



SHIRE OF COOLGARDIE

A G E N D A

OF THE

ORDINARY COUNCIL MEETING

27 August 2019

6.00pm

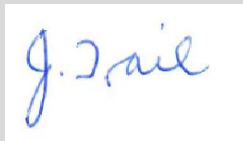
Coolgardie

SHIRE OF COOLGARDIE

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member

The next Ordinary Meeting of the Shire of Coolgardie will be held on Tuesday 27 August 2019 in the Council Chambers, Bayley Street, Coolgardie commencing at 6:00pm.



JAMES TRAIL
CHIEF EXECUTIVE OFFICER

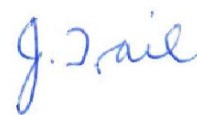
ORDINARY COUNCIL MEETING

27 August 2019

Welcome to the Ordinary Council Meeting of the Shire of Coolgardie.

The dates, times and locations of the Ordinary Council Meetings for 2019 are listed hereunder. This month's meeting is highlighted.

Tuesday	January 2019	6.00pm	No Meeting
Tuesday	26 February 2019	6.00pm	Coolgardie
Tuesday	26 March 2019	6.00pm	Kambalda
Tuesday	30 April 2019	6.00pm	Coolgardie
Tuesday	28 May 2019	6.00pm	Kambalda
Tuesday	25 June 2019	6.00pm	Coolgardie
Tuesday	23 July 2019	6.00pm	Kambalda
Tuesday	27 August 2019	6.00pm	Coolgardie
Tuesday	24 September 2019	6.00pm	Kambalda
Tuesday	22 October 2019	6.00pm	Coolgardie
Tuesday	26 November 2019	6.00pm	Kambalda
Tuesday	17 December 2019	6.00pm	Coolgardie



James Trail
Chief Executive Officer

DISCLAIMER

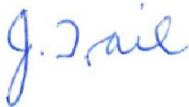
INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

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 fifteen (15) minutes prior to the commencement 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.

10. 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.

QUESTION TIME FOR THE PUBLIC

(Please Write Clearly)

DATE: _____

NAME: _____

TELEPHONE: _____

ADDRESS: _____

QUESTIONS TO THE PRESIDENT:-

- **GENERAL QUESTION / QUESTION RELATED TO THE AGENDA)**
(Strike out unnecessary words)

ITEM NO: _____ PAGE NO: _____

[illegible]

PLEASE PASS TO THE CHIEF EXECUTIVE OFFICER FOR REFERRAL TO THE PRESIDENT BY 5.45PM AT THE MEETING, OR BY 12.30PM ON THE DAY OF THE MEETING AT THE KAMBALDA OFFICE, IRISH MULGA DRIVE, KAMBALDA.

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:

TUESDAY _____ 2019

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."



APPLICATION FOR LEAVE OF ABSENCE

I Cr, _____ hereby request leave of absence for the following

Dates, From _____ to _____

Signed Cr: _____

Date _____

TABLE OF CONTENTS / INDEX

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	14
2	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	14
3	DECLARATIONS OF INTEREST	14
3.1	Declarations of Financial Interests – Local Government Act Section 5.60A	14
3.2	Declarations of Proximity Interests – Local Government Act Section 5.60B	14
3.3	Declarations of Impartiality Interests – Administration Regulation 34C.....	14
4	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	14
5	PUBLIC QUESTION TIME	14
6	APPLICATIONS FOR LEAVE OF ABSENCE	14
7	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	14
8	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	15
8.1	President's Report August 2019	15
9	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	16
10	REPORTS OF COMMITTEES	16
10.1	Quarterly Report for the Period Ending 30 June 2019	16
10.2	List of Credit Card Payments	Error! Bookmark not defined.
10.3	Risk Management Framework	Error! Bookmark not defined.
10.4	Audit Committee Terms of Reference.....	30
10.5	Auditors General's Report -Local Government Building Approvals.....	Error! Bookmark not defined.
10.6	2017/2018 Audit Report and Action List.....	37
11	REPORTS OF OFFICERS	42
11.1	Chief Executive Officer	42
11.1.1	<i>Management of Council Owned Properties in Kambalda</i>	<i>42</i>
11.1.2	<i>Sale of Gold Bar.....</i>	<i>44</i>
11.1.3	<i>One Tree Community Services - Outside Area Upgrade.....</i>	<i>46</i>
11.1.4	<i>Review and Adoption of Council Policy Manual</i>	<i>48</i>
11.1.5	<i>OSH Management System.....</i>	<i>51</i>
11.1.6	<i>Monthly List of Municipal and Trust Fund Payments July 2019.....</i>	<i>53</i>
11.1.7	<i>Submission to the Select Committee into Local Government.....</i>	<i>55</i>
11.1.8	<i>Community Groups and Sporting Club -User Agreement.....</i>	<i>61</i>
11.1.9	<i>Council Resolutions/Outstanding Items</i>	<i>64</i>
11.2	Technical Services.....	65
11.2.1	<i>Tender 04/19 - Upgrade, formation/shoulder widening, cement stabilizing and seal works to sections of Coolgardie North Road</i>	<i>65</i>
11.2.2	<i>Tender 06/19 - Road Train Parking Bay at Great Eastern Highway and Ladyloch Road, Coolgardie.....</i>	<i>68</i>
11.3	Recreation and Community Services.....	72

11.3.1 Coolgardie Pioneer Cemetery Project.....	72
12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	74
13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	74
13.1 Elected Members.....	74
13.2 Council Officers	74
14 CONFIDENTIAL ITEMS.....	74
15 CLOSURE OF MEETING.....	74

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS
- 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE
 - 2.1 Approved Leave of Absence: Cr Rathbone, Cr Logan, Cr Winter
- 3 DECLARATIONS OF INTEREST
 - 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 – Administration Regulation 34C*
- 4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil
- 5 PUBLIC QUESTION TIME
- 6 APPLICATIONS FOR LEAVE OF ABSENCE
- 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
 - 7.1 Confirmation of Minutes of Previous Meetings

OFFICER RECOMMENDATION:

That the minutes of the Special Meeting of Council 09 July 2019 to be confirmed as a true and accurate record.

OFFICER RECOMMENDATION:

That the minutes of the Ordinary Meeting of Council 23 July 2019 to be confirmed as a true and accurate record.

OFFICER RECOMMENDATION:

That the minutes of the Special Meeting of Council 30 July 2019 to be confirmed as a true and accurate record.

8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

8.1 President's Report August 2019

Local Government Week was held in Perth on August 6th to 9th attracting 1800 representatives from Local Governments throughout WA. Cr Botting, myself, CEO James Trail and our Economic Development team of Mia Hicks and Leanne Shilton, spent a very worthwhile three days engaging and networking with other LG members as well as taking in the views and experiences of the Convention presenters. Our staff are excited about bringing some of these ideas and initiatives into our communities for the ongoing benefit of our residents.

Also, while in Perth, we attended the annual Metro Regional Council meeting, where the Shire of Laverton tabled a motion for GVROC to form a working group made up of members of Local Government, Mining Industry, Members of Parliament and other Government agencies to lobby State and Federal Governments to create an Economic Zone in the Goldfields -Esperance region, with a view to negate some forms of FIFO and encourage residential growth in regional WA.

The St John Health Initiative in Kambalda continues to grow in stature with increased patient patronage at the medical centre and now with the Telehealth facility up and running two days per week, adds value for people to attend after hours or on Saturday mornings. Myself and Councillors Rathbone and Lindup experienced a personal experience with Dr Tim Lipscombe demonstrating the operations of the telehealth facility to us last week.

Recently, Dr Tim visited Coolgardie where I escorted him on a tour around town to look at the medical centre, post office and various other points of interest in the town, of which he was most appreciative.

Our Staff are working diligently with contractors, consultants and project managers at the moment sorting through various tender documents in an endeavour to recommend preferred tenderers to Council for construction projects about to commence throughout the Shire.

Some of these projects include the Post Office Precinct restoration, the Coolgardie Truck Transit parking area and the North Road second stage upgrade. Together with the Kambalda Pool restoration and Ben Prior Park revitalisation, will bring together a budget spend of around \$11 million making this one of the most significant milestone years for investment in Shire facilities and infrastructure for many years.

It is truly a credit to our CEO and hardworking Staff that they are combining well together as a team to enable these projects to come to fruition.

The Shire hosted the Goldfields Australia Foundation Board at the Kambalda Recreation Centre on the 16th August for a special funding announcement. Invited guests including Member for Kalgoorlie Kyrán O'Donnell, Councillors and Staff joined the Board members and several Goldfields St Ives staff to this event where the Board Chair Alex Munt announced the Foundation had donated \$200,000 toward the Kambalda Pool restoration project. This was really welcome news for both the Shire and our community and continues to close the gap on the amount of reserve funds the Shire requires to utilise for the project.

The second Community Conversation workshop was held in Coolgardie on Saturday 17th September, with presentations from Mia Hicks and Francesca Lefante our town planning consultant. This workshop resulted in a follow up from the initial one conducted some weeks ago, and being reviewed and expanded to include residents suggestions on the proposals to upgrade Bayley St. There were many positive comments from the residents participating in these discussions and from here the updates will

be compiled into a detailed concept plan for public comments and Council endorsement in coming months.

Also, on display for viewing were the detailed plans for the Post Office and Truck Parking projects.

I would like to take this opportunity on behalf of the Shire and Kambalda Community, to wish the Kambalda Eagles Football Club well going into their finals campaign in the Goldfields Football League. I know the work and effort that people such as Matt Pryce and his hard working committee have put out in to enable the club not just survive, but to now have the opportunity to make a Grand Final and also bring the Premiership Cup back to Kambalda for the first time in many years. This would indeed give the town a much needed boost in morale and spirit, therefore I would encourage everyone to support them all the way.

Meetings and workshops attended this period:

- * LG Week in Perth August 6-9th.

 - GVROC meeting.

 - Regional Road Group Chairs meeting.

 - Meeting with Stategen update waste site report.

- * Meeting July 26th with GNRBA regarding cacti - Hudson pear outbreak in townsites and feral animal management in Pastoral regions.

- * Attended WA Rockdrill Club meeting July 28th.

- * Met with Outback Grave Markers group looking at upgrades and marking unmarked graves at both Pioneer and main Cemeteries in Coolgardie.

- * August 13th Council briefing forum.

- * Walk through of Railway Station and Ben Prior Park with Economic Development Team and community members.

- * Inspection of Coolgardie Public Building with Department of Finance and Kat Fox our Visitor Centre manager following completion of restoration and storm damage work to the building.

- * August 16th in Kambalda for St John Telehealth facility inspection.

 - Attended funding announcement from Goldfields Australia Foundation and inspect progress of work at the Kambalda Pool.

- * Coolgardie Community Conversation Day workshop August 17th.

- * Coolgardie CAPS School Science Fair August 23rd.

Malcolm Cullen
Shire President.

9 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10 REPORTS OF COMMITTEES

10.1 Quarterly Report for the Period Ending 30 June 2019

Location: Nil

Applicant: Nil

File Reference: NAM6898

Disclosure of Interest: None Required

Date: 24th July 2019

Author: Chief Executive Officer, James Trail

Summary:

For Council to receive the quarterly report for the period ending 30th June 2019.

Background:

The CEO had engaged Excel IQ to produce a business information tool specifically designed for staff to monitor their budgets. The implementation of this tool has been designed to help staff quickly identify over or under expenditure of their budgets and report to Council in a simple and easy to read format. By providing this report Council can see how each department is tracking with their budgets and staff will be able to provide answers to any variances in the reports.

The Council committed to undertaking an organisation wide service review with the following objectives:

Improved service

To understand the services delivered and enable improved management of the services.

Resource allocation

To confirm the level of resource allocation across the Council's portfolio of service.

Inform

To inform elected members and executives, new and old alike, to what the Council does and how it goes about doing it.

Service standards

To understand and better target its service level/standard to avoid gold-plating services – providing services that exceed community expectations, thereby wasting limited resources.

Benchmarking

To benchmark services against other Councils, against KPIs or against “future self” as part of a continuous improvement program.

Shared services/Partnerships

To capture relevant data to specify the service for the purpose of exploring the provision of shared services/partnerships with neighbouring councils, regional organisations of councils, government agencies as part of a joined-up-approach, not-for-profit organisations or other likeminded parties.

Efficiency Dividend

State and Federal Governments have been adopting efficiency dividends for many years. Efficiency dividends are targets set to achieve savings from improvements in operations – how the services are delivered. Council has implemented an efficiency dividend (2% of Council rate income) as part of its 2018/19 Budget.

The adoption of an efficiency dividend is consistent with the Service Review theme for year one, which is all about focusing on managing costs and narrowing the gap between income and expenditure.

Conclusion

The Service Reviews will serve as a blueprint for the direction of the Council's portfolio of services.

Three-year plan

Year One will focus service managers on understanding their service data and the Council's business – what services are being delivered by Council and why. Knowing the numbers that make up the expenditure and income of each service will enable service managers to manage costs and narrow the gap between income and expenditure.

Year Two will focus the service managers on gathering data, reporting and evidence-based decision-making. This will lead to service managers making changes and improving how services are being delivered to the community.

Year Three will focus the service managers on benchmarking, innovative thinking and implementing new ways of delivering services to achieve better results for the community. The service managers will understand what makes up their service and be able to speak with authority about what makes their services tick.

Performance management

Following the Council's consideration of the Service Reviews the Shire will be well placed to develop a performance management framework using the service reviews as its performance spine. While some of the review recommendations will be implemented immediately there are other recommendations that will require work over coming months and years.

The planning and timing for implementation of these Review recommendations should form part of the Shire's performance management framework moving forward to ensure all Council resolutions are implemented.

In addition, some time and effort has been spent during the service review process on understanding and developing performance indicators for each service. It is now opportune to build a reporting and monitoring program around service KPIs that can be used to guide the ongoing performance improvement for each service.

KPIs

The Council makes significant investment in people and service delivery. To appreciate how well the Council's investment is being leveraged into outcomes we intend on measuring and monitoring:

- staff numbers and salaries;
- budget income and expenditure versus actual; and
- effectiveness and progress of each service.

Staff numbers and salaries

The Shire's employment establishment is made up of 45 FTEs (full-time equivalents) made up of full-time, part time and casual employees. The total annual cost of the Council's establishment is \$3.9 million or 63% of the Council's annual rates.

Staff numbers and salaries are a significant cost to Council and will be monitored as part of the performance management framework.

Budget v actual (Costs and Benefits)

The Council's adopted budget will be monitored to ensure income/expenditure against each service is on target. While the Council monitors the service financials it is also important to understand what the service spend achieves in terms of service outcomes/community benefits.

The Shire's performance objective should be to at least improve on what it achieved in the previous year and to better its service delivery in some way from year to year. Therefore, performance reports will also track service performance outcomes against previous year.

Commercial activity – cost recovery

Various activities undertaken by the Shire, that may be deemed commercial, should not be subsidised by Council. These services should be run at a breakeven or better financial result. The commercial services should pay their own way – charged for the space they occupy and internal services and resources they draw down. Therefore before we declare that the gymnasiums are running at a profit, they need to cover the internal hire rate for the space they occupy and the equipment they utilise. Therefore, the Council needs to adopt a process of cost recovery for services deemed to be commercial activities.

Government funding – cost shifting

The Council receives considerable funding from the State Government for the delivery of various government services. The cost of delivering these services should be borne entirely by the State Government (unless it was a condition of funding for council to contribute). Some detailed analysis needs to take place to determine if the Council is subsidising the delivery of various government services and if that level of subsidy is acceptable to Council.

Internal charges/overheads

For the Council to appreciate the "true" cost of services some internal charges need to be applied against specific services. Internally facing services such as administration, finance and IT provide significant support to externally facing services. Therefore, some of the administration finance and IT costs should be apportioned to externally facing services to better reflect the "true" cost of their delivery.

Technical services support other services such as recreation centres with grounds maintenance. Therefore, some of the technical services costs should be apportioned to other services to better reflect the "true" cost of their delivery.

The Shire's current technical and administrative overheads are too high and greater effort should go into reducing them in coming years.

Similarly, the Shire provides fleet, plant and equipment and a maintenance workshop to support internally and externally facing services. Therefore, some of these costs should be apportioned to other services to better reflect the "true" cost of their delivery.

The Shire's plant hire rates only partially recover the cost of providing the fleet plant and equipment and workshop services.

Strategic Recommendations

That the Council:

- benchmark against other similar councils to determine and set a target range for expenditure on internally facing services;
- review its commitment to the Tourism, Heritage and Museum activities with a view to capping its commitment in the short term and exploring how it can manage cost and narrow the gap between income and expenditure in coming years;
- explore the skills and knowledge required by the Shire staff in implementing the service reviews over coming three years and consider implementing a professional development program for its key personnel/service managers;
- note that a performance management framework will be developed and implemented using the service reviews as a mechanism to provide the Council with executive oversight of its operations;
- as part of the its 2018/19 Budget deliberations adopt a process of cost recovery for services deemed to be commercial activity;
- minimise its financial exposure to the provision of government services that are funded by various government agencies;
- benchmark internal charges/overheads with other similar councils with a view to setting an appropriate range for overheads as a percentage of cost of labour;
- set a target for administrative and technical overheads at 90% of the labour costs to be achieved over the coming three years;
- set its plant hire rates to fully recover the cost of providing fleet, plant and equipment and workshop services; and
- as part of the 2018/19 Budget deliberations adopt an efficiency dividend of 2% of the Council's rate to be achieved through improvements in operations.

All responsible officers have completed their first quarterly reports within the time frame. If Council request additional information to add value this can be provided in the next quarterly reporting period.

Comment:

The quarterly report for the period ending 30th June 2019, demonstrates the Shire has continued to generated savings and efficiencies over the 12-month period whilst at the same time delivering on programmes and activities. The past 4 months have seen the Shire having to reinvest into service provision previously offered by the City of Kalgoorlie – Boulder. Despite the City removing the service provision to the Shire, at the 30th June 2019 and Council resolving to commit to the renewal of the Kambalda Swimming Pool, the Shire has still been able to deliver an efficiency dividend of \$508,103 or 3.1%.

The Fourth quarter of the financial year has seen a further increase in operational and capital activities occur. The Budget Review was adopted in February 2019.

The Shire finished the year with estimated surplus of \$5,795,097 with estimated reserve holdings of \$3,267,090. Furthermore, the Shire estimated unrestricted cash position at 30th June 2019 is \$1,597,007. Again, the Shire finds itself in a strong financial position as at 30th June 2019.

Attachments:

1. Expenditure Report Jun-19 (002) [5.1.1.1 - 1 page]
2. Salary Report Jun-19 [5.1.1.2 - 1 page]
3. Quarterly Presentation - June 2019 v 2 [5.1.1.3 - 47 pages]

Consultation:

Bec Horan – Executive Manager Administration Services
Noeline Poke – Senior Rates Officer
Peter Miller – Works and Services Supervisor
Rod Franklin – Manager Waste and Emergency Services
Leanne Shilton – Team Leader Recreation and Community
Jade Tarasinski – Senior Finance Officer
Leesa Treen – Team Leader Recreation and Community

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

The 3.1 % efficiency dividend has been reinvested into increased services in the 2019/2020 Draft Budget.

Strategic Implications:

Advocating for services that support our community needs
Collaborating with industries to stimulate and support economic development for the community
Demonstrating sound financial management and plans for the Shire's long-term financial sustainability
Demonstrating that decisions are developed through inclusive community engagement
Developing strategic partnerships with regional, State and Federal governments
High quality corporate governance, accountability and compliance
Maintain integrated strategic and operational plans

Voting Requirement: Simple Majority

Officer Recommendation:

That the Audit Committee, receive the Quarterly Report for the Period Ending 30th June 2019

COMMITTEE RESOLUTION: #135/19

Moved: Councillor, T Rathbone

Seconded: Councillor, S Botting

That the Audit Committee, receive the Quarterly Report for the Period Ending 30th June 2019

CARRIED ABSOLUTE MAJORITY 4/0

COUNCIL RESOLUTION:

That Council accept Committee Recommendation #135/19

10.2 List of Credit Card Payments of Credit Card Payments

Location: Nil

Applicant: Nil

File Reference: NAM6912

Disclosure of Interest: James Trail has a financial interest in this item. In accordance with section 5.70(2) of the Local Government Act 1995, I declare a financial interest in the agenda item 5.3 List of credit card payments. The interest is in relation to CEO credit card vouchers.

Date: 24 July 2019

Author: Senior Finance Officer, Jade Tarasinski

Summary:

For the Audit Committee to receive the list of credit card payments from 1st January to 30th June 2019 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 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 prices 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.

Attachments:

1. Copy of Credit Card January - June 2019 [5.1.2.1 - 7 pages]
1. Credit Card Attachment Audit Committee January 2019 to June 2019

Consultation:

Nil

Statutory Environment:

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

Policy Implications:

CS-PROCUREMENTS 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**

Demonstrating sound financial management and plans for the Shire's long term financial sustainability
High quality corporate governance, accountability and compliance

Voting Requirement: Simple Majority

Officer Recommendation:

That the Audit Committee,

1. Accept listing (attached) of credit card invoices totaling \$71,162.04 paid from 1st January 2019 to 30th June 2019 by the Chief Executive Officer under delegated authority of Council.
2. Recommend the Council receive the listing of credit card invoices totaling \$71,162.04 paid from the period 1st January 2019 to 30th June 2019 by the Chief Executive Officer under delegated authority
3. Recommend to Council the Shire President authorise the credit card vouchers totaling \$71,162.04 paid from the period 1st January 2019 to 30th June 2019 by the Chief Executive Officer under delegated authority

COMMITTEE RESOLUTION: #136/19

Moved: Councillor, S Botting

Seconded: Councillor, E Winter

That the Audit Committee,

1. Accept listing (attached) of credit card invoices totaling \$71,162.04 paid from 1st January 2019 to 30th June 2019 by the Chief Executive Officer under delegated authority of Council.
2. Recommend the Council receive the listing of credit card invoices totaling \$71,162.04 paid from the period 1st January 2019 to 30th June 2019 by the Chief Executive Officer under delegated authority
3. Recommend to Council the Shire President authorise the credit card vouchers totaling \$71,162.04 paid from the period 1st January 2019 to 30th June 2019 by the Chief Executive Officer under delegated authority

CARRIED ABSOLUTE MAJORITY 3/0

COUNCIL RESOLUTION:

That Council accept Committee Recommendation #136/19

10.3 Risk Management Framework

Location:	N/A
Applicant:	Nil
File Reference:	
Disclosure of Interest:	None Required
Date:	25 th July 2019
Author:	Chief Executive Officer, James Trail

Summary:

To adopt risk framework required by the Local Government (Audit) Regulations 1996

Background:

The purpose of the Risk Management Framework (Framework) is to support an integrated and effective approach to enable the Shire of Coolgardie to manage its risks through informed decision-making and to achieve value creation and asset protection in accordance with the Shire's Risk Management Policy. The Framework is based on good practice and sound corporate governance and is consistent with the risk management guidelines and principles of AS/NZS ISO 31000:2018 – Standard for Risk Management.

The Framework is an important component of the Shire's overall Governance Model and remains central to all its operations while delivering a wide and diverse range of services to its residents and visitors. The management of risk is the responsibility of everyone and is an integral part of the Shire's organisational culture which is reflected in the various policies, protocols, systems and processes to ensure efficient and effective service delivery.

The last two performance reviews of the CEO have identified Risk Management as an area of concern and lack of progress. In discussions between the CEO and councillor's it was agreed to engage external assistance. Furthermore, Audit Regulation 17 requires the CEO to review the appropriateness and effectiveness of their risk management, internal controls and legislative compliance procedures at least once every two calendar years. This has not been done to the level of detail previously as the proposal presented by Moore Stephens

Comment:

A Council's internal control environment includes the following components:

- Structure of the organisation
- Culture of the organisation
- Knowledge, skills and experience of employees
- Processes employed by the organisation to conduct business.

The Chief Executive Officer should play a key role in the establishment and development of an effective internal control environment, as it ultimately sets the operational tone of the Council, and should reflect the ethics, integrity and values espoused by the Council.

An effective and transparent internal control environment would focus on the following key areas:

- Integrity and ethical values
- Management's philosophy and operating style
- Organisation structure
- Performance measures
- Policies and procedures
- Human resources policy
- Internal Audit function
- The Audit Committee.

The role of the audit committee is to govern the integrity of the entity's financial information, systems of internal control, and the legal and ethical conduct of management and employees. The responsibility of the audit committee will differ depending upon the Council's size, scale of operations, and any specific requirements. The key role of internal audit is to aid the Council's audit committee in discharging its governance responsibilities.

It does this by:

- Providing an objective assessment of existing risks and the internal control framework
- Performing reviews of the compliance framework and specific compliance issues
- Conducting regular analysis of business processes and associated controls.
- Performing ad hoc reviews for specific areas of concern, including unacceptable levels of risk
- Reviewing the operational performance of the Council and providing recommendations for more effective and efficient use of resources

Audit Regulation 17

Audit Regulation 17 requires the CEO to review the appropriateness and effectiveness of their risk management, internal controls and legislative compliance procedures at least once every two calendar years. The results of the review are to be reported by the CEO to the Audit Committee. The Audit Committee is required to review the CEO's report and then report to the Council. The report from the Audit Committee to the Council is required to have attached a copy of the CEO's report to the Audit Committee.

The Shire engaged Moore Stephens to provide the following services:

- A high-level review of the risk management systems policies, procedures and plans in place at the Shire;
- Evaluate the financial internal control systems and procedures at the Shire;
- Evaluate the operational internal control systems and procedures at the Shire;
- Assess systems and processes for maintaining legislative compliance;
- Develop a 'gap analysis' of any improvements identified during the review; and
- Prepare a report of matters identified during the review to assist the Chief Executive Officer to assess the appropriateness and effectiveness of the relevant systems and procedures in accordance with Local Government Audit Regulation 17.

To undertake this work Moore Stephens applied the following methodology:

- Identify the extent of commitment and mandate to Risk Management principles;
- Establish an appropriate framework for each review component (risk management, legislative compliance and internal controls) after considering the overall context in which the review occurs;
- Assess the three appropriate frameworks against the current frameworks;
- Assess the implementation of the current frameworks;
- Assess the degree of monitoring of the current frameworks and their effectiveness;
- Assess the gaps (if any) between the current framework and the identified appropriate framework and document improvements; and
- Report on the appropriateness and where possible, the effectiveness of current systems and procedures.

Moore Stephens undertook the risk audit on the 27th June to 29th June.

Several matters reported in the recent Financial Management Review conducted for the period 1 July 2017 to 31 March 2018 remain to be actioned along with matters identified within this review in order for the Shire to consider its systems and procedures for risk management, internal controls and legislative compliance to be considered appropriate and effective.

Risk Management - Context

Effective risk management contributes to the achievement of the Shire's objectives through continuous review of its processes and systems. A key element of risk management includes a governance framework which is integrated into strategic and operational plans.

Considering the size, resources, operations and the context in which the Shire of Coolgardie operates, a documented risk management strategy to ensure risks are holistically managed in a systematic, structured and pro-active manner is considered appropriate. An appropriate risk management framework requires formal risk reporting and risk monitoring which is both bottom up and top down.

Risk Management Policy (Policy 044) adopted in November 2014 outlines a framework for the identification, analysis and assessment of risks including responsibilities and accountabilities for staff to manage risks within their operational areas. The framework also requires the Shire to implement a reporting and recording system to capture and monitor risks.

Assessment

The Risk Management Policy is yet to be effectively activated with formal risk management processes tracking identification of key risks, evaluation of the impacts, risk mitigation plans and regular risk monitoring both at the operational and strategic level. Indications of informal processes of the active management of operational risks exist. However, evidence to support a formal process for the recording and reporting of risks to Council for their monitoring was not available.

Implementation of the Risk Management Policy and further development of the risk management framework is required for the Shire's systems and procedures to be considered appropriate and effective for the management of risks potentially impacting the Shire.

Internal Control - Context

Internal controls are systems of policies and procedures to safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. The foundation for an effective and strong system of internal control requires integrity and ethical behaviour, documented policies and procedures and clear accountability and management oversight.

Prior Financial Management Reviews have identified recurring control weaknesses which have not been satisfactorily addressed (refer to Appendix A – Summary of Recurring Control Weaknesses for examples).

The following fundamental key reconciliations have not been consistently performed increasing the risk of unauthorised payments and/or errors not being detected on a timely basis:

- Bank reconciliations;
- Payroll reconciliations;
- Rate debtor's reconciliations; and
- Sundry debtors and creditors reconciliations.

Key oversight controls such as independent review of account reconciliations is not fully embedded into month-end accounting procedures, increasing the risk of inaccurate financial reporting. Detailed supervisory review of month-end financial reporting for reasonability, unusual trends, or a completeness was not evident. To mitigate against these risks, the Shire uses external resources with finance skills to prepare the Monthly Financial Reports and to assist with the investigation of the outstanding issues raised previously.

Actual to budget variance reports were introduced recently to provide greater visibility over expenditure throughout the month, to ensure budgets are closely monitored, and to mitigate against cost over runs. To be effective these reports require accurate timely performance of accounting procedures.

High level walkthroughs of financial processes conducted during the site visit, including invoice processing (creditors), bank reconciliations and payroll processing indicated staff are control conscious and want to do the 'right thing'. Documented procedures and checklists for standard accounting procedures were not available. To embed a consistent system of internal controls with sufficient segregation of duties, and regular senior management monitoring, documented procedures are required.

Assessment

Given the number of recurring key control deficiencies, and our understanding and review of the systems and processes in place, the effectiveness and appropriateness of the internal control environment is considered weak and requiring improvement. There is a lack of a structured framework for supervisory staff to rely on when performing their reviews and for trained staff to be held accountable to.

At the Ordinary Meeting of Council in October 2018, Council resolved;

COMMITTEE RESOLUTION: # 202/18

Moved: Councillor, E Winter

Seconded: Councillor, B Logan

That Council,

- 1. Note and receive the Review of Risk Management, Legislative Compliance and Internal Controls, Audit Regulation 17, August 2018.**
- 2. Request the Chief Executive Officer to report to the next Audit Committee the results of the review.**

CARRIED ABSOLUTE MAJORITY 6/0

Shire staff have been working together to collate all shire risks into a risk register/matrix. In order to assist the Shire has purchased risk management software – Altus Risk Management.

Staff have been trained to use the system and risks have been entered into Altus. This is 80% complete. Once populated staff will be able to report to the audit committee quarterly on actions. The risks entered are in accordance with the attached risk management framework.

The following Risk Types with Classifications have been created:

Operational (day to day running of Shire, ability to control)

- OHS compliance – (oversee welfare of all staff and public in non-domestic environments)
- Financial – sustainability
- Infrastructure

Strategic (external factors and influences, we have no control over)

- State Govt
- Community
- Economic

Project (our projects in Shire)

- Council unable to deliver on time and in allocated budget

Attachments:

1. Risk Framework Draft final for client review [5.1.3.1 - 15 pages]

Consultation:

Council

Shire Staff

IT Vision

Market Creations

Statutory Environment:

Local Government (Audit) Regulation 17

The Local Government (Audit) Regulations 1996, Regulation 17, requires the following: The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- A) risk management;
- B) internal control; and
- C) legislative compliance. The review may relate to any or all of the matters referred to in sub regulation (1) (a), (b) and (c), but each of those matters is to be the subject of a review no less than once every three (3) financial years (with effect 28 June 2018). The CEO is to report to the audit committee the results of that review.

Policy Implications:

Policy no 042 Infrastructure Policy – Asset Management

Financial Implications:

Allowance has been made in the 2019/2020 Annual Draft Budget for implementation of the risk framework.

Strategic Implications:**Accountable and Effective Leaders**

Demonstrating sound financial management and plans for the Shire's long-term financial sustainability

High quality corporate governance, accountability and compliance

Maintain integrated strategic and operational plans

Voting Requirement: Simple Majority

Officer Recommendation:

That the Audit Committee, recommend to Council to ADOPT the Draft Risk Management Framework as attached

COMMITTEE RESOLUTION: #137/19

Moved: Councillor, E Winter

Seconded: Councillor, T Rathbone

That the Audit Committee, recommend to Council to ADOPT the Draft Risk Management Framework as attached

CARRIED ABSOLUTE MAJORITY 4/0

COUNCIL RESOLUTION:

That Council accept Committee Recommendation #137/19

10.4 Audit Committee Terms of Reference

Location:	Shire Coolgardie
Applicant:	Nil
File Reference:	
Disclosure of Interest:	None Required
Date:	25 th July 2019
Author:	Chief Executive Officer, James Trail

Summary:

For the Audit Committee to endorse the terms of reference as attached.

Background:

At the Ordinary Meeting of Council in June 2019 Council Resolved;

COUNCIL RESOLUTION: #101/19

Moved: Councillor, T Rathbone

Seconded: Councillor, E Winter

That Council: -

1. **Endorse the establishment of a new structure for the Audit Committee, and**
2. **That the Audit Committee consists of five (5) members, being the President and 4 other elected members.**
3. **That the Council appoint the following members of Council to the Audit Committee;**
 - **President, Malcolm Cullen**
 - Cr Rathbone
 - Cr Karafilis
 - Cr Botting
 - Cr Winter

ABSOLUTE MAJORITY 6/0

It is a requirement of the Local Government Act 1995 (the "Act") for a local government to establish an Audit Committee. The purpose of the Audit Committee is to oversee the allocation of the local government's finances and resources including, but not limited to, such functions as the appointment of the auditor, receiving the annual report and the reviewing the auditor's report.

Comment:

This report recommends that the Audit Committee endorse the restructure of the Audit Committee in accordance with Council resolution #101/19.

The terms of reference are attached for consideration to be endorsed by the audit committee

Attachments:

1. Audit Committee Terms of Reference [5.1.4.1 - 3 pages]

Consultation:

Council

Shire Staff

Statutory Environment:

Local Government Act 1995

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

5.9. Committees, types of

- (1) In this section —

other person means a person who is not a council member or an employee.

- (2) A committee is to comprise —

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

5.10. Committee members, appointment of

- (1) A committee is to have as its members —

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
 - (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member, or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,whichever happens first.

Division 1A — Audit committee

7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

** Absolute majority required.*

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

[Section 7.1A inserted: No. 49 of 2004 s. 5; amended: No. 5 of 2017 s. 11.]

7.1B. Delegation of some powers and duties to audit committees

- (1) Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.

** Absolute majority required.*

- (2) A delegation to an audit committee is not subject to section 5.17.

[Section 7.1B inserted: No. 49 of 2004 s. 5.]

7.1C. Decisions of audit committees

Despite section 5.20, a decision of an audit committee is to be made by a simple majority.

[Section 7.1C inserted: No. 49 of 2004 s. 5.]

Policy Implications:

N/A

Financial Implications:

N/A

Strategic Implications:

Accountable and Effective Leaders

Advocating for services that support our community needs

Collaborating with industries to stimulate and support economic development for the community

Demonstrating sound financial management and plans for the Shire's long term financial sustainability

Demonstrating that decisions are developed through inclusive community engagement

Developing strategic partnerships with regional, State and Federal governments

High quality corporate governance, accountability and compliance

Maintain integrated strategic and operational plans

Voting Requirement: Simple Majority

Officer Recommendation:

That the Audit Committee endorse the amended Terms of Reference as attached.

COMMITTEE RESOLUTION: #138/19

Moved: Councillor, E Winter

Seconded: Councillor, S Botting

That the Audit Committee endorse the amended Terms of Reference as attached.

CARRIED ABSOLUTE MAJORITY 4/0

COUNCIL RESOLUTION:

That Council accept Committee Recommendation #138/19

10.5 Auditors General's Report -Local Government Building Approvals

Location:	Nil
Applicant:	Nil
File Reference:	NAM6922
Disclosure of Interest:	Nil
Date:	25 th July 2019
Author:	James Trail, Chief Executive Officer

Summary:

The purpose of this report is to present Audit Committee an overview of the Auditor General's Report on their paper Local Government Building Approvals

Background:

The objective of this audit was to determine if local government (LG) entities effectively regulate residential building permits (permits). The specific lines of inquiry were:

- Do LG entities adequately assess permit applications?
- Do LG entities effectively monitor and enforce compliance with permits?

4 LG entities were audited in metropolitan and regional Western Australia (WA) that had issued a large number of permits, and the Building and Energy Division (formerly the Building Commission) within the Department of Mines, Industry Regulation and Safety:

- City of Albany (Albany)
- City of Gosnells (Gosnells)
- City of Joondalup (Joondalup)
- City of Mandurah (Mandurah).

Comment:

In All 4 LG entities in the sample adequately assessed applications and issued nearly all permits within legislated timeframes between July 2016 and June 2018. They also improved timeliness of approvals over the last 4 financial years. However, different approaches to when LG entities started, paused and stopped the clock raise concerns about the accuracy and comparability of these processing times. Key controls to promote transparent and accountable decision-making had also either not been implemented or were not effectively managed.

The LG entities monitored and inspected building projects to identify non-compliance but the limited extent of this work meant they do not confidently know if building works in their area comply with requirements of permits. All LG entities we reviewed relied on complaints from the community and others as the primary means of identifying instances of non-compliance. Resolution of these issues was not always timely with some matters taking years to finalise.

Recommendations

Under section 7.12A of the Local Government Act 1995, the 4 sampled LG entities are required to prepare an action plan addressing significant matters arising from the audit relevant to their entity.

This should be submitted to the Minister for Local Government within 3 months of this report being received by the local government, and published on the LG entity's website within 14 days after giving the report to the Minister. This action plan should address the recommendations below that are relevant to their entity.

1. Albany, Gosnells, Joondalup and Mandurah should:
 - a) require written declarations of interest from assessment staff, and ensure appropriate mitigation action is taken for any conflicts
 - b) improve the transparency of their building control activities by providing information about permits, monitoring and enforcement activities, and building related complaints to B&E, community and industry stakeholders
 - c) develop and implement a risk-based approach to monitor and inspect building works
 - d) improve guidance to staff on how to prioritise and manage building related complaints and enforcement activities to resolve community concerns and non-compliance issues in a timely way.
2. Joondalup and Mandurah should limit the authority and delegation to issue permits only to appropriately trained staff who assess and issue permits.
3. Albany and Joondalup should only start, pause and stop the clock in accordance with the requirements of the Act.
4. B&E should consult further with LG entities and stakeholders:
 - a) on ways to assist LG entities to implement consistent practices
 - b) to determine if it will progress or cease development of the centralised e-lodgement and assessment system.

Attachments:

1. Local- Government- Building- Approvals [5.1.5.1 - 32 pages]

Consultation:

James Trail, Chief Executive Officer

Statutory Environment:

Local Government Act 1995

Local Government Amendment (Auditing) Act 2017 (Amendment Act)

Local Government (Financial Management) Regulations 1996

Local Government (Audit) Regulations 1996

Local Government (Functions & General) Regulations 1996

Local Government (Administration) Regulations 1996

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Effective management of infrastructure, heritage and environment

Facilitating urban and rural planning and development

Supporting the development of diverse housing and land options

Voting Requirement: Simple Majority

Officer Recommendation:

That the Audit Committee,

1. Request a report be provided to the November Audit Committee on the Shire adequately assessing permit applications and effectively monitoring and enforcing compliance with permits?
2. Request the Chief Executive Officer to implement measures, as deemed necessary by the Chief Executive Officer, to address the key findings and recommendations highlighted in the Auditor General's Report as they relate to the Shire of Coolgardie

COMMITTEE RESOLUTION: #139/19

Moved: Councillor, E Winter

Seconded: Councillor, T Rathbone

That the Audit Committee,

1. Request a report be provided to the November Audit Committee on the Shire adequately assessing permit applications and effectively monitoring and enforcing compliance with permits?
2. Request the Chief Executive Officer to implement measures, as deemed necessary by the Chief Executive Officer, to address the key findings and recommendations highlighted in the Auditor General's Report as they relate to the Shire of Coolgardie

CARRIED ABSOLUTE MAJORITY 4/0

COUNCIL RESOLUTION:

That Council accept Committee Recommendation #139/19

10.6 2017/2018 Audit Report and Action List

Location:	Shire Coolgardie
Applicant:	Shire Coolgardie
File Reference:	
Disclosure of Interest:	None Required
Date:	26 th July 2019
Author:	Martin Whitely, Consultant

Summary:

This report recommends that the Audit Committee is required to consider and recommend to Council, the adoption of the annual financial report, examine the audit and management reports, and review the report prepared by the Chief Executive Officer.

Background:

In November 2017 the proclamation of the Local Government Amendment (Auditing) Act 2017 introduced a number of reforms to auditing laws. Legislation also now requires local governments to examine an audit report it receives and implement appropriate action in respect to the significant matters raised. Local governments must prepare a report addressing the significant matters identified in the audit report. The report should then be considered by the local government's audit committee before being adopted by council. This report is to be provided to the Minister within three months of receiving the audit report and within 14 days after the local government gives the report to the Minister and the CEO must publish a copy of the report on the local government's official website.

On finalisation of the Shire's 2017/18 final audit, the Auditors forwarded the Annual Financials Statements along with the Audit Report and the Management Letter. The Audit Committee is required to examine the reports of the auditor after receiving a report from the Chief Executive Officer ("CEO") on the matters reported 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.

The Audit Committee is also required to review a report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and present the report to Council for adoption.

Comment:

The Audit Committee is required to review a report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and present the report to Council for adoption.

At the Audit Committee Meeting held on the 19th March 2019 the attached Audit Action List was discussed and endorsed by the Audit Committee. It is now recommended that Council receive this report, a copy of the report is to be forwarded to the Minister and the report is published on the Shire's website to meet the reporting requirements of section 7.12A of the Local Government Act 1995.

Attachments:

1. 2017-18 Audit Management Letters Action List [5.1.6.1 - 2 pages]
2. 2018 Management Report [5.1.6.2 - 3 pages]
3. Department of LG Sport Cultural Communities [5.1.6.3 - 2 pages]

Consultation:

James Trail, Chief Executive Officer
Finance & Administration staff

Statutory Environment:**Local Government Act 1995****7.12A. Duties of local government with respect to audits**

- (1) A local government is to do everything in its power to —
 - (a) assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and
 - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government must —
 - (aa) examine an audit report received by the local government; and
 - (a) determine if any matters raised by the audit report, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government must —
 - (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

Local Government (Audit) Regulations 1996**10. Report by auditor**

- (1) An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.
- (2) The report is to give the auditor's opinion on —
 - (a) the financial position of the local government; and
 - (b) the results of the operations of the local government.
- (3) The report is to include —

- (a) any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government; and
- (b) any matters indicating non-compliance with Part 6 of the Act, the *Local Government (Financial Management) Regulations 1996* or applicable financial controls in any other written law; and
- (c) details of whether information and explanations were obtained by the auditor; and
- (d) a report on the conduct of the audit; and
- (e) the opinion of the auditor as to whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions —
 - (i) the asset consumption ratio; and
 - (ii) the asset renewal funding ratio.

(4A) In sub regulation (3)(e) —

asset consumption ratio has the meaning given in the *Local Government (Financial Management) Regulations 1996* regulation 50(2);

asset renewal funding ratio has the meaning given in the *Local Government (Financial Management) Regulations 1996* regulation 50(2).

- (4) Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report.

16. Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and

- (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
- (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
- (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

[Regulation 17 inserted: Gazette 8 Feb 2013 p. 868; amended: Gazette 26 Jun 2018 p. 2387.]

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Accountable and Effective Leaders

Demonstrating sound financial management and plans for the Shire's long term financial sustainability
 Ensuring a well-informed Council makes good decisions for the community
 Ensuring the Shire of Coolgardie is well positioned to meet future needs
 High quality corporate governance, accountability and compliance
 Maintain integrated strategic and operational plans

Voting Requirement: Simple Majority

Officer Recommendation:

That Audit Committee,

1. Endorses the CEO's report to the Audit Committee on matters arising from the audit and management report as tabled and discussed at the Audit Committee Meeting held on the 19th March 2019, and
2. Receives the 2017/18 Audit Action Report as tabled, and
3. Forward a copy of the 2017/18 Audit Action Report to the Minister in accordance with s 7.12A of the Local Government Act 1995, and
4. In accordance with s 7.12A of the Local Government Act 1995 publish a copy of the 2017/18 Audit Action List on the Shire's website within 14 days of forwarding the report to the Minister, and
5. Forward a copy of the 2017/18 Audit Action Report to the Department of Local Government, Sport & Cultural Communities

COMMITTEE RESOLUTION: #140/19

Moved: Councillor, T Rathbone

Seconded: Councillor, E Winter

That Audit Committee,

1. Endorses the CEO's report to the Audit Committee on matters arising from the audit and management report as tabled and discussed at the Audit Committee Meeting held on the 19th March 2019, and
2. Receives the 2017/18 Audit Action Report as tabled, and
3. Forward a copy of the 2017/18 Audit Action Report to the Minister in accordance with s 7.12A of the Local Government Act 1995, and
4. In accordance with s 7.12A of the Local Government Act 1995 publish a copy of the 2017/18 Audit Action List on the Shire's website within 14 days of forwarding the report to the Minister, and
5. Forward a copy of the 2017/18 Audit Action Report to the Department of Local Government, Sport & Cultural Communities

CARRIED ABSOLUTE MAJORITY 4/0

COUNCIL RESOLUTION:

That Council accept Committee Recommendation #140/19

11 REPORTS OF OFFICERS

11.1 Chief Executive Officer

11.1.1 Management of Council Owned Properties in Kambalda

Location: Shire of Coolgardie

Applicant: NIL

File Reference:

Disclosure of Interest: NIL

Date: 18th August 2019

Author: Executive Manager Administration Services, Bec Horan

Summary:

For Council to consider the management agreement from Ray White Real Estate for the management of Council owned properties in Kambalda

Background:

The Shire has been in discussions with Mrs Cheryl Davis (Ray White Kambalda) in relation to a possible management agreement for Shire owned real estate in Kambalda.

Below is a list of properties that would be included in the management agreement.

11 Wildflower Court
Lot 1/11 Barnes Drive
1 Gimlet Court
4 Eucalypt Court
Unit 1 – 6 Salmon Gum Road

Comment:

The purpose of this agreement is to manage Shire's real estate in Kambalda to alleviate the Shire's administration department of the responsibility and time dealing with the Shire's properties. By engaging Ray White, the daily duties of dealing with property management has become the responsibility of Ray White. This will provide efficiencies and equity across the community when dealing with properties. The management agreement is for a period of one year.

Attachments:

1. Management Authority - Ray White [11.1.1.1 - 12 pages]

Consultation:

Ray White Real Estate, Cheryl Davis

Statutory Environment:

NIL

Policy Implications:

NIL

Financial Implications:

The costs of the management agreement will be budgeted for annually.

Strategic Implications:

A thriving local economy

Supporting local businesses in the Shire

Effective management of infrastructure, heritage and environment

Maintaining and renewing infrastructure and building assets

Voting Requirement: Simple Majority

Officer Recommendation:

That Council approves the management agreement with Ray White for a 1-year period commencing 1 September 2019 for the following properties:

11 Wildflower Court

Lot 1/11 Barnes Drive

1 Gimlet Court

4 Eucalypt Court

Unit 1 – 6 Salmon Gum Road

11.1.2 Sale of Gold Bar

Location: Nil

Applicant: Nil

File Reference:

Disclosure of Interest: Nil

Date: 18th August 2019

Author: Executive Manager Administration Services, Bec Horan

Summary:

That Council note the information provided on the sale of the gold bar.

Background:

The Shire of Coolgardie won a Gold Bar in a Maccona coffee stationary order through staples. The Gold Bar was held at the ANZ Bank Kalgoorlie until decided on when it will be sold. When the gold bar was won the total value was at \$12,897.50 Gold price at the time of winning is \$1,550.56 and weighs 8.0380 grams.

At the Ordinary Meeting of Council held in August 2017, Council resolved:-

COUNCIL RESOLUTION: # 189/17

Moved: Cr, K Johnstone

Seconded: Cr, T Rathbone

That Council resolve to sell the Gold Bar when the gold is at a suitable price of \$1,800.00 per ounce and allocate the funds to #D0451 Community Chest.

Comment:

Staff have been monitoring the gold price over the past few months waiting for it to increase to over \$1800.00 per ounce (as per Council resolution) and was sold on the 19th June 2019 for the amount of \$14,445.00. The funds received have been allocated to the Community Chest account.

Attachments:

1. Sale of gold bar [11.1.2.1 - 1 page]

Consultation:

Administration Staff
James Trail, CEO

Statutory Environment:

NIL

Policy Implications:

NIL

Financial Implications:

The funds received were allocated to the Community Chest account.

Strategic Implications:

An inclusive, safe and vibrant community

Attracting funding to support the sustainability and growth of our local Community groups

Collaborating with stakeholders to develop and expand community safety initiatives

Continuing to promote the local Aboriginal culture and history

Continuing to support the children and youth of our community

Delivering and developing sport and recreation activities

Developing varied community and multicultural events and services

Facilitating events and active programs for seniors, youth and the Aboriginal community

Promoting and advocating for community health services

Supporting and growing our arts and culture sector

Voting Requirement: Simple Majority

Officer Recommendation:

That Council endorse the sale of the gold bar for \$14,445 and the allocation of the funds to D0451 Community Chest.

11.1.3 One Tree Community Services - Outside Area Upgrade

Location: Kambalda

Applicant: Nil

File Reference:

Disclosure of Interest: Nil

Date: 18th August 2019

Author: Executive Manager Administration Services, Bec Horan

Summary:

That Council support the planned upgrade to the One Tree Community Services outside space which occupies portion of the Kambalda Recreation Centre.

Background:

One Tree Community Services occupies portion of the Kambalda Recreation Centre to provide daycare services to the community. The director of the centre, Adriana Fabiano has approached the Shire on a number of occasions seeking support to upgrade the outside area into a more natural play space for the children who utilise the centre.

Comment:

Council have been provided with a scope of works and quote as well as an updated design which incorporates the request of Council by the way of artificial turf, plastic lined woodchip garden and any large trees to be potted not rooted into the ground due to concerns of water run - off and damage.

Attachments:

1. Attachment One Tree [11.1.3.1 - 1 page]

Consultation:

Council
One Tree Community Service Staff
James Trail, CEO

Statutory Environment:

NIL

Policy Implications:

NIL

Financial Implications:

Council support the planned upgrades to the outside space however no costs are to be borne by the Shire.

Strategic Implications:

A thriving local economy

Encouraging the development of local business education and support

Supporting local businesses in the Shire

An inclusive, safe and vibrant community

Continuing to support the children and youth of our community

Voting Requirement: Simple Majority

Officer Recommendation:

That Council support One Tree Community Services planned upgrade to the outside space which occupies portion of the Kambalda Community Recreation Facility on the following conditions:-

- Any costs associated with the upgrade are the responsibility of One Tree Community Services.
- Final plans need to be signed off by the Chief Executive Officer prior to any works commencing
- If One Tree Community Services were to depart the space, Council does not expect them to reinstate the area back to its original state.
- Any equipment that is currently in the space and is to be removed remains the property of the Shire of Coolgardie.

11.1.4 Review and Adoption of Council Policy Manual

Location: Shire of Coolgardie

Applicant: Nil

File Reference:

Disclosure of Interest: Nil

Date: 19th August 2019

Author: Executive Manager Administration Services, Bec Horan

Summary:

That Council

- Adopts, by Absolute Majority, the Council Policy Manual 2019
- Revokes, by Absolute Majority, the previous Policy Manual
- Notes the CEO will make, adopt and apply a CEO Management Policies and Procedures Manual

Background:

The Council Policy Manual adopts several principles:

- Policies may be reviewed and amended at any time, but otherwise will be reviewed at least every 2 years
- Some Policies are high level decisions which are reflected in the Council Policy Manual, and for emphasis, in the CEO Management Policies and Procedures
- Many Policies “support” delegations, and as such must be complied with by employees and others, holding delegated authority, in exercising such authority

Comment:

Councillors and staff attended a workshop in July which allowed them with the opportunity to provide feedback and comments on the content of the policy document.

The recent review of the Register of Delegations has highlighted the need for a complementary review of the Council Policy Manual, partly because all employees and others who exercise delegated authority must comply with Policy, and to ensure the Policy Manual is contemporary.

Accordingly, the Council has determined to develop Council Policies and the CEO to develop CEO Management Policies and Procedures to guide its direction and operations and their implementation.

Council Policy accords with the provisions of s2.7(2)(b) Local Government Act 1995 -

s2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and

In addition, the Local Government Act 1995 and other Acts require, or contemplate, the development of Policies including;

Local Government Act

- s5.50 Payments to employees in addition to contract or award (can be delegated to CEO under s5.42)
- s5.103 - Code of Conduct
- A procurement policy under regulation 11A of the Local Government (Functions and General) Regulations 1996

State Records Act, Freedom of Information Act 1992

- Record Keeping

In addition, Council makes policies under the Local Planning Scheme

Council Policies are high level decisions intended to guide the decision-making processes of the Council, as the local government, and the CEO as the employer of all Shire employees, in implementing decisions of the Council, or under delegated authority (from various Acts). These Policies reflect current practices and procedures for the Shire to ensure compliance with relevant legislative and administrative requirements.

Many of the Council, Management Policies have been developed to support delegations and sub delegations contained within the Register of Delegations. Within the Register of Delegations, each instrument of delegation or sub delegation provides a link to the relevant Council or Management Policy, which serve to guide implementation.

In many cases there will also be detailed operational instructions in place to complement Policies. These may include CEO instructions and procedures etc, but such matters are entirely administrative and procedural.

Attachments:

1. Shire of Coolgardie Policy Manual 2019 Aug 17 ST [11.1.4.1 - 216 pages]
2. Shire of Coolgardie Final Mgt Policy Manual 2019 [11.1.4.2 - 194 pages]

Consultation:

Councillors
Staff

Statutory Environment:

s2.7(2)(b) Local Government Act 1995

Policy Implications:

As described above the Policy Manual has been rewritten, in part to support the Register of Delegations but also to provide a contemporary Policy Manual split into Council Policy and Operational Policy.

Financial Implications:

Nil

Strategic Implications:

Accountable and Effective Leaders

Ensuring a well-informed Council makes good decisions for the community

High quality corporate governance, accountability and compliance

Maintain integrated strategic and operational plans

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council

- **Adopts, by Absolute Majority, the Council Policy Manual 2019**
- **Revokes, by Absolute Majority, the previous Policy Manual**
- **Notes the CEO will make, adopt and apply a CEO Management Policies and Procedures Manual**

11.1.5 OSH Management System

Location:	Nil
Applicant:	Nil
File Reference:	Create record in synergy and insert record number
Disclosure of Interest:	Nil
Date:	19 th August 2019
Author:	Executive Manager Administration Services, Bec Horan

Summary:

This report recommends that Council approve the engagement of Core Business Australia for the preparation of a comprehensive OSH Management System.

Background:

The Shire has implemented a number of in-house OSH systems over the past few years with no real success or continuity, mainly due to no member of staff dedicated to the area of OSH.

Earlier this year a member of staff was appointed to the position of OSH and Risk Officer to ensure that safety in the workplace was a priority within the organisation. This was short lived due to this person being required to move to another department during a period of maternity leave.

A current member of staff is taking on the responsibility of Risk however the day to day issues around safety are not being addressed.

Comment:

The auditor general has recently released the following statement in regards to OSH:-

"There is a growing recognition of the importance of occupational health and safety (OHS) in the workplace. Underpinning this recognition – expressed in law, in increasingly viable strategies by WorkCover and in increased claims and litigation – lies the imperative of a safe and healthy working environment.

There is also an expectation that public sector agencies will be exemplary in their management of OHS in the workplace. Both state and federal governments are on the record and have set about implementing a number of state and national initiatives to improve workplace health and safety.

An audit recently undertaken examines OHS practices in local government. The work of local government exposes municipal councils to a wide range of risks, from managing heavy engineering work, to running sport and entertainment venues, to delivering services to householders.

This audit found that local government mostly only managed OHS at a compliance level and focused on meeting legislative requirements, rather than striving for excellence. While, on balance, local government is a safe place to work, there is substantial room for improvement.

We found few examples of exemplary practice. Many recent OHS improvements appear to have been driven by WorkCover, or by changes to industrial relations agreements, rather than by a desire of local governments to improve performance. This is disappointing, given that the Occupational Health and Safety Act 1985 has been in force for 20 years.

The challenge for councils in the next few years is to become exemplary performers in OHS management. Because of the far-reaching impacts that local government has on the community, councillors and senior managers need to demonstrate much greater commitment to improving their OHS performance, and much greater accountability for performance.

Serious physical and psychosocial injuries will only be systematically avoided in future if local government improves its OHS performance.

The sector needs to increase its sophistication and diligence in managing OHS by:

- Improving OHS governance and accountability at council and senior management levels, and not leaving OHS to middle managers and officers*
- Driving OHS at a strategic rather than an operational level*
- Improving hazard identification and adopting a risk management approach to address priority hazards*
- Monitoring OHS performance by using lead indicators”.*

Attachments:

1. Core Business - OSH Management System [11.1.5.1 - 13 pages]

Consultation:

James Trail, CEO

Nic Tyman, Core Business

Mark Wellar, Cor Business

Statutory Environment:

Policy Implications:

OSH Policy

Financial Implications:

The 2019/2020 budget has allowed an allocation of \$50,000 for OSH including external resources.

Strategic Implications:

Accountable and Effective Leaders

High quality corporate governance, accountability and compliance

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council approve the engagement of Core Business Australia for the preparation of a comprehensive OSH Management System (Task 1 and 2) for \$50,373.40.

11.1.6 Monthly List of Municipal and Trust Fund Payments July 2019

Location: Nil

Applicant: Nil

File Reference: Nil

Disclosure of Interest: Nil

Date: 19 August 2019

Author: Senior Finance Officer, Jade Tarasinski

Summary:

For council to receive the list of accounts for July 2019.

Background:

The Local Government (Financial Management) Regulations 1996, Regulation 13(3)(b) requires that Council receive a list of accounts 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 Municipal and Trust Funds.

Comment:

Presented in this item is a table of accounts (invoices) and includes that cheque (or EFT) identifier for the transaction, the entity, date and amount paid, description of the goods, service, or other that relates to the payment. Extra details of invoices relating to payments are included for the information of Councillors.

The schedule of payment made under delegated authority as summarised below and recommended to be received by Council, 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 prices and costings.

Attachments:

1. July 2019 List of Payments [11.1.6.1 - 7 pages]

Consultation:

NIL

Statutory Environment:

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

Policy Implications:

CS-PROCUREMENTS POLICY. Policy CS-11 sets the guides with regards to the purchase of goods or services provided.

Financial Implications:

NIL

Strategic Implications:

Effective management of infrastructure, heritage and the environment

Develop and maintain Shire buildings, facilities and infrastructure assets

Solutions focussed and customer-oriented organisation

High quality corporate governance, accountability and compliance.

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council receive listing (attached) of accounts paid during the month of July 2019 by the Chief Executive Officer under delegated authority of Council.

- 1. Municipal accounts totalling \$1,105,900.61 on Municipal vouchers EFT16984 – EFT17094, cheques 52229 - 52244, and direct payments made during the month of July 2019.**
- 2. Trust payments totalling \$7,863.11 on cheques 2229 - 2231 for the month of July 2019.**
- 3. Credit card payments totalling \$10,092.73 for the month of July 2019**

11.1.7 Submission to the Select Committee into Local Government

Location:	N/A
Applicant:	Shire Coolgardie
File Reference:	
Disclosure of Interest:	None Required
Date:	20 th August 2019
Author:	Chief Executive Officer, James Trail

Summary:

That Council, endorse the submission as attached to the Select Committee into Local Government

Background:

The Legislative Council has established a Select Committee into Local Government with the following terms of reference:

1. That a Select Committee into Local Government is established.
2. The Select Committee is to inquire into how well the system of Local Government is functioning in Western Australia, with particular reference to —
 - a. Whether the Local Government Act 1995 and related legislation is generally suitable in its scope, construction and application;
 - b. the scope of activities of Local Governments;
 - c. the role of the Department of State administering the Local Government Act 1995 and related legislation;
 - d. the role of Elected Members and Chief Executive Officers/employees and whether these are clearly defined, delineated, understood and accepted;
 - e. the funding and financial management of Local Governments; and
 - f. any other related matters the Select Committee identifies as worthy of examination and Report.
3. The Select Committee shall comprise five Members.
4. The Select Committee shall report by no later than 12 months after the motion for its establishment is agreed to and may, if it sees fit, provide interim reports to the House.
5. The Select Committee is comprised of the following members:

Chair:	Hon Simon O'Brien MLC
Deputy Chair:	Hon Laurie Graham MLC
Members:	Hon Diane Evers MLC
	Hon Martin Aldridge MLC
	Hon Charles Smith MLC

The Select Committee, which has a 12 month timeframe to finalise its Inquiry, is seeking submissions to be provided to the committee with a closing date of 23 August 2019.

WALGA has requested an extension for Local Governments to provide submissions to the committee. At the time of writing a response has not been received, however the Committee are expected to consider this request at their meeting on 5 August. WALGA will advise the Local Government sector of the Committee's decision regarding this matter.

Comment:

WALGA has prepared a draft submission to be provided to the Committee and feedback is sought on the draft submission from the Local Government sector by 13 August 2019.

Following receipt of feedback, an interim submission will be considered by State Council's Executive Committee on 21 August and the submission then provided to the Select Committee by the due date of 23 August 2019. As part of the Submission, WALGA will request to appear before the Select Committee.

Local Governments are encouraged to prepare submissions to provide to the Select Committee and to request to appear before the Committee.

The Australian Parliament report on the operations of the Local Government (Financial Assistance) Act 1995 (Cth) (the Act) for 2014–15 has a significant relevance to;

- a. the scope of activities of Local Governments;
- b. the funding and financial management of Local Governments; and

In the Act the Australian Government recognised that communities are better served through improving the capacity of local government to deliver services to all Australians, by enhancing the performance and efficiency of the sector. The Act, and its implementation through the Financial Assistance Grant programme, is an important means used to achieve these goals.

This report provided an assessment, based on available comparable national data, of the efforts to achieve horizontal equalisation, so all communities within a jurisdiction can access a similar range and quality of services within their jurisdiction. The report also provided information on the efficiency of councils and the services they provide to Aboriginal and Torres Strait Islander communities. Local governments are the life blood of their communities and this untied funding enables local governments whether it be in metropolitan, rural or remote areas, to deliver a similar range and quality of services to their local communities.

The Local Government (Financial Assistance) Act 1995 (Cth) (the Act) for 2014–15 classifies local governments in accordance with the Australian Classification of Local Governments (ACLG) first published in September 1994. The ACLG categorises local governing bodies across Australia using the population, the population density and the proportion of the population that is classified as urban for the council. The local governing bodies included in the classification system are those that receive funding under the Financial Assistance Grant programme as defined under the Local Government (Financial Assistance) Act 1995 (Cth) (the Act). Therefore, bodies declared by the Australian Government Minister on the advice of the state minister to be local governing bodies for the purposes of the Act, are included in the ACLG. These include community councils.

The classification system generally involved three steps. Each step allocates a prefix formed from letters of the alphabet to develop a three-letter identifier for each class of local government. There are a total of 22 categories. For example, a medium-sized council in a rural agricultural area would be classified as RAM—rural, agricultural, medium. If it were remote, however, it would be classified as RTM—rural, remote, medium.

The Shire of Coolgardie has been classified as an RTL (Rural Remote Large) municipality under the Federal Government's classification system along with the following WA councils:

- Wyndham-East Kimberley
- Port Hedland
- Halls Creek
- East Pilbara
- Derby-West Kimberley
- Broome
- Ashburton

The Shire has prepared a comparison below of key financial ratio's and data;

Description	Ashburton	Broome	Coolgardie	Derby-West Kimberley	East Pilbara	Halls Creek	Port Hedland	Wyndham-East Kimberley	Average
Population	13,261	17,002	3,663	8,267	11,018	3,559	14,979	7,402	9,894
FHI Score	89	69	60	32	62	58	55	69	62
Total Value of Assets	521,211,623	367,314,828	181,339,136	200,370,561	312,010,187	122,606,819	338,834,000	285,774,388	291,182,693
Revenue	57,422,809	38,583,236	10,164,097	18,090,828	38,356,597	12,708,706	48,953,000	23,437,607	30,964,610
Operating Expenditure	48,808,105	43,166,582	13,631,859	32,303,213	44,748,803	17,706,088	54,079,443	25,293,183	34,967,160
Unrestricted Cash	9,542,963	7,086,441	1,370,946	1,298,588	6,436,896	2,993,625	0	2,933,354	3,957,852
Rates	33,401,118	21,931,509	6,373,439	6,809,136	11,626,519	2,288,935	25,570,000	10,440,859	14,805,189
Fees & Charges	12,031,013	10,743,949	1,553,784	3,686,387	18,706,090	1,521,591	10,442,000	7,801,522	8,310,792
Employee Costs	17,109,093	15,637,962	3,675,163	6,477,899	11,302,000	4,205,152	17,629,000	11,119,700	10,894,496
Employee Costs (as % of Rates)	51.22%	71.30%	57.66%	95.14%	97.21%	183.72%	68.94%	106.50%	91.46%
Unrestricted Cash (as % of Rates)	28.57%	32.31%	21.51%	19.07%	55.36%	130.79%	0.00%	28.09%	39.46%
Rates as % of Total Revenue	58.17%	56.84%	62.71%	37.64%	30.31%	18.01%	52.23%	44.55%	45.06%
Fees & Charges as % of Total Revenue	20.95%	27.85%	15.29%	20.38%	48.77%	11.97%	21.33%	33.29%	24.98%
Current Ratio	3.48	1.64	3.21	1.91	2.01	6.18	1.94	1.22	2.70
Asset Sustainability Ratio	0.43	0.22	0.27	0.58	0.47	0.40	1.02	1.61	0.63
Debt Service Cover Ratio	20.18	11.86	4.28	(29.46)	9.02	10.84	(2.34)	3.68	3.51
Operating Surplus Ratio	0.10	(0.13)	(0.40)	(1.51)	(0.20)	(1.19)	(0.42)	(0.10)	(0.48)
Own Source Revenue Coverage Ratio	0.95	0.81	0.62	0.31	0.73	0.24	0.64	0.74	0.63
Asset Consumption Ratio	0.72	0.88	0.75	0.59	0.70	0.99	0.94	0.70	0.78
Asset Renewal Funding Ratio	1.69	1.37	1.00	N/A	N/A	1.04	0.91	0.87	0.86
* Information based on 2017/18									

Council name	Population	Council area	Road length	2014/15 Actual Entitlement			General purpose		Local road	2015/16 Estimated Entitlement		
				General purpose	Local road	Total	\$ per capita	\$ per Km		General purpose	Local road	Total
Ashburton	10,959	105,647	2,160	3,379,897	1,305,318	4,685,215	308.41	604.31		3,404,614	1,300,978	4,705,592
Broome	17,251	56,000	562	2,043,887	926,589	2,970,476	118.48	1,648.73		1,936,748	924,925	2,861,673
Coolgardie	4,324	30,400	847	525,352	498,813	1,024,165	121.50	588.92		535,844	494,283	1,030,127
Derby-West Kimberley	10,047	102,706	1,779	4,259,462	1,076,291	5,335,753	423.95	605.00		4,300,393	1,067,934	5,368,327
East Pilbara	12,960	371,696	3,049	3,054,700	2,264,092	5,318,792	235.70	742.57		2,909,802	2,274,932	5,184,734
Halls Creek	3,940	143,025	1,420	3,424,362	1,063,715	4,488,077	869.13	749.10		3,463,542	974,396	4,437,938
Port Hedland	16,472	11,844	505	1,603,343	671,397	2,274,740	97.34	1,329.50		1,372,653	731,677	2,104,330
Wyndham-East Kimberley	8,652	121,189	1,125	2,759,791	1,285,895	4,045,686	318.98	1,143.02		2,789,722	1,118,189	3,907,911
Average	10,576	117,813	1,431	2,631,349	1,136,514	3,767,863	311.69	926.39		2,589,165	1,110,914	3,700,079
Coolgardie	4,324	30,400	847	525,352	498,813	1,024,165	121.50	588.92		535,844	494,283	1,030,127

The Key financial ratio's clearly show the strong financial position the Shire is in even given the significant variance in financial assistance grant funding received by the Shire which is a significant component of the financial ratio's

Strategic Capacity

Small councils have limited resources. Limited funds, limited talent and limited access to specialist skills. This results in little or no strategic capacity. No capacity to think beyond day to day operations and no capacity to think about tomorrow.

Therefore, many councils continue to default to what they've always done with little if any reference to the community and its evolving needs and expectations. This may result in:

- provision of services that no longer meet the community needs;
- overspecification and over-delivery of some services; and
- not meeting the community's emerging needs and expectations.

The price for this, is wastage of precious resources. Better understanding of community's needs leads to better allocation of resources and service delivery.

In recent years the Shire has captured the community's direction in the following documents;

- Strategic Community Plan 2018-2028;
- Corporate Business Plan 2019-2023;
- Long Term Financial Plan.

The Shire continues to face many challenges:

- limited resources;
- attraction and retention of talent;
- booming local economy; and
- growing community expectations.

To cope with these challenges the Shire has:

- undertaken a biennial community survey to determine what services are important and the community's satisfaction with service delivery;
- implemented service reviews to better align against community needs and expectations;
- developed business plans for each business unit;

- undertaken an independent review of internal controls and risks in accordance with Audit Regulation 17 Risk Management Review and subsequently developed a risk management framework
- undertaken independent financial management review's undertaken annually for the last three years and will continue in 2019/2020
- engaged Governance and Internal Audit services with in excess of 15 years' experience as Director Policy at LGA and as Principle Policy Advisor to Minister for Local Government during which time the Local Government Act 1995 was developed, finalised, passed through Parliament and implemented
- Undertaken an independent review of
 - Delegations
 - Policies, and
 - Local Laws
- developed key performance indicators for reach service line manager;
- adopted a performance management framework; and
- implemented a contemporary staff performance and development program.

The Service Reviews have resulted in alignment of service delivery against community needs and expectations they also resulted in:

- employment of contract specialist skills to deliver planning, building end health functions; and
- engagement of consultants to provide strategic advice and support to management and council as required.

While other councils are struggling to attract and retain the required talent, Shire of Coolgardie's blended approach to talent management of permanent staff, specialist skills and consultants ensures the Shire has access to the right skills, knowledge and experience on an as required basis.

New ways of thinking and new way of working require new models of talent management. If traditional talent attraction and retention doesn't work in remote and some rural and regional communities then contemporary approaches must be applied.

Attachments:

1. Attachment So C Submission Select Ctee Final [11.1.7.1 - 20 pages]

Consultation:

Council
Staff
GVROC

Statutory Environment:

The Legislative Council has established a Select Committee into Local Government

Policy Implications:

NIL

Financial Implications:

NIL

Strategic Implications:

Accountable and Effective Leaders

Advocating for services that support our community needs
Demonstrating sound financial management and plans for the Shire's long term financial sustainability
Developing strategic partnerships with regional, State and Federal governments
Developing strong partnerships with stakeholders for the benefit of our community
Ensuring the Shire of Coolgardie is well positioned to meet future needs
High quality corporate governance, accountability and compliance
Maintain integrated strategic and operational plans

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, endorse the submission as attached to the Select Committee into Local Government

11.1.8 Community Groups and Sporting Club -User Agreement

Location:	Shire of Coolgardie
Applicant:	Nil
File Reference:	
Disclosure of Interest:	Nil
Date:	20 August 2019
Author:	Francesca Lefante Consultant Town Planner

Summary:

To consider and adopt a Community Facility User Group Agreement to provide a structured and consistent approach to the management of the Shires agreements with local sporting and community groups for the use of community facilities and spaces.

Background:

The Shires is responsible for the management of many properties within the district boundary. The majority of lots accommodate recreational and community infrastructure and facilities that have an opportunity to be used for a variety of recreation or community purposes. The Shire also owns property for the provision of essential infrastructure, such as water management, road reserves and sewerage.

Comment:

The Shire has a range of facilities and agreements that it operates under, the documents, terms and conditions range in complexity and consistency and as a result have received mixed response from community groups and officers administering the provisions.

Whilst formal lease agreement, which current have a format is over 77 pages, are appropriate for commercial or large and significant facilities or activities, they are not always appropriate for smaller facilities or community groups.

The current leasing and User agreements for Shire facilities is inconsistent across the range of facilities. Many leases have expired and attempts to implement new leases have been unsuccessful or have stalled due to confusion and concern relating to the process, terms and obligations, complexity of the lease document.

In order to commence resolution of these issues it is recommended that an interim option be implemented in the form of a Community & Sporting Club User Agreement. This document is intended to:-

- Be simple in its wording
- Clear in obligations, responsibilities, rights and costs
- Be short term – (between 1- 2 years)
- Enable community groups to activate the buildings and spaces
- provide an opportunity for further investigate, identify and analysis standardised lease / user terms, longer term partnership arrangements, and
- provide an immediate resolution of outstanding community group agreements.

The Agreement has been drafted with a key focus of fit for purpose, plain English language for improved community understanding. The document:-

- is a simple to understand and administer,
- provides certainty to the ser groups
- establishes consistent terms, covering fees and costs, maintenance and user rights and obligations
- is for an interim or short-term period of 1- 2 years
- provide flexibility to the use

The above approach recognises the positive impact and community benefit provided to the community through the activities and services offered and provided by the community group applicants.
Without overly complication

Council have the following options

- Option 1 – Support and approve the Community Club User
- Option 2 – Modify the document
- Option 3 – Not support the Community & Sporting Club User Agreement.

Attachments:

1. Club User Agreement - August 2019 [11.1.8.1 - 14 pages]

Consultation:

Chief Executive Officer
Shire Staff
Council

Statutory Environment:

Local Government Act 1995
Local Government (Administration) Regulations) 1996

Policy Implications:

NIL

Financial Implications:

NIL

Strategic Implications:

Accountable and Effective Leaders

Advocating for services that support our community needs
Developing strong partnerships with stakeholders for the benefit of our community
Ensuring a well-informed Council makes good decisions for the community
Ensuring the Shire of Coolgardie is well positioned to meet future needs
High quality corporate governance, accountability and compliance

Voting Requirement: Simple Majority

Officer Recommendation:

That Council,
APPROVES the Community Group & Sporting Clubs User Agreement as a framework for administering short term user & license agreements to provide a structured and consistent approach to the management of community facilities and spaces.

11.1.9 Council Resolutions/Outstanding Items

Outstanding Council Resolutions Register is attached for information.

11.2 Technical Services

11.2.1 Tender 04/19 - Upgrade, formation/shoulder widening, cement stabilizing and seal works to sections of Coolgardie North Road

Location:	Coolgardie
Applicant:	Shire of Coolgardie
File Reference:	NAM7398
Disclosure of Interest:	The Author has no interest in this matter
Date:	13 August 2019
Author:	Engineering Administration Officer, Mel Nowlan

Summary:

The purpose of the report is to recommend to Council to accept the preferred tender in response to Request for Tender RFT04/19 - Tender for formation/shoulder widening, cement stabilizing and seals works to sections of Coolgardie North Road Upgrade.

Background:

The Shire of Coolgardie invited suitably qualified and experienced contractors to submit tender submission based on Tender 04/19 - Tender for formation/shoulder widening, cement stabilizing and seals works to sections of Coolgardie North Road Upgrade. The tender closed on Monday 12 August 2019 at 4.00pm. Seven (7) tenders were received at the Kambalda Administration office and were opened by Peter Miller; Works & Services Supervisor, Keith Dickerson; Consultant, Rod Franklin; Waste and Emergency Services Manager and Amy Graziadelli; Economic Development Officer.

The original funding was awarded through Regional Road Group and Shire funds. Funds must be expended prior to 30 June 2020.

Comment:

The Shire of Coolgardie invited suitably qualified and experienced contractors to submit tender submissions based on Tender 04/19 - Tender for formation/shoulder widening, cement stabilizing and seals works to sections of Coolgardie North Road. Invitations for Tender were advertised in the Kalgoorlie Miner and the West Australian. With a closing date of Monday 12 August 2019 at 4.00pm.

Seven (9) submissions were received, and the following weighting criteria was used to assess the tenders:

Description of Qualitative Criteria	Weighting
A) Value for Money i. Price;	50%
B) Relevant Experience and Quality in providing these works. (Can be done via a Company Profile) i. Provide details of similar services	25%

undertaken; ii. Demonstrate competency and proven track record of achievement in this field; 25% iii. Demonstrated knowledge of local conditions	
C) Respondent's Resources Respondents should demonstrate their ability and sustain the necessary; i. Specialised Plant, equipment and materials necessary to undertake the services; ii. Any contingency measures or back up of resources including personnel (where applicable).	25%
Tender Criteria Assessment Matrix – Tender 04/19	
<i>Selection Criteria</i>	<i>Weighting</i>
Tendered Price	50%
Relevant Experience	25%
Proposed Resources	25%
Totals	100%

Legally a Local Government, as a public body, has the responsibility to follow the appropriate processes and to treat all tenderers fairly. The terms and conditions set out in the contract is the standard WALGA contract document and imply that the Shire of Coolgardie has acted legally and fairly to all tenderers in this case.

Where under Section 1.8 of the Local Government Act requires state-wide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State.

Section 5 R15 Minimum time to be allowed for submitting tenders

(1) If the notice is published in the newspaper as part of giving State-wide public notice, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is first published in the newspaper as part of giving State-wide public notice.

(2) If the notice is given to a person listed as an acceptable tenderer, the time specified in the notice as the time after which tenders cannot be submitted has to be at least 14 days after the notice is given.

The preparation, assessment and award of this tender complies with Part 4 (Provision of Goods and Services) of the Local Government (Functions and General) Regulations 1996 Division 2 – Tendering for Goods and Services.

Attachments:

Nil

Consultation:

Keith Dickerson – Shire Consultant

Peter Miller – Works & Services Supervisor

Statutory Environment:

NIL

Policy Implications:

In accordance with Council Procurement Policy.

Financial Implications:

The total funding allocation for the tender is \$700,000 (ex GST). The funding strategy for the tender is:

1. Regional Road Group \$387,666.00
2. Contribution from Road Reserve Account \$312,334 Muni

This has been included in the 2019/2020 Budget

Strategic Implications:**Accountable and Effective Leaders**

Ensuring the Shire of Coolgardie is well positioned to meet future needs

High quality corporate governance, accountability and compliance

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council,

1. Authorise the Chief Executive Officer to award Tender 04/19 to RoadTech Constructions Pty Ltd for \$573,555 ex GST.
2. Authorise a contract to RoadTech Constructions Pty Ltd, 5/1 Galbraith Loop, Falcon WA 6210 for Tender 04/19 - Tender for formation/shoulder widening, cement stabilizing and seals works to sections of Coolgardie North Road Upgrade.
3. Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal in accordance with Part 19.1(2) of the Standing Orders Local Law to any required documentation.

11.2.2 Tender 06/19 - Road Train Parking Bay at Great Eastern Highway and Ladyloch Road, Coolgardie

Location: Coolgardie

Applicant: Shire of Coolgardie

File Reference: NAM7402

Disclosure of Interest: The Author has no interest in this matter

Date: 15 August 2019

Author: Engineering Administration Officer, Mel Nowlan

Summary:

The purpose of the report is to recommend to Council to accept the preferred tender in response to Request for Tender RFT06/19 - Tender for Road Train Parking Bay at Great Eastern Highway and Ladyloch Road, Coolgardie.

Background:

The Shire of Coolgardie invited suitably qualified and experienced contractors to submit tender submission based on Tender 06/19 - Tender for Road Train Parking Bay at Great Eastern Highway and Ladyloch Road, Coolgardie. Four addendums were issued during the tender period.

The tender closed on Monday 29 July 2019 at 3.00pm.

Eleven (11) companies attended the mandatory site inspection on 22 July 2019.

Nine (9) tenders were received at the Kambalda Administration office and were opened by Bec Horan; Manager of Admin Services and Bree Crawley; Executive Secretary.

The original funding was awarded through funding received from grant application to Main Roads and Shire funds. Funds must be expended prior to 30 June 2020.

The project's objective is to operate as a heavy vehicles rest area with overnight stays permissible. The parking bay will create a safe stopping point for vehicles, as opposed to the current situation of using an embayment outside Coolgardie Town. The scope incorporates: the construction, completion and maintenance of the works all as detailed, described and specified in the tender documents. The location of the proposed parking bay has been chosen by the Shire of Coolgardie to be utilised as a stopping point for heavy vehicles operating between the Eastern States and Perth and is positioned in close proximity to existing services and the Coolgardie Esperance Highway.

The date for practical completion is for the 30th May 2020, this will be necessary to ensure the acquittal of the grant prior to the 2020-2021 financial year.

The scope of this tender included:

The works to be performed under this Contract shall consist of the construction, completion and maintenance of the works all as detailed, described and specified, including but not necessarily limited to:

- Provision of a safety management plan for approval of the superintendent, including provision for dust control;
- Protection or works i.e. barricading, site safety etc.;
- Isolation of services as required;
- Clearing and grubbing;
- Removal of and disposal of spoil of site;
- Provision of all electrical and lighting requirements, including connection to WPC power supply and commissioning;
- Compact existing subgrade material;
- Condition stockpiled subbase and compact to line and level, inclusive of any additional material as required;
- Condition stockpiled basecourse and compact to line and level, inclusive of any additional material as required;
- Supply and install primer seal;
- Supply and install Asphalt seal;
- Provision of all signage and line marking as shown on the drawings and in the specification;
- Provision of all kerbing and concrete works as shown on the drawings and in the specification;
- Provision of all drainage works as shown on the drawings and in the specification;
- Reconnection of services as required;
- Provision of all compliance documentation;
- Provision of all construction and as-constructed survey requirements;
- Provision of all messing, accommodation and amenities as required;
- Make good any damaged surfaces, equipment etc.;
- All other work indicated or implied in the drawings or in the specification;
- The supply of all labour, materials, plant, machinery, equipment.

An agenda item was included in Council meeting 26 October 2011;

26 Oct 2011	219/1 1	COUNCIL RESOLUTION: # 219/11 MOVED: COUNCILLOR, D SIMMONS SECONDED: COUNCILLOR, T RATHBONE That Council resolves to - <ol style="list-style-type: none"> 1) Instruct staff to pursue procurement of Coolgardie Lots 2172, 2226 and 2217 for the purpose of a truck stop, an on completion of the process to report to Council for direction. 2) Indemnify the Department of Regional Development and Lands against any costs or Compensation claims arising from the taking process. CARRIED 7/0
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Comment:

The Shire of Coolgardie invited suitably qualified and experienced contractors to submit tender submissions based on Tender 06/19. Invitations for Tender were advertised in the Kalgoorlie Miner and the West Australian. With a closing date of Monday 29 July 2019 at 3.00pm.

Nine submissions were received, one tenderer being ineligible as their pricing schedule was submitted after the tender deadline, the following weighting criteria was used to assess the tenders and referees contacted:

Description of Qualitative Criteria	Weighting
A) Tendered Price	60%
B) Relevant Experience (i) Provide details of similar work undertaken. (ii) Provide scope of the Tenderer's involvement including details of outcomes. (iii) of outcomes. (iv) Provide details of issues that arose during the project and how these were managed. (v) how these were managed. (vi) Demonstrate competency and proven track record of achieving outcomes. (vii) Project reference sheet.	10%
C) Key Personnel Skills and Experience (i) The Tenderer's role in the performance of the Contract. (ii) Curriculum vitae of key staff inclusive of membership to any professional or business association, qualifications etc.	10%
Tenderer's Resources (i) Plant, equipment and materials. (ii) Any contingency measures or backup of resources including personnel (where applicable). (iii) personnel (where applicable). (iv) OHS Survey. (v) Safety Record. (vi) Resources Schedule.	10%
Demonstrated Understanding (i) A project schedule/timeline (where applicable). (ii) The process for the delivery of the Goods/Services. (iii) Training processes (if required); and (iv) Demonstrated understanding of the Scope of Work.	10%

Attachments:

Nil

Consultation:

Simon de Been – Principal Engineer, Kal Engineering Consultants
 Keith Dickerson – Shire of Coolgardie, Consultant
 Peter Miller – Shire of Coolgardie, Works & Services Supervisor

Statutory Environment:

NIL

Policy Implications:

NIL

Financial Implications:

This project has been allocated funds in the 2019/2020 budget (C13028 – \$1.2 million - Construction of the Road Train Assembly Area – Tender 06/19).

Strategic Implications:

Accountable and Effective Leaders

Ensuring the Shire of Coolgardie is well positioned to meet future needs.
 High quality corporate governance, accountability and compliance.

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council,

- 1. Authorise the Chief Executive Officer to award Tender 06/19 to RoadTech Constructions for \$1,423,035 (inc GST).**
- 2. Authorise a contract to RoadTech Constructions, PO Box 1152, Narrogin WA 6312 - Tender 06/19 - Tender for Road Train Parking Bay at Great Eastern Highway and Ladyloch Road, Coolgardie.**
- 3. Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal in accordance with Part 19.1(2) of the Standing Orders Local Law to any required documentation.**

11.3 Recreation and Community Services

11.3.1 Coolgardie Pioneer Cemetery Project

Location: Shire of Coolgardie

Applicant: Leanne Shilton

File Reference: NAM

Disclosure of Interest: Nil

Date: 27 August 2019

Author: Recreation and Community Development Manager,
Leanne Shilton

Summary:

The Coolgardie Community Resource Centre is seeking permission due to the sensitivity of the project being the Coolgardie first Pioneer Cemetery (45 Graves), to proceed with a project which engages The Outback Grave Markers Inc to research and where possible name the 43 grave sites and to produce and erect 5 x Coolgardie historical information signs within the cemetery.

We are also seeking to waive any Cemetery Administration fees on the historical plots, this would include the "Renewal of Grant of Right of Burial" which is \$75.00 and "Erecting of small memorial plaque" which is \$25.00 per plot should that apply.

Background:

Coolgardie is known as "The Mother of the Goldfields". Our history is rich with stories of hardship and wealth for all ages who travelled to Coolgardie to succeed in the goldrush starting in 1892.

The Pioneer Cemetery is the original cemetery and the graves are dated from (1892 – 1894). There is currently two named graves and a stone memorial for the Pioneers.

Comment:

We would like to acknowledge the forefathers of our region and pay tribute to them with plaques and heritage information board to highlight the Coolgardie "Mother of the Goldfields" History. This not only creates a tourist attraction, but also continues to thank them for their contribution to our rich history and the community engagement that will be created from the project.

The Outback Grave Markers Inv quote to do this project is \$2894.65 Excluding GST

We are also seeking Council to waive the charges of \$4300.00 for the "Renewal of Grant of Right of Burial" (\$75.00 Per Grave) and the "Erecting of small memorial plaque" (\$25.00 Per Grave) for the 43 graves.

Attachments:

1. Outback Grave Markers [11.3.1.1 - 4 pages]

Consultation:

James Trail – Chief Executive Officer
Council
Leanne Shilton
Alex and Julie Aitken -Outback Grave Markers Inc

Statutory Environment:

NIL

Policy Implications:

NIL

Financial Implications:

\$2894.65 Excluding GST as per Outback Grave Markers Inc. quote.

The potential loss of revenue for undertaking the project internally is estimated to cost \$4300.00 for the “Renewal of Grant of Right of Burial” (\$75.00 per grave) and the Erecting of small memorial plaque (\$25.00 per grave) for the 43 graves. This is not a fee or charge the Shire will be paid given the project is being undertaken internally.

Strategic Implications:**Accountable and Effective Leaders**

High quality corporate governance, accountability and compliance

Effective management of infrastructure, heritage and environment

Encouraging cultural and historical community projects and activities

Facilitating the preservation of heritage sites and buildings

Supporting and encouraging local and regional tourism

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council,

1. Support the project by waiving the charges of \$4300.00 in administration fees for Renew of Grant of Right of Burial and Erecting of small memorial plaque for 100 graves.
2. Support the project by accepting the quote from Outback Grave Markers Inc. of \$2894.65 Excluding GST from C10009 Coolgardie Cemetery Infrastructure

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

13.1 Elected Members

13.2 Council Officers

14 CONFIDENTIAL ITEMS

15 CLOSURE OF MEETING