The Australian Today's Newspaper	\$ 20.00	2664
18/10/2024	Accommodation - CEO to stay overnight in Perth for flights the following day - returning from OECD Conference of Mining Regions and Cities - 15/10/2024	\$ 208.08	2664
21/10/2024	Flights - perth to Kalgoorlie return - Hammond Woodhouse Advisory Consultants site visit to host CEO Interim Review and Management Training - 19/11/2024 - Canceled to be refunded to Credit card	\$ 1,294.69	2664
21/10/2024	Flights - perth to Kalgoorlie return - Hammond Woodhouse Advisory Consultants site visit to host CEO Interim Review and Management Training - Seat allocation - 19/11/2024 - Canceled to be refunded to Creditcard	\$ 80.00	2664
23/10/2024	No Receipt	\$ 32.00	2664
25/10/2024	S0415 - Accommodation In Perth - CEO to attend CEO Connections Forum - 06/11/2024 to 07/11/2024	\$ 319.38	2664
31/10/2024	Flights - Perth to Kalgoorlie - Change of flights for Hammond Woodhouse Advisory Consultants site visit to an early date - Hosting CEO Interim Review and Management Training - 12/11/2024	\$ 861.98	2664
31/10/2024	No Receipt	\$ 65.21	2664
5/11/2024	Flights For CEO To Attend The CEO Connections Forum. Kalgoorlie To Perth Return 06/12/2024 - 07/11/2024	\$ 401.95	2664
11/11/2024	Monthly GVROC Subscription	\$ 70.00	2664
11/11/2024	Monthly Subscription To The Australian Newspaper	\$ 44.00	2664
11/11/2024	Monthly Adobe Subscription For The Entire Organisation	\$ 863.80	2664
14/11/2024	Monthly Subscription To The Australian Today's Paper	\$ 20.00	2664
		\$ 43,606.14	

5.1.3 ACTING CEO CREDIT CARD LISTING FROM 01 DECEMBER 2024 TO 31 JANUARY 2025

Location: Nil
Applicant: Nil
Disclosure of Interest: Nil
Date: 18 February 2025
Author: Raj Subbiah, Finance Manager

SUMMARY

For the Audit Committee to receive the list of credit card payments from 01 December 2024 to 31 January 2025 for the Acting Chief Executive Officer.

BACKGROUND

The Local Government (Financial Management) Regulations 1996, Regulation 13(3)(b) requires that Council receive a list of credit cards paid in the month, and that this be recorded in the minutes. Council has delegated to the Acting Chief Executive Officer that authority to make these payments from the Municipal and Trust Funds.

COMMENT

The schedule of payments made under delegated authority as summarised below and recommended to be received by the audit committee, has been checked and is supported by vouchers and invoices which have been duly certified as to the receipt of goods and provision of services, and verification of process and costings.

It is deemed prudent that all Acting Chief Executive Officer credit card vouchers now be presented to the Audit Committee for consideration and recommendation to Council. This is particularly the case given the authorisation required for the Acting Chief Executive Officer credit card.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996, Regulation 13 – List of Accounts.

POLICY IMPLICATIONS

CS-PROCUREMENT POLICY. Policy CS-11 as amended, sets the guides with regards to the purchase of goods or services provided.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS**Accountable and effective leaders**

Maintain integrated strategic and operational plans

ATTACHMENTS

1. Acting CEO - Aaron Cook List of Payments 01 December 2024 to 31 January 2025

VOTING REQUIREMENT

Simple majority

AUDIT COMMITTEE RESOLUTION #04/2025**Moved: Cr Rose Mitchell****Seconded: Cr Tracey Rathbone****That the Audit Committee,**

- 1. Accept listing (attached) of credit card invoices totalling \$5,698.00 paid from 01 December 2024 to 31 January 2025 by the Acting Chief Executive Officer under delegated authority of Council.**
- 2. Recommend the Council receive the listing of credit card invoices totalling \$5,698.00 paid from the period 01 December 2024 to 31 January 2025 by the Acting Chief Executive Officer under delegated authority.**
- 3. Recommend to Council the Shire President authorise the credit card vouchers totalling \$5,698.00 paid from the period 01 December 2024 to 31 January 2025 by the Acting Chief Executive Officer under delegated authority.**

In Favour: Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell, Daphne Simmons and Corey Matthews

Against: Nil

CARRIED 5/0

Shire of Coolgardie
Payments by Delegated Authority
01 December to 31 January 2025
Acting CEO Credit Cards

Date	Description	Value	Card
27/12/2024	New Coffee Machine For Café at Rec Centre	\$ 5,698.00	3381
	Note: No Transactions for January 2025	\$ -	3381
		<u>\$ 5,698.00</u>	

6 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil

6.1 Elected Members

6.2 Shire Officers

7 MATTERS BEHIND CLOSED DOORS**OFFICER RECOMMENDATION**

That Council considers the below report under confidential cover:

7.1 Financial Situation Update

This matter is considered to be confidential under Section 5.23(2) - e(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

AUDIT COMMITTEE RESOLUTION #05/2025

Moved: Cr Tracey Rathbone

Seconded: Cr Rose Mitchell

That Council considers the below report under confidential cover:

7.1 Financial Situation Update

This matter is considered to be confidential under Section 5.23(2) - e(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

In Favour: Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell, Daphne Simmons and Corey Matthews

Against: Nil

CARRIED 5/0

Moved into closed meeting at 3.19pm.

7.1 FINANCIAL SITUATION UPDATE

Council received the Financial Situation Update report for their information only. No recommendation provided as this report was just for noting.

OFFICER RECOMMENDATION

That Council moves out of closed meeting into open meeting.

AUDIT COMMITTEE RESOLUTION #06/2025

Moved: Cr Tracey Rathbone

Seconded: Cr Daphne Simmons

That Council moves out of closed meeting into open meeting.

In Favour: **Crs Malcolm Cullen, Tracey Rathbone, Rose Mitchell, Daphne Simmons and Corey Matthews**

Against: **Nil**

CARRIED 5/0

Moved into open meeting at 3.55pm.

8 CLOSURE OF MEETING

The Meeting closed at 3.55pm.