



SHIRE OF COOLGARDIE

# A G E N D A

OF THE

ORDINARY COUNCIL MEETING

28 March 2017

6.00pm

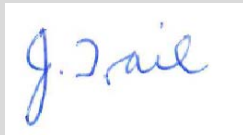
COOLGARDIE

**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 28 March 2017 in the Coolgardie Council Chambers, Coolgardie commencing at 6:00pm.

A rectangular box containing a handwritten signature in blue ink that reads "J. Trail".

**JAMES TRAIL  
ACTING CHIEF EXECUTIVE OFFICER**

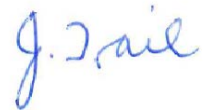
## ORDINARY COUNCIL MEETING

**28 March 2017**

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

The dates, times and locations of the Ordinary Council Meetings for 2017 are listed hereunder. This month's meeting is highlighted.

Tuesday	24 January 2017	6.00pm	Coolgardie
Tuesday	28 February 2017	6.00pm	Kambalda
<b>Tuesday</b>	<b>28 March 2017</b>	<b>6.00pm</b>	<b>Coolgardie</b>
Wednesday	26 April 2017	6.00pm	Kambalda
Tuesday	23 May 2017	6.00pm	Coolgardie
Tuesday	27 June 2017	6.00pm	Kambalda
Tuesday	25 July 2017	6.00pm	Coolgardie
Tuesday	22 August 2017	6.00pm	Kambalda
Tuesday	26 September 2017	6.00pm	Coolgardie
Tuesday	24 October 2017	6.00pm	Kambalda
Tuesday	28 November 2017	6.00pm	Coolgardie
Tuesday	19 December 2017	6.00pm	Kambalda



**James Trail**  
**ACTING CHIEF EXECUTIVE OFFICER**

DISCLAIMER

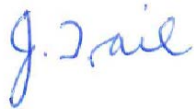
INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:

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

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

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



James Trail  
ACTING 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.





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 \_\_\_\_\_ 2016

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 \_\_\_\_\_

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1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.0 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 PRESENT:

MEMBERS OF STAFF:

MEMBERS OF THE PUBLIC:

2.2 APOLOGIES:

2.3 APPROVED LEAVE OF ABSENCE:

3.0 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

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTION TIME TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

## 7.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### ITEM 7.1 ORDINARY MEETING OF COUNCIL 28 FEBRUARY 2017

#### OFFICERS RECOMMENDATION:

That the minutes of the Ordinary Meeting of Council of 28 February 2017 be confirmed as a true and accurate record.

## 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

### President's Report

March 2017

Council is currently undertaking a Service Level Review of the whole of our organisation. This review is being undertaken by John Ravlic of RAVIM/RBC with the purpose being the steps that Councils are taking to drive down costs out of their business and adopting service levels and standards that better reflect community needs, expectations and sustainability. John recently uploaded a post on LinkedIn about the steps being taken at Coolgardie Shire and he received 850 views in two days, some from Councils in Queensland, which he thought was incredible. The Draft Review will be presented to Council for consideration at a workshop in April.

Our Technical Services crew are making good progress delivering the Shire road works programme so far this year, under the astute guidance of Keith Dickerson from RSA Works and working together with Total Asphalt, have completed the resealing programme in both towns, repaired the failed sections of road network in Kambalda and completed gravel resheeting works on Binneringie, Coolgardie North and Jaurdi Hills roads. The remaining projects are the Blackspot Funded intersections on the Kambalda Tip road and Jobson, Renou and Bayley Streets in Coolgardie. These three projects are expected to be completed by June this year. On behalf of Council, I would congratulate all our staff on the outside crews including parks and garden, town and construction, on the lifting of standards and their work ethic under the guidance of Keith Dickerson and Peter Miller, our Works Manager.

There is increasing activity in the mining sector in our Shire with the first shipment of Lithium being transported from the Mt Marion Mine 30kms south of Coolgardie to Fremantle, then on shipped to China. Shire staff have also reported the upgrade and restart of the Alliance Lithium project at Bald Hill and the commencement of open pit operations at the Paris Gold Mine in January, both projects just north of Widgiemooltha. Along with the proposed mining venture at Widgiemooltha by Mincor Resources, this augers well for employment opportunities within our Shire that may entice people to live in our towns.

Staff from the Coolgardie Visitor Centre hosted a community business planning lunch - forum on Tuesday 21st March. This forum in conjunction with Mia Hicks Consulting was held to gather community feedback for the formulation of a business case for the Visitor Centre, Goldfields Exhibition and Museum to gain Accreditation

as a Tourism destination - operation, which will enable the staff to seek greater funding opportunities for operating into the future. The business lunch was very successful with 25 attendees to the workshop providing a lot of positive suggestions from people passionate about the future of Tourism activities and facilities in our Shire. Mia and our Staff will analyse all the information and statistics garnered from the workshop into the business case and are planning to present again to another community lunch - forum in the next weeks.

With our Acting CEO James Trail, working diligently and mentoring our finance and administration staff, the Shire is approaching the final stages of preparing our Budget Review and being in a position to present the completed Audit Report for the 2016/17 financial year. On behalf of Council I would recognise and like to thank the CEO, our finance co - coordinator Joelee Nolan and her staff for the work and effort they have put in to bring our Financial Statements up to date thus far, which will have us in a much better position going forward into the next budget cycle of 2017 /18.

The relocation of the front office staff to the Kambalda Recreation Centre has proven very successful with staff reporting an increase in patronage and along with access to staff and extended opening times, all of the comments from Kambalda residents so far have been very positive, which is pleasing from a Council perspective.

I had the pleasure of attending the official opening of Donkin Park in Kambalda on Saturday 18th March. This site was previously occupied by the first swimming pool in Kambalda, and from the time I came onto Council in 2008 the Shire commenced the progression from what was a derelict run down facility that had been closed for about eighteen years into the modern state of the art facility it is today.

The first stage of the project was the demolition of the pool and old buildings, then the installation of the first of the Singing Public Toilets in the Shire, the landscaping and laying of the grassed area and BBQ and shade seats in 2013.

The final stage has been the installation of modern playground equipment which will provide many hours of entertainment for the children in our community that also help them develop skills of independence, social skills and problem solving, and is a brilliant way to keep our kids active and healthy.

The opening of the park was attended by Councillors, Staff and members of the community and our Special Guests Marg and Eric Donkin, after whom the Park has been named in Honour of the many years of service this couple have given to the Kambalda community. During the Opening Ceremony and cutting of the ribbon to Officially Open the Park, Marg commented that she had managed the former swimming pool on the site for fourteen years, making it an even more fitting tribute for the naming of Donkin Park. Well done and Thankyou to Marg and Eric.

Funding for this project provided from Lotteries West and the Shire of Coolgardie, and a big Thankyou to our Staff who have worked on the project to make the provision of excellent facilities such as these in our communities.

Malcolm Cullen

Shire President.



## 9.0 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

## 10.0 REPORTS OF COMMITTEE

**AGENDA REFERENCE:** 10.1

**SUBJECT:** Completed Compliance Audit Return 2016

**LOCATION:** Shire of Coolgardie

**APPLICANT:** Nil

**FILE REFERENCE:** NAM5395

**DISCLOSURE OF INTEREST:** The officer has no financial interest in this report.

**DATE:** 09 March 2017

**AUTHOR:** Acting Chief Executive Officer – James Trail

### **SUMMARY:**

For the Audit Committee to recommend to Council to adopt the Shire's 2016 Compliance Audit Return (the return) prior to it being submitted to the Department of Local Government and Communities (DLGC).

### **BACKGROUND:**

The Compliance Audit consists of a number of questions relating to various aspects of council's operations (see attachment). It assists Council in assessing how well it is functioning with respect to adherence to Acts and Regulations applicable to its operations and provides an opportunity to review processes where it is noted that non-compliance has occurred.

The Compliance Audit Return is targeted for return to the Department of Local Government (the Executive Director) by 31 March 2017 as per the *Local Government (Audit) Regulations 1996*.

### **COMMENT:**

In responding to the Compliance Audit, Council staff have reviewed various registers, Council Minutes and other internal documentation, which can be evidenced to substantiate answers given.

Based on this review the following table represents a summary of the responses given

Section/Category	No. of Questions	Compliance	Non Compliance	Not Applicable
Commercial Enterprises by LG	5	0	0	5
Delegation of Power/Duty	13	5	3	5
Disclosure of Interest	16	12	3	1
Disposal of Property	2	1	1	0
Elections	1	0	0	1
Finance	14	8	2	4
Local Government Employees	5	2	0	3
Official Conduct	6	6	0	0
Tenders for Providing Goods and Services	25	10	1	14
<b>Total</b>	<b>87</b>	<b>44</b>	<b>10</b>	<b>33</b>

A comparison between 2015 and 2016 shows an increase in Non Compliance from 2 to 10 and a decrease in Compliance from 51 to 44.

With regard to the increase in Non Compliance the areas are listed below:

#### Delegation of Power

1. Where all delegations by the CEO to any employee in writing
  - All delegations to employees were not provided in writing only the delegation to purchase
2. Has the CEO kept a register of all delegations made under the Act to him and to other employees
  - A register of all delegations does not appear to have been kept in the prescribed format
3. Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required
  - A written record in the prescribed format has not been kept on all occasions

#### Disclosure of Interest

1. Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76
  - A register of financial interests was not kept. Financial interests declared were filled out on the appropriate forms.
2. Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28
  - No a register of financial interests was not kept in the prescribed format
3. Has the CEO kept a register of all notifiable gifts received by Council members and employees
  - A register was not maintained in the prescribed format for the whole calendar year. Was implemented in September 2016 as part of the Probity Review

### Disposal of Property

1. Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58 (5))
  - Local public notice was not given for two leases in the prescribed format as recommended in the Probity Review. A process was put in place in December 2016 to remedy this oversight

### Finance

1. Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit
  - No the auditors report for the year ending 30 June 2016 was received in draft on 8th March 2017
2. Was the Auditor's report for the financial year ended 30 June 2016 received by the local government by 31<sup>st</sup> December 2016
  - No the auditors report for the year ending 30 June 2016 was received in draft on 8th March 2017
3. Where the local government determined that matters raised in the auditor's report (prepared under s 7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time
  - The Local Government did not receive the auditors report for year ended 30th June 2016 in the calendar year. The management report for the year ended 30th June 2015 received in calendar year 2016 was not submitted to the audit committee or Council with actions from management to address issues raised. The issues raised in the management report for the year ending 30th June 2015 were detailed in the Probity Audit Review verbatim.

### Tenders for Providing Goods and Services

1. Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.
  - Name of successful tenderer not recorded clearly in register and referenced to the relevant Council resolution. Consideration for all tenders received was recorded in the register when only the consideration sought in the accepted tender must be recorded

### In relation to the Non Applicable areas, generally

- Commercial Enterprises by the Local Government. The Shire of Coolgardie did not undertake any commercial enterprises.
- Delegation of Power/Duty. This relates only to Committee's. As the Shire only has two committees, being the Audit Committee and the Policy Committee, and these have no delegated authority. This is not applicable.
- Tender for Providing Goods and Services. The Administration did not progress any multiple tender projects, variances of contract nor run any expressions of interest in the reporting period.
- In the matter of finance, no delegation was given to the audit committee.
- Questions relating to the appointment of a CEO did not occur in the reporting period.

The continued trend of non delivery of the annual financial statements by the required date in 2016 was not addressed. Although a KPI was introduced to achieve this along with the development of the finance and administration team, the outcome was still the same. This issue has been highlighted by comments from the auditor in the draft management letter:

*The existing accounting staff was inexperienced and having great difficulties in reconciling/finalising transactions and balances, especially for bank account reconciliation, fixed asset reconciliation and fair value accounting for plant and equipment assets as required by Financial Management Regulation 17A.*

**CONSULTATION:**

Chief Executive Officer  
Council  
Deputy CEO

**STATUTORY ENVIRONMENT:**

*Local Government (Audit) Regulation, 14 and 15*

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATION:**

**Solutions focussed and customer oriented organisation.**

- High quality corporate governance, accountability and compliance.
- Effective communication and engagement processes.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That the Audit Committee

1. Recommend to Council to ADOPT the 2016 Local Government Compliance Audit Return for the period 1 January 2016 to 31 December 2016 forming Attachment 1 to this Report;
2. Recommend to Council in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*, to SUBMIT the completed Compliance Audit Return as detailed in Part 1 above to the Department of Local Government and Communities.

COMMITTEE RECOMMENDATION: # 065/17

Moved: Cr, K Lindup

Seconded: Cr, T Rathbone

That the Audit Committee

1. Recommend to Council to ADOPT the 2016 Local Government Compliance Audit Return for the period 1 January 2016 to 31 December 2016 forming Attachment 1 to this Report;
2. Recommend to Council in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*, to SUBMIT the completed Compliance Audit Return as detailed in Part 1 above to the Department of Local Government and Communities.

CARRIED SIMPLE MAJORITY 7/0

COUNCIL RECOMMENDATION:

That Council accept Committee Recommendation # 065/17

**AGENDA REFERENCE:** 10.2

**SUBJECT:** Annual Financial Statements 30<sup>th</sup> June 2016

**LOCATION:** Nil

**APPLICANT:** Nil

**FILE REFERENCE:** NAM5394

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 8 March 2017

**AUTHOR:** James Trail – Acting Chief Executive Officer

**SUMMARY:**

To recommend the adoption of the Annual Financial Statements for period ending 30<sup>th</sup> June 2016 to Council.

**BACKGROUND:**

The annual financial statements for period ending 30<sup>th</sup> June 2016 are presented to the Audit Committee for consideration to recommend adoption by Council.

Shire staff and Moore Stephens have been working collectively to prepare a set of statements for the auditors. A draft of the financial statements and accompanying letters were received by Shire staff on the 8<sup>th</sup> March 2017.

The Acting Chief Executive officer spoke to David Tomasi to seek clarity on a number of key issues. Following the discussions the statements, independent auditor report and management report have been amended to include additional information and clarity.

**COMMENT:**

As Council are aware the audit was delayed from October 2016 to February 2017 due to a change over in staff, when Moore Stephens did commence the audit in February they had difficulty in finding all the information the needed to complete the audit. To ensure this does not happen in the future the Shire will review its current financial management practises in particular reconciliations and accounting processes and sufficient accounting resources will be allocated to ensure the Shire will meet the 31 December 2017 deadline to have the audited financial report completed and sent to the Department of Local Government.

Moore Stephens would like to stress one off assessments of ratios at a particular point in time can only provide a snapshot of the financial position and operating situation of the Shire. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.

A number of the Shire's ratios are below the accepted industry benchmark and trending downwards over the longer term, moving forward measures, strategies to reverse the downward trends and improve the overall level of the ratios will need to be considered. Moore Stephens will continue to monitor the financial position

and ratios in future financial years and suggest it is prudent for Council and management to do as we strive to manage the resources of the Shire.

Ratio	Basic Standard	Shire's Actual Ratios			3 Year Trend <sup>2</sup>
		2016	2015	2014	
Current Ratio	>=0.9	1.30	1.150	0.920	
Asset Sustainability	>=0.9	0.340	0.540	0.680	
Debt Service Cover	>=2	2.260	2.420	6.490	
Operating Surplus	>=0.15	(0.880)	(0.420)	(0.209)	
Own Source Revenue Coverage	>=0.6	0.510	0.620	0.744	
Asset Consumption	>=0.75	0.980	0.890	0.674	
Asset Renewal Funding	>=1.05	0.240	N/A	N/A	
		Above Target	Within acceptable banding	Below Acceptable Banding	

## COMMENTS ON RATIOS

### Adjustments relating to 2016

Three of the 2016 ratios disclosed above have been adjusted for "one off" timing/non-cash items as follows:

- Operating revenue was distorted by the early receipts of the half of the allocation of the 2015/16 Financial Assistance Grants (FAGs) on 30 June 2015. This early payment of the grant increased operating revenue in 2015 and decreased operating revenue in 2016 by \$534,292.
- Operating expenses were distorted by the loss on revaluation of plant and equipment assets amounting to \$392,590.

These items are considered "one-off" timing in nature and were adjusted when calculating the ratios in the above table (as shown by "\*") as were relevant comparative year ratios (which had been affected by similar "one-off" items).

### Regional and State 4 Year Averages

Regional and State 4 year averages have not been adjusted for "one-off" items even though these items may have been applicable in prior years as they are based on the statutory ratios which have been reported in published financial reports. However, they still provide a useful reference point as they are indicative of a trend.

### Asset Sustainability Ratio

This ratio appears to have been trending downwards over the longer term and is below both the Regional and State 4 year averages.

Analysis of the Shire's Statement of Comprehensive Income indicates the main reason for the deterioration of the ratio in the current year to be a significant increase in the amount of depreciation expense over the prior year. Total depreciation increased from \$4,235,027 in 2015 to \$8,776,006 in 2016. This increase in depreciation is attributable to the revaluation of infrastructure assets conducted during the year ended 30

June 2016 which resulted in a significantly higher depreciable asset base especially roads. One possible cause relates to the Remaining Useful Life (RUL) assessments performed on individual assets. They may not have been comprehensive enough to adjust to more realistic conditions which would have resulted in a lower depreciation expense.

Whilst the approach to conditions was considered conservative, we suggest this be reviewed as it provides an unrealistic distortion to the ratios represented. To help ensure the depreciation charged for the year is a true reflection of the Infrastructure value in the years preceding the next revaluation, management should implement a plan to review condition and RUL assessments in the short to medium term.

Interpretation of this ratio should be considered together with the Asset Consumption Ratio (above target at 0.98) and the Asset Renewal Funding Ratio (below target at 0.24).

### **Assets Renewal Funding Ratio**

This ratio is below the target level. In addition, it is below both Regional and State 3 year averages.

Interpretation of this ratio should be considered together with the Asset Sustainability Ratio (ASR) (below target at 0.34) and the ACR (above target at 0.98).

Whilst the ASR (after factoring in the depreciation anomaly detailed above) and the ACR for the year suggest the Shire is currently replacing its existing assets at about the same rate they are wearing out, the Council should consider reviewing the Shire's long-term capital investment program to help ensure asset renewal is maintained at an appropriate level with sufficient funding support in the future.

### **Debt Service Cover Ratio**

This ratio has improved from the previous year but is trending marginally downwards against the average over the longer term. It is also below both the Regional and State averages.

Analysis of the Shire's Statement of Comprehensive Income indicates the main reason for the improvement in the ratio in the current year to be the increase in operating revenue relating to rates revenue and other revenue, mainly from recovery of Lehman Brothers Investments.

In order to help ensure the continued sustainability and financial wellbeing of the Shire, both Council and Management will need to consider ways to improve the operating position in the medium term. This is either via increasing revenue or by decreasing expenditure (or a combination of both).

### **Operating Surplus Ratio**

This ratio has deteriorated from the previous year. It is below both the Regional and State averages and is trending marginally downwards over the last five years. Moreover, it has been in negative territory for the last five years.

The increase in the depreciation expense discussed in the comments on the Asset Sustainability Ratio above is the main reason for the deterioration of this ratio despite the increase in operating revenue as mentioned at the Debt Service Cover Ratio.

Whilst this is by no means categorical (it is ultimately dependent on what the final depreciation expense is), it does provide some insight and explanation as to the importance of updating condition and RUL assessments as soon as possible. Even if depreciation was at similar levels as to prior years (Pre-revaluation), these ratios would still be below their respective target levels.

As is the case of the Debt Service Cover ratio above, to help alleviate the continued erosion of this ratio, both Council and Management will need to consider ways to improve the operating position either via increasing revenue or by decreasing expenditure (or a combination of both). This is dependent upon the Council and



management understanding the circumstances and the interaction operating surplus has on other ratios and operations in general.

### **Ratio Summary**

A number of the Shire's ratios are below the accepted industry benchmark and trending downwards over the longer term, moving forward, measures/strategies to reverse the downward trends and improve the overall level of the ratios should be considered.

One off assessments of ratios at a particular point in time can only provide a snapshot of the financial position and operating situation of the Shire. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.

Moore Stephens will continue to monitor the financial position and ratios in future financial years and suggest it is prudent for Council and management do so also as they strive to manage the scarce resources of the Shire.

### **SUMMARY COMMENT**

Whilst the management had subsequently appointed a third party consultant to assist them with the preparation of the annual financial report, the accounts were far from fully reconciled for an efficient turnaround. The existing accounting staff was inexperienced and having great difficulties in reconciling/finalising transactions and balances, especially for bank account reconciliation, fixed asset reconciliation and fair value accounting for plant and equipment assets as required by Financial Management Regulation 17A.

During the course of the audit, we also noted a large number of operating accounts were incorrectly remapped or categorised in the Shire's accounting system. In addition, some income accounts were incorrectly cleared to fixed asset accounts. Consequently, the Shire's statements of comprehensive income (both by Nature and Program) were incorrectly produced for 2016 financial reporting purposes and had to be further adjusted to reflect the true position.

Furthermore, we noted the Shire's asset management software, AssetFinda, was not duly updated with all necessary variables required to calculate the depreciation of infrastructure assets for 2015/2016 following the revaluation done during 2014/2015. This needs to be addressed as a priority in 2016/2017.

The calculation of depreciation on roads for the year ended 30 June 2016 was performed using a single weighted average rate instead of considering the various component parts of the roads separately as required by *AASB 116 Property, Plant and Equipment*.

The main reason for the departure from this standard was the Shire's management has a lack of confidence on the suggested annual depreciation expense in respect of the Shire's road asset in Asset Finda following the revaluation work performed on its infrastructure assets (during the year ended 30 June 2015). This has arisen from the lack of co-ordination between the Engineering and Finance sections of the Shire.

The Shire's management will review the condition and RUL assessments from the revaluation performed during the year ended 30 June 2015 in respect of roads in the short term to help ensure the depreciation charged for the year is a true reflection of the Infrastructure value in the years preceding the next revaluation.

As is obvious by the time taken to correct the account and finalise the report, the process has been far from efficient. This has resulted in a late audit report and increased costs.

Not only does it impact on the efficiency of the audit process, it also reflects on the efficiency of the Shire as a whole as it compromises the delivery of meaningful, accurate and timely management information.

Please also note similar point has been raised in previous management letters since 2011 except 2015.

This seriously undermined the financial management practices of the Shire. Consequently, we found it necessary to highlight this matter in our audit report.

To ensure this situation is rectified and does not present itself again, the council should review the Shire's current financial management practices. In particular, key reconciliations and accounting processes should be identified and sufficient accounting resources be allocated to the process with the goal of meeting the 31 December deadline for having the audited Financial Report completed and sent to the Department

**CONSULTATION:**

Moore Stephens

Shire staff

**STATUTORY ENVIRONMENT:**

*Section 5.53 AND 5.54 Local Government Act 1995 as amended.*

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATION:**

**Solutions focussed and customer oriented organisation.**

- High quality corporate governance, accountability and compliance.
- Effective communication and engagement processes.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That the Audit Committee:

1. Accepts the Annual Financial Statements for the period ending 30<sup>th</sup> June 2016, Independent Auditor's Report and Management Report for the Year Ended 30 June 2016
2. Recommends the Council adopt the Annual Financial Statements for the period ending 30<sup>th</sup> June 2016
3. Recommends the Council receive the Management Report for the Year Ended 30 June 2016
4. Recommends to Council the Acting Chief Executive Officer prepare an action report on the matters raised in the Management Report for the year ended 30 June 2016 to be presented to the Council at the April 2017 Ordinary Meeting of Council
5. Recommend to Council that the action report be forwarded to the Minister in accordance with s 7.12A (4) of the Local Government Act 1995

**COMMITTEE RECOMMENDATION: # 066/17**

Moved: Cr, K Lindup

Seconded: Cr, T Rathbone

That the Audit Committee:

1. Accepts the Annual Financial Statements for the period ending 30<sup>th</sup> June 2016, Independent Auditor's Report and Management Report for the Year Ended 30 June 2016
2. Recommends the Council adopt the Annual Financial Statements for the period ending 30<sup>th</sup> June 2016
3. Recommends the Council receive the Management Report for the Year Ended 30 June 2016
4. Recommends to Council the Acting Chief Executive Officer prepare an action report on the matters raised in the Management Report for the year ended 30 June 2016 to be presented to the Council at the April 2017 Ordinary Meeting of Council
5. Recommend to Council that the action report be forwarded to the Minister in accordance with s 7.12A (4) of the Local Government Act 1995

CARRIED SIMPLE MAJORITY 7/0

**COUNCIL RECOMMENDATION:**

That Council accept Committee Recommendation # 066/17

AGENDA REFERENCE: 10.3

SUBJECT: Internal Audit Framework – Risk Management

LOCATION: Nil

APPLICANT: Nil

FILE REFERENCE: NAM5386

DISCLOSURE OF INTEREST: Nil

DATE: 8 March 2017

AUTHOR: Jill O'Brien – Deputy Chief Executive Officer

**SUMMARY:**

For the Audit Committee to receive the update on the reporting of strategic risks and controls.

**BACKGROUND:**

In February 2013 amendments to the Local Government (Audit) Regulations 1996 extended the responsibilities of audit committees and Chief Executive Officers of Local Government authorities in relation to the reviewing and reporting of the Local Government's systems and procedures in regard to risk management, internal control and legislative compliance.

At the August 2016 Ordinary meeting of Council, Council resolved the following

**COUNCIL RESOLUTION: #187/16**

*That Council*

1. *Note the Strategic Risk Report (attached)*
2. *Note the Updated Risk Report (attached)*
3. *Note the Identified Risk Report (attached)*
4. *Receive the Proposed Strategic Risks 2016-2017*
5. *Request the Committee receive a quarterly report on all strategic risks and high operational risks inclusive of commentary and % complete*
6. *Request the Committee receive all operational risks twice a year inclusive of commentary and % complete*
7. *Request a review of the risk management, internal control and legislative compliance systems and procedures required by Regulation 17 of the Local Government (Audit) Regulations 1996 be undertaken and provided to the Committee in October 2016.*

**CARRIED SIMPLE MAJORITY 5/0**

**COMMENT:**

Previously Council has been presented with a set of Strategic and Operational Risks. Each Manager had been requested to monitor and report on these risks. With a new management team in place a copy of the risk matrix has been provided to coordinators to review, after the review the risk management framework will be work shopped with the new management team during the month of March to ensure the current risk matrix is in line with legislative compliance as required by the Local Government (Audit) Regulations 1996.

The review will include delegations of responsible officers to monitor and report on each risk, an action plan as to how staff will minimise each risk, what risks are being addressed and any amendments that have been changed through the process. On completion of this review the framework will then be presented to Council for feedback and staff will start reporting on risk effective from 1 July 2017.

Monitoring and reviewing activities will provide evidence on appropriateness and effectiveness of systems and procedures in risk management, internal control and legislative compliance as required by the Local Government (Audit) Regulations 1996.

**CONSULTATION:**

James Trail Acting Chief Executive Officer

**STATUTORY ENVIRONMENT:**

*Local Government ( Audit ) Regulation 17*

**POLICY IMPLICATIONS:**

AD – 14 Risk Management Policy

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATION:**

**Solutions focussed and customer oriented organisation.**

- High quality corporate governance, accountability and compliance.
- Effective communication and engagement process.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That the Audit Committee receive the update on the reporting of strategic risks and controls.

COMMITTEE RECOMMENDATION: # 067/17

Moved: Cr, K Lindup

Seconded: Cr, T Rathbone

That the Audit Committee receive the update on the reporting of strategic risks and controls.

CARRIED SIMPLE MAJORITY 7/0

COUNCIL RECOMMENDATION:

That Council accept Committee Recommendation # 067/17

## 11.0 REPORTS OF OFFICERS

### 11.1 CHIEF EXECUTIVE OFFICER

**AGENDA REFERENCE:** 11.1.1

**SUBJECT:** Monthly Activity Report

**LOCATION:** Nil

**APPLICANT:** Nil

**FILE REFERENCE:** NAM5409

**DISCLOSURE OF INTEREST:** The author has no financial interest in this report.

**DATE:** 20 March 2017

**AUTHOR:** Executive Assistant, Tyler Thornton

**SUMMARY:**

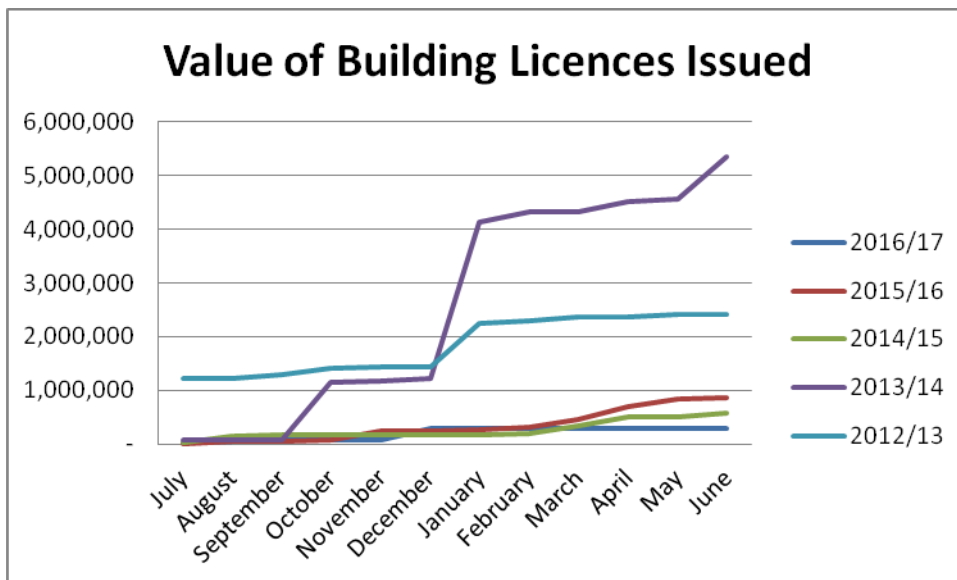
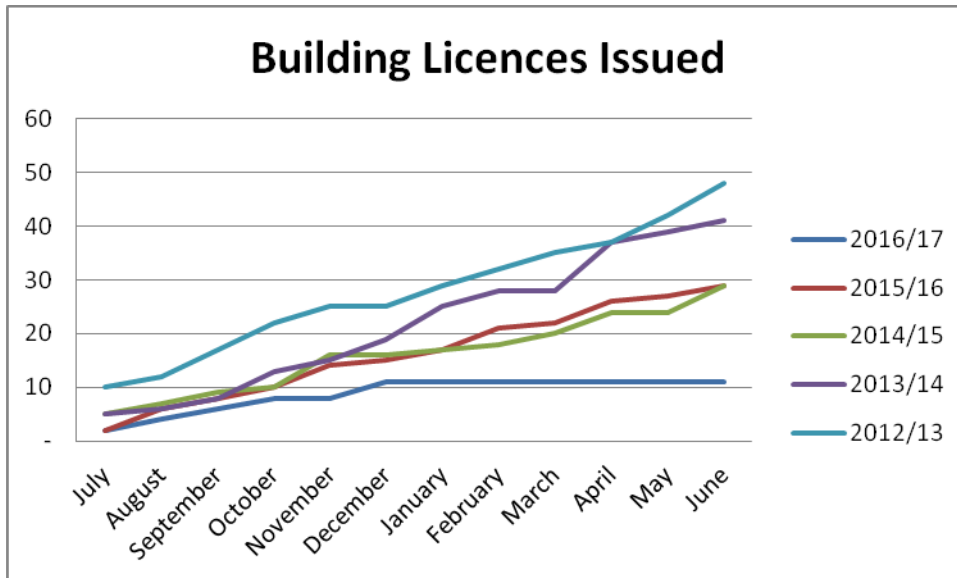
For Council to receive the monthly activity reports for February 2017.

**BACKGROUND:**

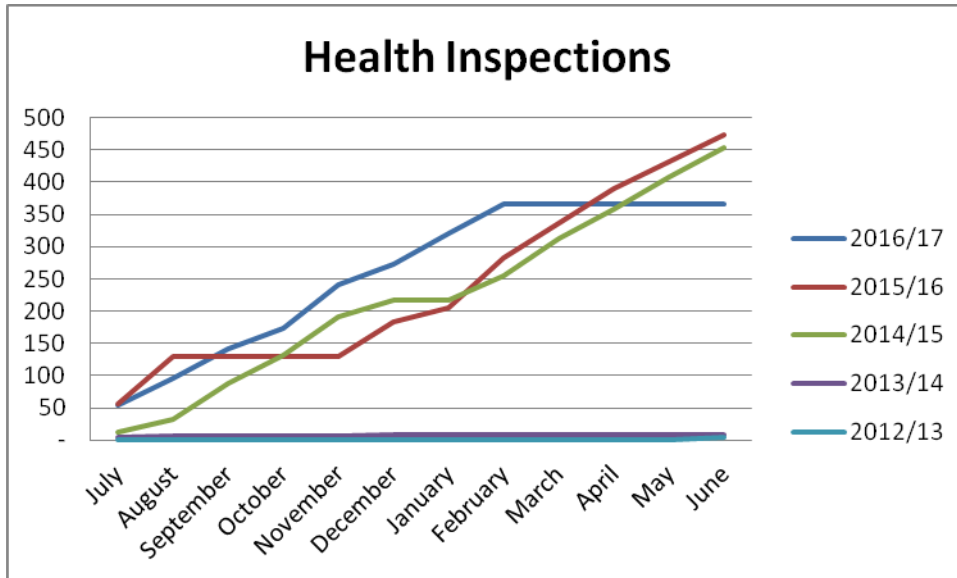
This report is to provide Council information on the activity of various Council services and facilities.

COMMENT

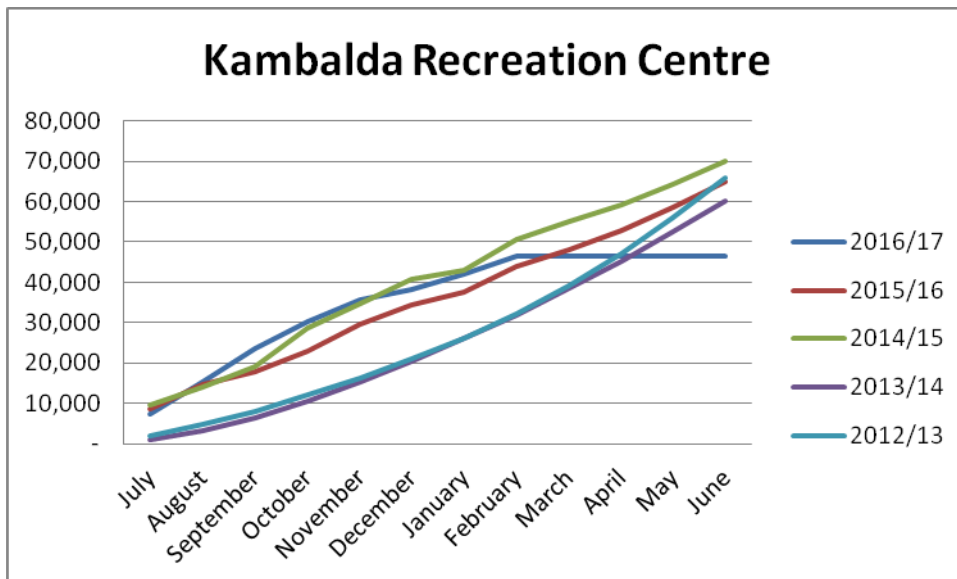
Development Services

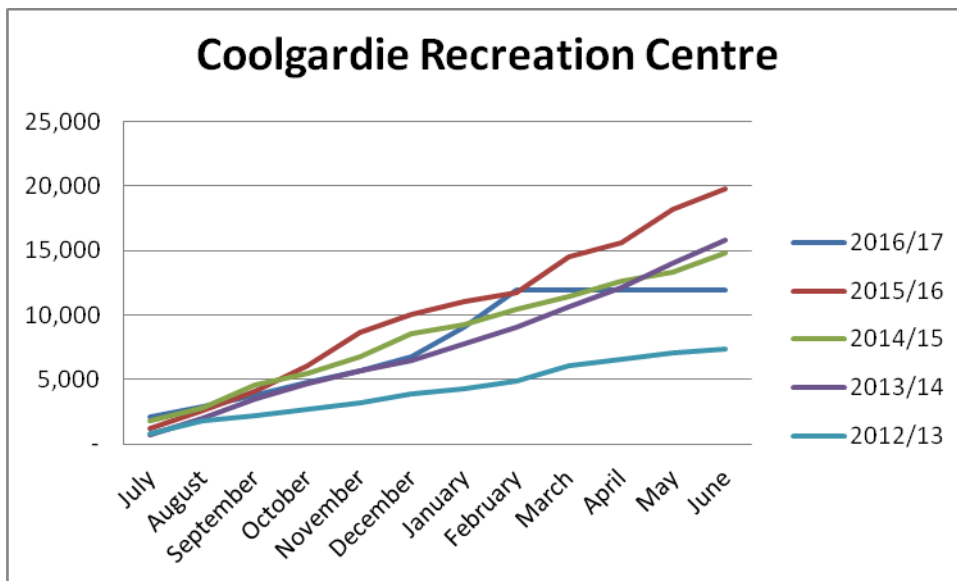
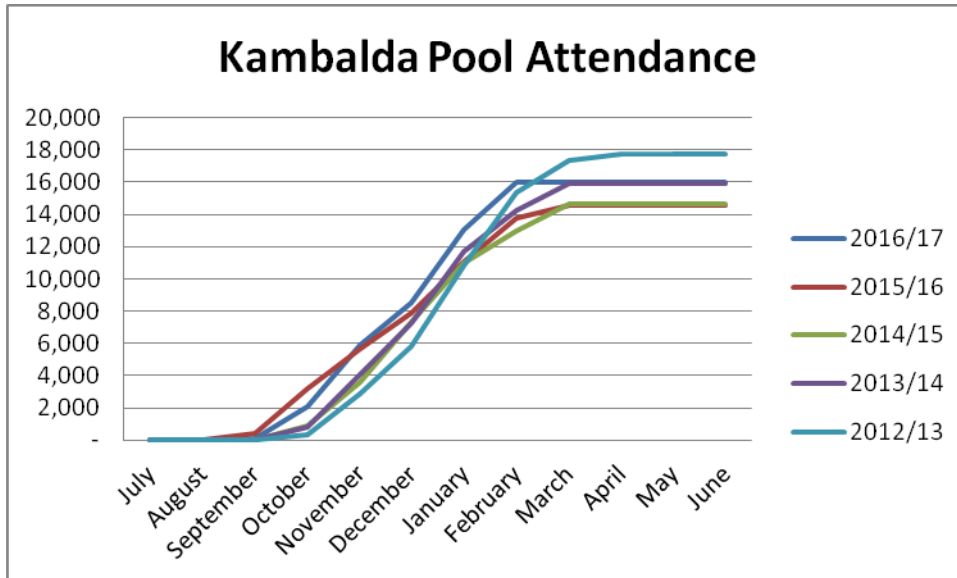




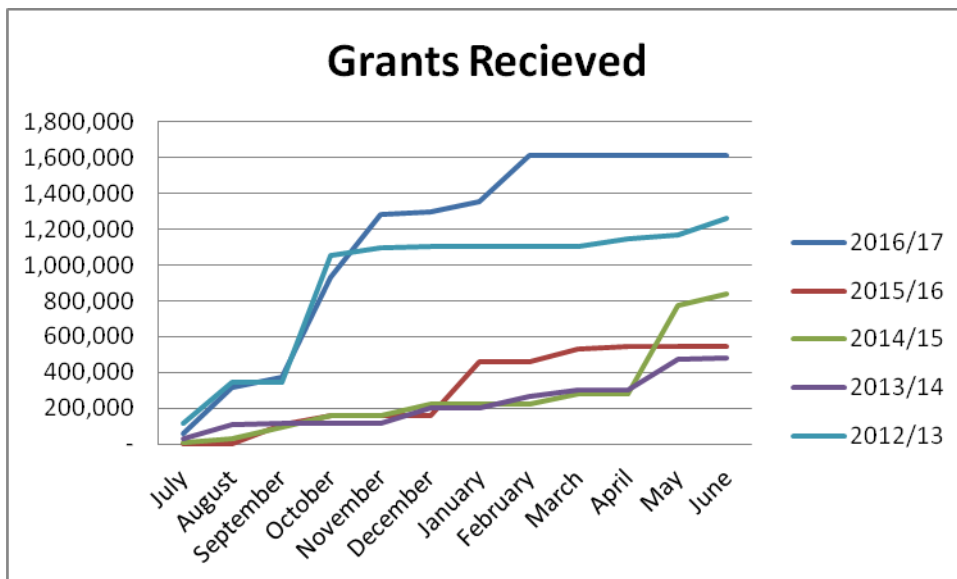
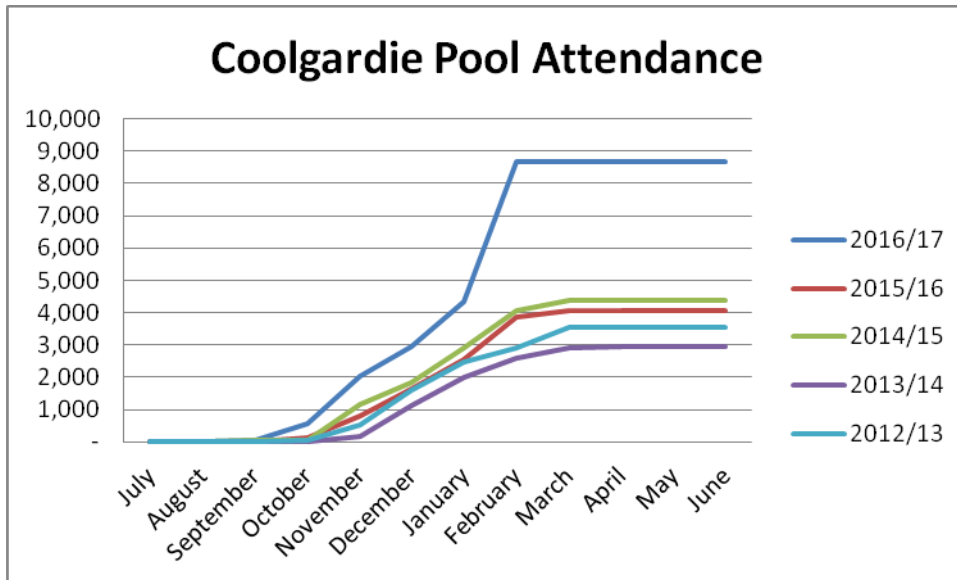


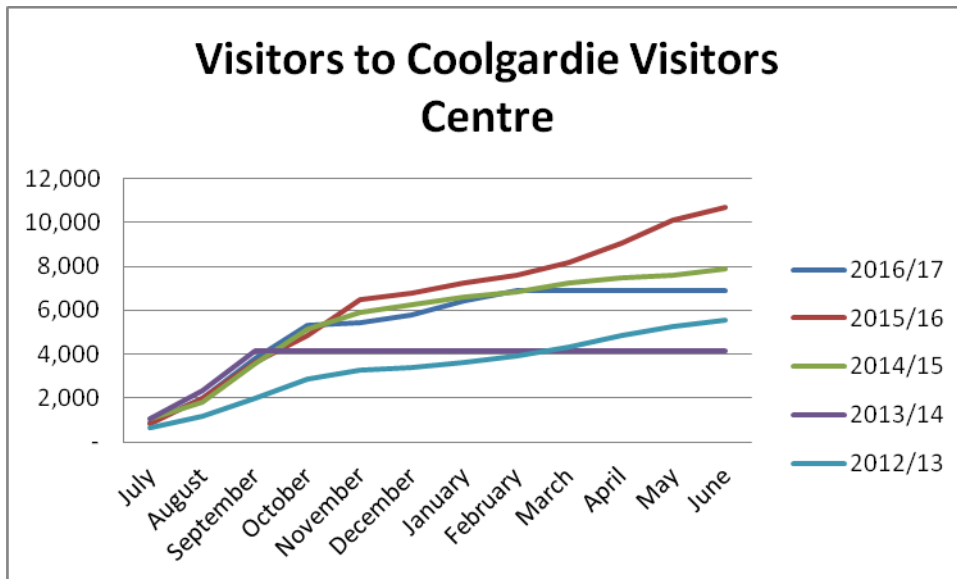
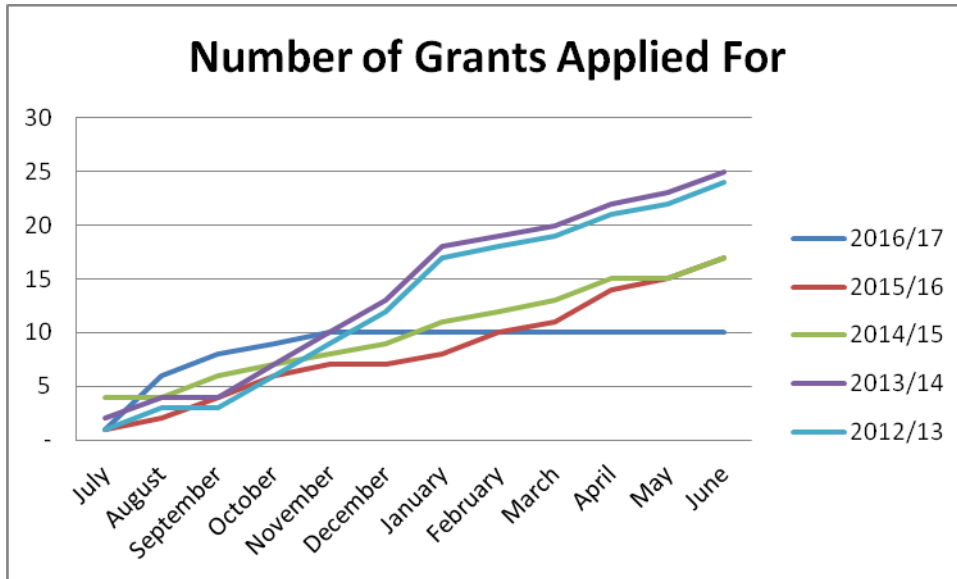
### Recreation Services



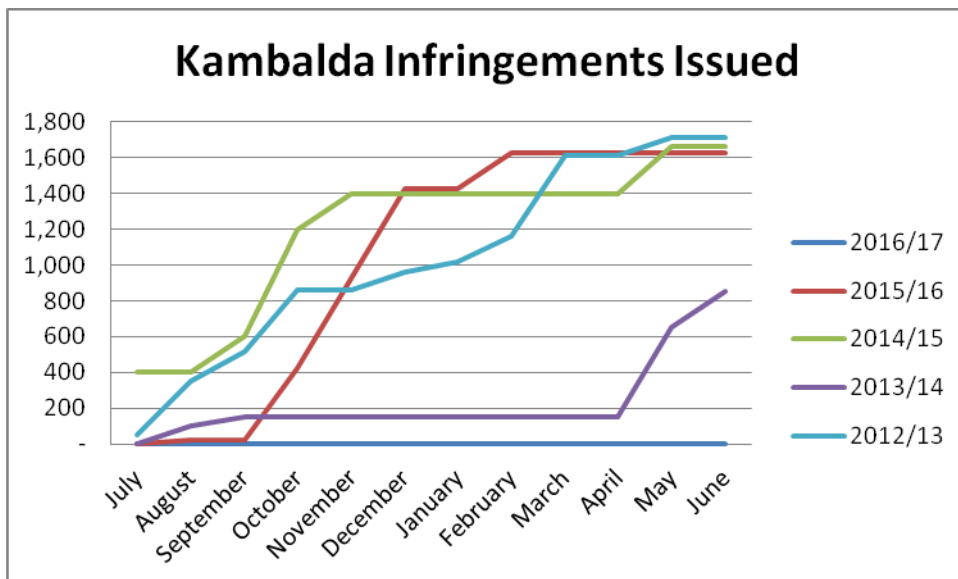
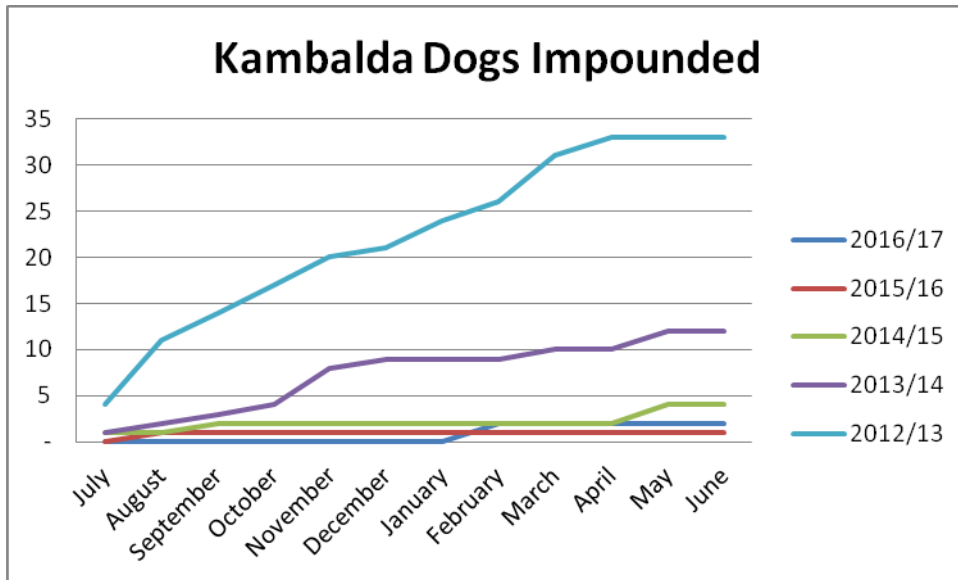


## Community Services

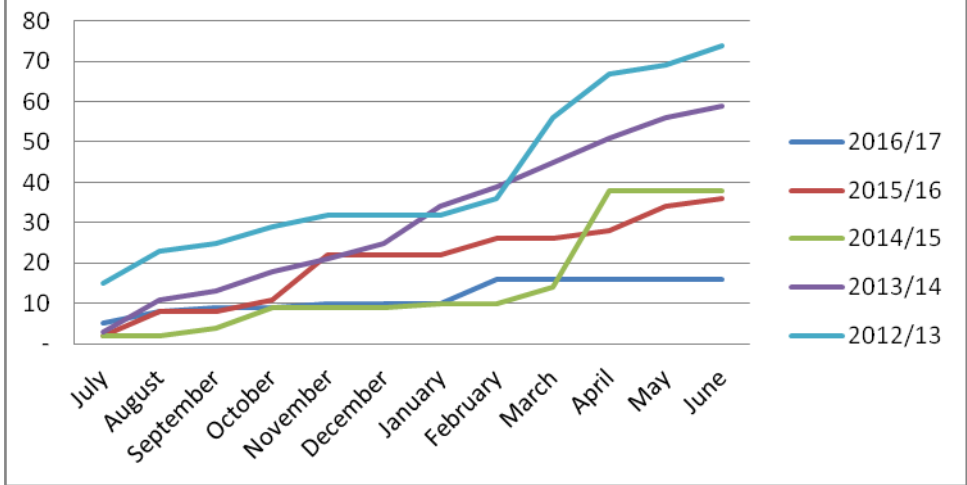




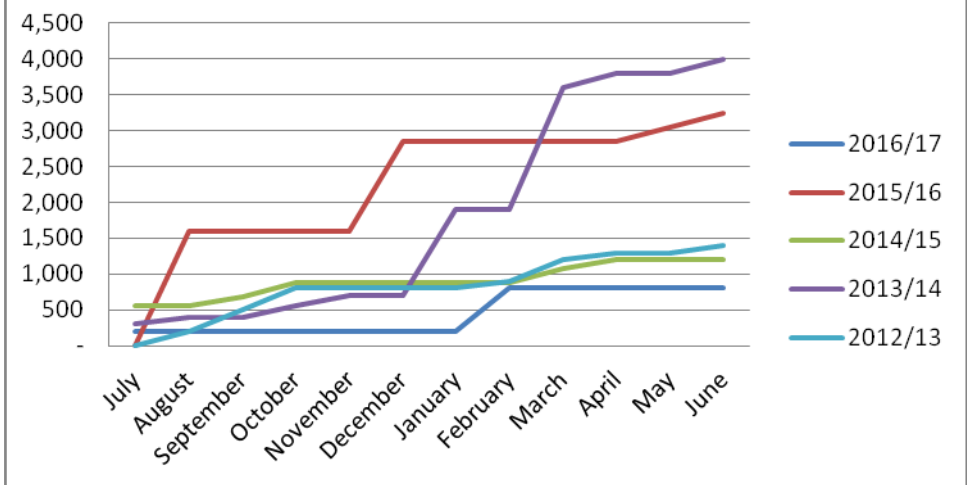
## Ranger Services



### Coolgardie Dogs Impounded



### Coolgardie Infringements Issued



## Technical Services

Document #	DATE SENT RECD - 1dsc	Description	Description
ICS19754	15/03/2017	WRF#3220 Footpath graffiti reported by local resident along Bayley Street footpath (from Railway Hotel to Jaromi Arts & Craft). Lewd graffiti comments written in white paint.	Responded to
NCS5396	13/03/2017	WRF#3220 request to blowervac Hunt St (esp Ben Prior Park, laneway near OKKA & outside Coolgardie Primary School), remove any & all broken glass outside Coolgardie Motel, prune/weed Bayley St Admin garden - overgrown lavender bushes etc.	Responded to
NCS5352	20/02/2017	WRF#3217 please remove graffiti on front door & "dentist chair/operating table". Graffiti reported to Police 20/02/17	Responded to
NCS5354	20/02/2017	WRF#3218 road patching request - there is a large pot hole (corner of Moran & Bayley Street) & the front of the telephone box @ Coolgardie Park (Bayley St).	Responded to
ICS19456	17/02/2017	Inside of kerb along driveway has washed/worn away. Please fill in and level out. 122 Bayley St Coolgardie. Works request received 17/02/17	No further action
ICS19412	14/02/2017	WRF#3110 from Kambalda resident - request for intersection of New Compton/South Mason to be cleared. Needs clearing traffic hazard - received by hand 14/02/17	No further action
ICS19332	06/02/2017	WRF#3109 resident has requested that a large tree branch hanging over road in Marianthus/Melaleuca Roads be investigated.	No further action
ICS19154	18/01/2017	WRF# 3760 Rubbish bin at Donkin Park, has no lid. 2. Pls have a 2nd bin for Donkin Park 3. Could the two bins in Lions Park be thoroughly cleaned/serviced (the bin with yellow wheels has a big split down the side).	No further action

Governance

DATE	RES. No.	ACTION REQUIRED	
<b>Ordinary Council Meeting 16 December 2014</b>			
16 Dec14	227/14	<p><b><u>COUNCIL RESOLUTION: # 227/14</u></b>            That Council pursuant to Section 6.64(1)(b) of the Local Government Act 1995, where all reasonable efforts to locate the owner of the properties listed in attachment 1 and attachment 2 proceed to:</p> <p style="padding-left: 40px;">Surrender to the Crown the 78 properties listed in the attachment 1 which have rates in arrears for three or more years, where the cost of proceedings for the recovery of outstanding rates would be equal or exceed the value of the land,</p> <p style="padding-left: 40px;">Sell the 12 properties listed in attachment 2 which have arrears for three or more years, and recover from the proceeds of the sale the outstanding balances which total \$77,765.04.</p>	In Progress - Spoken to agent Awaiting proposal
<b>Ordinary Council Meeting 27 January 2015</b>			
27 Jan 15	013/15	<p><b><u>COUNCIL RESOLUTION: # 013/15</u></b>            That Council disposes of the property at Lot 101 (No. 68) Serpentine Rd, Kambalda East by public tender.</p>	Pending – Waiting on Town Planning Scheme
<b>Ordinary Council Meeting 24 March 2015</b>			
24 March 15	050/15	<p><b><u>COUNCIL RESOLUTION: # 050/15</u></b>            That Council resolves to –            Instruct the Chief Executive Officer or his nominated representative to pursue vesting of a reserve over Vacant Crown Land and Lot 117 as indicated on the attached plan for the purpose of Horse Blocks, and on completion of the process to report to Council for Direction            Indemnify the Department of Regional Development and Lands against any cost or compensating claims arising from the taking process.</p>	In progress
24 March 15	051/15	<p><b><u>COUNCIL RESOLUTION: # 051/15</u></b>            That Council resolve to –            Instruct the Chief Executive Officer or his nominated representative to pursue vesting of a reserve over Vacant Crown Land and Lot 117 as indicated on the attached plan for the purpose of Motorised Sports, and on completion of the process to report to Council for Direction            Indemnify the Department of Regional Development and Lands against any cost or compensating claims arising from</p>	In progress



		the taking process.	
<b>Ordinary Council Meeting Minutes 28 July 2015</b>			
28 July 15	137/15	<p><u>COUNCIL RESOLUTION: # 137/15</u></p> <p>That Council resolve to –</p> <p>Instruct the Chief Executive Officer or his nominated representative to pursue vesting of a reserve over Vacant Crown Land as indicated on the attached plan for the purpose of Rifle Club, and on completion of the process to report to Council for Direction</p> <p>Indemnify the Department of Regional Development and Lands against any cost or compensating claims arising from the taking process.</p>	In progress
<b>Ordinary Council Meeting 22 September 2015</b>			
22 Sept 15	193/15	<p><u>COUNCIL RESOLUTION: # 193/15</u></p> <p>That Council agree that</p> <ol style="list-style-type: none"> <li>1. Expressions of interest be sought for the use and access of Reserve 49358 for a period of 60 days (Kambalda Airstrip).</li> <li>2. The Chief Executive Officer be authorised to negotiate with applicants and present a draft lease agreement to Council for endorsement prior to application to the Minister for Lands for approval of the lease.</li> </ol>	In Progress Meeting to be held
<b>Ordinary Meeting of Council 22 March 2016</b>			
22 March 16	050/16	<p><u>COUNCIL RESOLUTION: # 050/16</u></p> <p>That Council</p> <p>Authorise the Chief Executive Officer (or his delegate) to negotiate a lease agreement between the Goldfields Country WA Health Service and the Shire of Coolgardie for the premises known as the 90-94 Bayley Street (Shire Office) , for a minimum of five (5) years with an annual rent sufficient to cover all costs incurred by the Shire of Coolgardie.</p> <p>Advertise the disposal of a portion of the property known as 90-94 Bayley Street (Shire Office) Coolgardie the valuation of the property being as determined by an independent valuer.</p> <p>Authorise the Chief Executive Officer and the Shire President to execute the lease agreement in accordance with Standing Orders Local Law 2000 Section 19.1 subject to the lease conditions being</p> <ul style="list-style-type: none"> <li>Term Five (5) Years</li> <li>Option five (5) years</li> <li>Rent to include the cost of building insurance, pest control, water corporation service fees and outgoings</li> </ul>	Rescind Motion

		<p>Maintenance: the lessee will be responsible to maintain the property, whilst the Shire will be responsible for capital costs and expenditure of a structural nature</p> <p>Public Liability (\$20 million cover) and worker compensation insurance</p> <p>Annual CPI to apply to the rent</p> <p>Lessee to pay for all the legal fees to prepare the lease document</p> <p>No Market rent reviews</p> <p>No bond needed</p>	
22 March 16	051/16	<p><b><u>COUNCIL RESOLUTION: # 051/16</u></b></p> <p>That Council make application to the Hon Minister for Lands to take a Management Order over Lot 500 on Deposited Plan 72918 for "Recreation" to support land sailing activities on Lake Lefroy and AGREE to provide the Minister for Lands with a statement confirming that</p> <p><i>"The Shire of Coolgardie indemnifies the Hon Minister for Lands against all claims for compensation incurred by the Minister in progressing the proposal to take native title and non-native title interests, as well as any other costs that may be payable in relation to the acquisition of rights and interests of Lot 500 on Deposited Plan 72918 for the proposed reservation with Management Order in favour of the Shire of Coolgardie for the purpose of 'Recreation'.</i></p>	Pending
<p>Ordinary Council Meeting 26 April 2016</p>			
26 April 16	068/16	<p><b><u>COUNCIL RESOLUTION: # 068/16</u></b></p> <p>That Council</p> <p>Authorise the Chief Executive Officer or his delegate to negotiate an agreement between Goldfields Masonic Homes Inc and the Shire of Coolgardie for the sale of the six units, known as Montana Homes for a total of \$30,000.00 (being \$5,000.00 per unit), <i>with Masonic Homes Inc to provide a written commitment to construct an additional two units subject to <u>Grant funding availability</u>.</i></p> <p>Advise the Minister for Lands of their support for the transfer of the Management Order over Reserve 35500, Lot 2126 of the units known as Montana Homes, 1, 3, 5, 7, 9, 11 Hunt Street Coolgardie to Goldfields Masonic Homes Inc</p> <p>Advertise the proposed disposal of Reserve 35500, Lot 2126 to Goldfields Masonic Homes Inc. in accordance with Section 3.58 of the Local</p>	In Progress with shire lawyers

		Government Act 1995. Authorise the President and Chief Executive Officer to affix the Common Seal and sign the associated contract documents.	
26 April 16	071/16	<p><b><u>COUNCIL RESOLUTION: # 071/16</u></b> That Council</p> <p>Review the effect the proposed lease between the Shire of Coolgardie and The National Trust of Australia (WA) for Warden Finnerty's Coolgardie Western Australia will have on the annual operating budget for the year ending 30 June 2017</p> <p>Invite representatives of the National Trust of Australia (WA) to discuss future plans for the property.</p> <p>Defer the decision to sign the lease between the Shire of Coolgardie and the National Trust of Australia (WA) for Warden Finnerty's Coolgardie Western Australia until negotiations with the National Trust of Australia (WA) regarding the current condition of the building and other improvements on the land, and</p> <p>An item be presented to Council immediately following discussions with the National Trust of Australia (WA) to recommend actions to be taken for the future of the operation of services at Warden Finnerty's Coolgardie Western Australia.</p>	In Progress
Ordinary Meeting of Council 26 July 2016			
26 July 16	127/16	<p><b><u>COUNCIL RESOLUTION: #127/16</u></b> That Council</p> <p>commence a review of the Shire of Coolgardie Local Laws as required by the Local Government Act 1995 Section 3.16;</p> <p>Parking Angle 1953 TV Masts and Antennae 1960 Signs, Hoardings – Draft Model by law no 13 1967 Signs, Hoardings and Bill Posting 1996 Sick Leave 1969 Recreation Areas 1985 Recreation Reserve 1971 Reserve Recreation (Parks) 1985 Coolgardie Cemetery 1972 Dogs 1997 Bees 1989 Intersections Fencing and Obstructions at 1996 Signs 1997 Health Local Laws 1998, 1999 Standing Orders 2000</p>	In Progress

		<p>Standing Orders 2001  Health Amendment Local Laws 2000, 2001  Health Act 1911, 2002  Health Amendment Local Laws 2002, 2003</p> <p>2. Advertise in state-wide public notice and local public notice be given of the review and that the closing date for submissions by the public will be Friday 31 October 2016.</p>	
<b>Ordinary Council Meeting 27 September 2016</b>			
27 Sep 16	248/19	<p><u>COUNCIL RESOLUTION: #248/16</u></p> <p>That Council approve the request to apply to the Department of Lands to amend reserve number 49358 (Ariel landing ground) to a Recreation reserve with the power to lease</p>	In Progress
<b>Ordinary Meeting of Council 25 October 2016</b>			
25 Oct 16	289/16	<p><u>COUNCIL RESOLUTION: # 289/16</u></p> <p>That Council defer Agenda item 11.3.3 (change of tenure for Shire reserve) presented in the October 2016 Ordinary Meeting of Council until the February Ordinary Meeting of Council.  At this time future information and updates will be provided as to the status of this land purpose issue</p>	In Progress
<b>Ordinary Meeting of Council 22 November 2016</b>			
22 NOV 16	321/16	<p><u>COUNCIL RESOLUTION: # 321/16</u></p> <p>1. That Council authorise the Chief Executive Officer (CEO) to give local public notice of its intention to dispose of part of the premises known as the badminton court portion of the Kambalda East Hall at the Harry Steinhauser Reserve in Kambalda to the Kambalda Men's Shed association on the following terms</p> <p>A. Term lease of five years with an option to renew for two years  B. Annual rental \$400.00 per annum  C. All outgoings including content insurance and utilities to be paid by the proposed lessee  D. A rental valuation of the property has been received for \$500.00 per annum</p> <p>Inviting submissions on the proposal:</p> <p>2. If no submissions are received Council authorises the CEO the power to decide to dispose of the property and for the CEO and Shire President to execute the lease agreement.  3. If any submissions are received, these are to be referred to Council to consider before making a decision on the proposal.</p>	In Progress
<b>Ordinary Meeting of Council 22 November 2016</b>			

20 Dec 16	337/16	<p><u>COUNCIL RESOLUTION: #337/16</u></p> <p>That Council</p> <ol style="list-style-type: none"> <li>1. Endorse the Schedule of Modifications received by the Western Australian Planning Commission in relation to the Shire of Coolgardie's Local Planning Scheme and Strategy No.5 as per attachment</li> <li>2. That council request the tenure of 21 years be extended to consider granting freehold to any of the properties that are taken up under the 21 year tenure option. That, whereby built infrastructure has been constructed on these properties, with regard to future development of industrial land within the Coolgardie township, that this be managed as an amendment to the TPS by the 20 Dec 16 Minister.</li> <li>3. That Council write to the WAPC expressing their disappointment with regard to their non-acceptance and deliberation rationale of the scheme in relation to identified facets of Goldfields Esperance Blueprint document.</li> <li>4. That Council also request feedback as to the rationale the WAPC had adopted in relation to the recommendation of the town planning scheme and the future of land use development within the Coolgardie Shire.</li> <li>5. That Council request that the CEO engage in a consultation process with the Mining Industry, relevant stakeholders and community members with regard the future of land use development within the Coolgardie Shire.</li> <li>6. Council request the CEO submit at the February meeting of Council 2017, an implementation / action plan for the Town Planning Strategy and Town Planning Scheme inclusive of <ol style="list-style-type: none"> <li>i Relevant policy changes</li> <li>ii Future budget implications</li> <li>iii Relevant strategic implications</li> <li>iv Consultation strategy</li> </ol> </li> </ol>	In Progress Report being prepared for April meeting
Ordinary Council Meeting 24 January 2017			
24 Jan 17	005/17	<p><u>COUNCIL RESOLUTION: # 005/17</u></p> <p>That Council</p> <ol style="list-style-type: none"> <li>1. Approve the draft amended Regional Price Preference Policy in principle.</li> <li>2. Give statewide public notice of its intention to adopt a Regional Price Preference Policy, inviting submissions from the public for a minimum of 4 weeks from the date of the notice.</li> <li>3. Make a copy of the proposed Regional Price Preference Policy available for public inspection in accordance with the</li> </ol>	To be advertised

		notice.	
24 Jan 17	012/17	<p><b><u>AMENDED OFFICER RECOMMENDATION: # 012/17</u></b></p> <p>That Council</p> <p>1. Authorise the Chief Executive Officer (or his delegate) to negotiate a Lease between the Shire of Coolgardie and MAX Employment subject to section 3.58 (3), Local Government Act 1995 for the property known as Coolgardie Railway Station Precinct (Reserve R35589 and R34988) with the term of the lease being 10 years.</p> <p>2. Advertise the disposal of the property known as the Coolgardie Railway Station Precinct Reserve 35589 and 34988 located on Woodward Street, Coolgardie. The valuation of the site being \$1,040.00 per annum. The Shire of Coolgardie will charge a rental value of \$400.00 per annum for this site.</p> <p>3. Authorise the Acting Chief Executive Officer to enter into a Memorandum of Understanding between the Shire of Coolgardie and MAX Employment</p>	Discussions on hold
24 Jan 17	013/17	<p><b><u>COUNCIL RESOLUTION: # 013/17</u></b></p> <p>That Council approve the request to apply to the Department of Lands to change the management order for the Coolgardie administration building 90 – 94 Bayley Street, Coolgardie to include the power to lease and an amendment of the reserve (39178) to allow for Health services to operate out of this facility.</p>	Motion needs to be rescinded
<b>Ordinary Council Meeting 28 February 2017</b>			
28 Feb 17	047/17	<p><b><u>COUNCIL RESOLUTION: # 047/17</u></b></p> <p>That Council endorses the following applications to have one hundred percent rate exemption for the 2015/16 financial year.</p> <p>Kambalda Cultural and Arts Group \$684.00</p> <p>Nickeltown Flounderers Auto Club \$660.00</p>	In Progress
28 Feb 17	050/17	<p><b><u>ALTERATIVE MOTION: # 050/17</u></b></p> <p>That Council Refer the matter of the movable administrative building at the Kambalda airport to be brought to discussion in March 2017</p>	In Progress
28 Feb 17	054/17	<p><b><u>COUNCIL RESOLUTION: # 054/17</u></b></p> <p>That Council make a submission to the Environmental Protection Authority of Western Australia on the Public Environmental Review on the proposed Tellus Sandy Ridge Facility with the following comments for consideration:</p>	In Progress

		<p>The Sandy Ridge (Waste Management) Facility operations should be subject to compliance with a Licence for Prescribed Premises issued by the Environmental Protection Authority's Department of Environment Regulation of Western Australia.</p> <p>The Shire of Coolgardie should have the right to visit and inspect the premises at any time with or without Department of Environment Regulation staff for the purposes of assessing compliance with any approval conditions and any other relevant legislative requirements relating to law, order, safety, public health and protection of the environment;</p> <p>The Shire of Coolgardie should have the right to be provided with a copy of all facility environmental monitoring reports including records relating to transportation, receipt and storage/disposal of waste on the site and annual compliance returns that are required to be provided to the Department of Environment Regulation as part of compliance with any licence conditions;</p> <p>The Shire of Coolgardie should have the right to engage the services of an appropriately qualified environmental consultant to carry out an annual independent environmental assessment of the site operations at the expense of the licence holder to a value not exceeding \$25,000 per year increased annually by CPI Capital Cities, Perth.</p>	
28 Feb 17	055/17	<p><u>COUNCIL RESOLUTION: # 055/17</u></p> <p>That Council update the Shire of Coolgardie's list of delegations and approve the Chief Executive Officer to appoint Authorised Persons to enforce and administer the provisions of the <i>Building Act 2011</i> and <i>Building Regulations 2012</i>:</p> <p>Authorised Person/s Level 1 or Level 2 Building Surveyors</p>	In Progress
28 Feb 17	056/17	<p><u>COUNCIL RESOLUTION: # 056/17</u></p> <p>That Council update the Shire of Coolgardie's list of delegations and approve the Chief Executive Officer to appoint Authorised Officers and Designated Officers to enforce and administer the provisions of the <i>Food Act 2008</i> and <i>Food Regulations 2009</i>:</p> <p>Authorised Officers (Enforcement)      Designated      Officers (Administration) Environmental Health Officers          Building Surveyors Chief Executive Officer Environmental Health Officers</p>	In Progress

		Deputy Chief Executive Officer Co ordinators Rangers																					
28 Feb 17	057/17	<p><b><u>COUNCIL RESOLUTION: # 057/17</u></b></p> <p>That Council resolve To write off rates debts totalling \$1933.51 as presented in the below table, as it has been determined that they were either raised in error, or are deemed to be unrecoverable.</p> <table border="1"> <thead> <tr> <th>Assessment</th> <th>Address/ Lot Number</th> <th>Amount</th> <th>Other Information</th> </tr> </thead> <tbody> <tr> <td><b>WRITE OFF ASSESSMENTS</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A431</td> <td>14 CLIANTHUS ROAD KAMBALDA WEST 6444</td> <td>\$1,397.60</td> <td>Landcorp Assessment should have been Non Rateable</td> </tr> <tr> <td><b>INTEREST</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A16591</td> <td>LOT 555 GREAT EASTERN HIGHWAY</td> <td>\$398.07</td> <td></td> </tr> </tbody> </table>	Assessment	Address/ Lot Number	Amount	Other Information	<b>WRITE OFF ASSESSMENTS</b>				A431	14 CLIANTHUS ROAD KAMBALDA WEST 6444	\$1,397.60	Landcorp Assessment should have been Non Rateable	<b>INTEREST</b>				A16591	LOT 555 GREAT EASTERN HIGHWAY	\$398.07		In Progress
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28 Feb 17	058/17	<p><b><u>COUNCIL RESOLUTION: # 058/17</u></b></p> <p>That Council request that the Minister for Health review the recent amendments to the Health (Asbestos) Regulations 1992 because the legislation regarding the penalties is still inadequate and does not protect public health in Western Australia.</p>	In Progress																				
28 Feb 17	060/17	<p><b><u>ALTERNATIVE RECOMMENDATION: # 060/17</u></b></p> <p>That Council request this application come back to Council for discussion in March 2017 for clarification on the late attachments</p>	In Progress																				
28 Feb 17	063/17	<p><b><u>COUNCIL RESOLUTION: # 063/17</u></b></p> <p>That Council approves the management agreement with Zion Real Estate for a 12 month period commencing 1 April 2017 for the following properties</p> <table> <tbody> <tr> <td>56 King street</td> <td>Montana</td> </tr> <tr> <td>homes includes</td> <td></td> </tr> <tr> <td>110 Forrest Street</td> <td>11 Hunt</td> </tr> <tr> <td>Street</td> <td></td> </tr> <tr> <td>4/33 Sylvester Street</td> <td>9 Hunt</td> </tr> <tr> <td>Street</td> <td></td> </tr> </tbody> </table>	56 King street	Montana	homes includes		110 Forrest Street	11 Hunt	Street		4/33 Sylvester Street	9 Hunt	Street		In Progress								
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		56 Bayley Street Street 58A Bayley Street Street 60 Bayley Street Street Lawn bowling club Street Town hall Road board building Coolgardie Railway station and caretakers residence.	7 5 3 1	Hunt Hunt Hunt Hunt	
28 Feb 17	065/17	<u>COMMITTEE RECOMMENDATION: # 065/17</u>  That the Audit Committee 1. Recommend to Council to ADOPT the 2016 Local Government Compliance Audit Return for the period 1 January 2016 to 31 December 2016 forming Attachment 1 to this Report; 2. Recommend to Council in accordance with Regulation 15 of the <i>Local Government (Audit) Regulations 1996</i> , to SUBMIT the completed Compliance Audit Return as detailed in Part 1 above to the Department of Local Government and Communities.			In Progress
28 Feb 17	066/17	<u>COMMITTEE RECOMMENDATION: # 066/17</u>  That the Audit Committee: 1. Accepts the Annual Financial Statements for the period ending 30th June 2016, Independent Auditor's Report and Management Report for the Year Ended 30 June 2016 2. Recommends the Council adopt the Annual Financial Statements for the period ending 30th June 2016 3. Recommends the Council receive the Management Report for the Year Ended 30 June 2016 4. Recommends to Council the Acting Chief Executive Officer prepare an action report on the matters raised in the Management Report for the year ended 30 June 2016 to be presented to the Council at the April 2017 Ordinary Meeting of Council 5. Recommend to Council that the action report be forwarded to the Minister in accordance with s 7.12A (4) of the Local Government Act 1995			In Progress

Delegated Authority Used				
Date	Requesting Group	Description	Delegation used	Amount
24/09/2013	Shire of Coolgardie	Authority to enter under Acts and Regulations	Authority to Enter	\$0.00
6/05/2016	Kambalda Football Club	Gym Membership	Donation	\$240.00
13/09/2016	Christian Aboriginal Parent School (CAPS)	Caps Charity Ball	Donation 2 Tickets	\$25.00 EACH
19/09/2016	Hope Community Services	Donation from Shire of Coolgardie to Hope Services.	Donation, Electricity 5 hours \$75.00 and Cash Payment \$25.00	\$100.00
25/01/2017	Recreation Services Coordinator	3x Bunnings vouchers for sport prizes for the community survey	Donation 3 vouchers	\$150.00
01/02/2016	Kambalda Men's shed	Advertise in colour in February Cool Rambler to promote and encourage new members	Advertisement in February Cool Rambler	\$60.00
25/03/2017	St Johns Ambulance	Expression of thank you for service with 2 hours free anaconda hire	Donation	\$200.00
9/03/2017 – 17/03/2017	Coolgardie primary school	Swimming lessons in Coolgardie (6 days, 12km)	Donation	\$2.28

**CONSULTATION:**

Nil

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICERS RECOMMENDATION:**

That Council note the various activity reports and delegated authority used for February 2017.

**AGENDA REFERENCE:** 11.1.2

**SUBJECT:** Financial Activity Statement For The Period Ended 28<sup>th</sup> February 2017

**LOCATION:** Nil

**APPLICANT:** Nil

**FILE REFERENCE:** NAM5414

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 22 March 2017

**AUTHOR:** Acting Chief Executive Officer, James Trail

**SUMMARY:**

For Council to receive the Monthly Financial Report for the period ending 22<sup>nd</sup> February 2017.

**BACKGROUND:**

In accordance with regulation 34 of the *Local Government (Financial Management) Regulations*, the Shire is to prepare a monthly Financial Statement for approval by Council.

The format for monthly reporting was introduced by the Department of Local Government from 1 July 2005; the change was implemented to provide elected members with a better idea of operating and capital revenues and expenditures. The requirement is for a Statement of Financial Activity with a report detailing material variances. The Financial Report presented includes this as well as other statements and supplementary information.

Section 6.4 of the Local Government Act 1995, requires that financial reports be prepared and presented in the manner and form prescribed in the *Local Government (Financial Management) Regulations*. Regulation 34 has been amended to require that Councils report on the sources and applications of funds on a monthly basis and that the report be noted by Council.

**COMMENT:**

Attached for consideration is the completed Monthly Financial Report.

Moore Stephens have been engaged to assist the Shire in the preparation of the annual financial statements for the period ending 30<sup>th</sup> June 2016. The final draft financial statements for the period ending 30<sup>th</sup> June 2016 were presented to the audit committee in March 2017. The 2015/2016 audit took place on the 16<sup>th</sup> and 17<sup>th</sup> February 2017.

The document attached includes Statements of Comprehensive Income by Program and Nature and Type, a Statement of Financial Position, an explanation of material variance as well as a summary of bank account balances at 31<sup>st</sup> January 2017, loan repayments, and reserve account status.

In accordance with the *Local Government (Financial Management) Regulations*, a report must be compiled on variances greater than the percentage agreed by Council which is currently 5% or \$10,000. With the report prepared at program level, comments have been made regarding variances.

A nil variance is equal to 100%, meaning that the year to date actual is identical to the year to date budget. Comments are therefore provided where variance values are <95% or >105%. The financials for December continue to represent an improvement in the financial position of the Shire given the rates for 2016/2017 levied and the receipt of grant income. Operational expenditure has been closely monitored and controlled over the eight months to the period ending 28<sup>th</sup> February 2017.

The efficiencies that have been implemented are impacting positively on the financial position. Operating savings are evident along with unrestricted cash increasing.

Rates arrears continue to create a significant problem for the Shire. The % of uncollected rates due to arrears has increased. However this is also a reflection on the excellent job being done in collecting current rates. The Shire has engaged AMPAC to assist in collection of arrears

The cash position of the Shire continues to remain strong with cash and investments of just over \$4.8 million with \$1.9 million currently unrestricted.

Operational savings continue to be made both as a result of savings due to the organizational restructure as well as a greater focus by staff on services and activities.

The works programme is well on schedule with all R2R works all now completed.

Variances in actual to ytd budget in the operating statement by programme continues to be problematic given depreciation has not yet been posted. However, operating costs at sub programme level and nature and type continue to be lower than ytd budget in the majority of cases as identified in the recent workshop with Council on the budget review document.

**CONSULTATION:**

Moore Stephens

**STATUTORY ENVIRONMENT:**

*Local Government Act 1995 6.4.*

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

There are no financial implications relating to this item. The Financial Report is information only.

**STRATEGIC IMPLICATION:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICER'S RECOMMENDATION:**

That Council notes the Financial Activity Statement for the period ending 28<sup>th</sup> February 2017 forming attachment 1 to Report 11.1.1.

**AGENDA REFERENCE:** 11.1.3

**SUBJECT:** Adoption of Annual Report 2015 - 2016

**LOCATION:** Nil

**APPLICANT:** Nil

**FILE REFERENCE:** NAM5415

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 21 April 2015

**AUTHOR:** Acting Chief Executive Officer, James Trail

**SUMMARY:**

To adopt the Annual Report for the year ended 30 June 2016 and set the date of the Annual Meeting of Electors.

**BACKGROUND:**

The annual Meeting of Electors to consider the Annual Report (Report) for the year ended 30 June 2016 will be held in Coolgardie at a date to be set at the March 2017 ordinary meeting of Council. The last meeting was held in May 2016.

**COMMENT:**

The Annual Report for the year ended 30 June 2016 is presented to Council for adoption. The Report will be available to the public at the Administration Office and the Library, Barnes Drive Kambalda, and the Library in the Recreation Centre, Sylvester Street Coolgardie.

The Annual Financial Report is included in the Annual Report highlights the importance of the need for Council to review its level of service, and rationalisation of assets. The forthcoming budget should address these issues. It is important that the community understands the need for changes that must be made to ensure the future viability of the Shire. Council is provided this opportunity particularly during the Annual Meeting of Electors, and public consultation for the upcoming review of the Community Strategic Plan.

In the near future, the Shire's Long Term Financial Plan and Asset Management Plan will be reviewed and updated. These documents will give Council further insight into the financial health of the organisation.

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

Financial ratios are numerical representations of the organisation's performance. The comment provided in this report is from the Shire's auditor. The ratios referred to are set for all local governments in Western Australia and are calculated as follows.

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{Depreciation expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

The results for these ratios are shown in the following table. Green indicates acceptable, amber indicates concern, and red indicates that this ratio raises matters that should be addressed.

A number of the Shire's ratios are below the accepted industry benchmark and trending downwards over the longer term, moving forward measures, strategies to reverse the downward trends and improve the overall level of the ratios will need to be considered. Moore Stephens will continue to monitor the financial position and ratios in future financial years and suggest it is prudent for Council and management to do as we strive to manage the resources of the Shire.

Ratio	Basic Standard	Shire's Actual Ratios			3 Year Trend <sup>2</sup>
		2016	2015	2014	
Current Ratio	>=0.9	1.30	1.150	0.920	
Asset Sustainability	>=0.9	0.340	0.540	0.680	
Debt Service Cover	>=2	2.260	2.420	6.490	
Operating Surplus	>=0.15	(0.880)	(0.420)	(0.209)	
Own Source Revenue Coverage	>=0.6	0.510	0.620	0.744	
Asset Consumption	>=0.75	0.980	0.890	0.674	
Asset Renewal Funding	>=1.05	0.240	N/A	N/A	
	Above Target	Within acceptable banding	Below Acceptable Banding		

## AUDITOR'S COMMENTS ON RATIOS

### Adjustments relating to 2016

Three of the 2016 ratios disclosed above have been adjusted for "one off" timing/non-cash items as follows:

- Operating revenue was distorted by the early receipts of the half of the allocation of the 2015/16 Financial Assistance Grants (FAGs) on 30 June 2015. This early payment of the grant increased operating revenue in 2015 and decreased operating revenue in 2016 by \$534,292.
- Operating expenses were distorted by the loss on revaluation of plant and equipment assets amounting to \$392,590.

These items are considered "one-off" timing in nature and were adjusted when calculating the ratios in the above table (as shown by "\*\*") as were relevant comparative year ratios (which had been affected by similar "one-off" items).

### Asset Sustainability Ratio

This ratio appears to have been trending downwards over the longer term and is below both the Regional and State 4 year averages.

Analysis of the Shire's Statement of Comprehensive Income indicates the main reason for the deterioration of the ratio in the current year to be a significant increase in the amount of depreciation expense over the prior year. Total depreciation increased from \$4,235,027 in 2015 to \$8,776,006 in 2016. This increase in depreciation is attributable to the revaluation of infrastructure assets conducted during the year ended 30 June 2016 which resulted in a significantly higher depreciable asset base especially roads. One possible cause relates to the Remaining Useful Life (RUL) assessments performed on individual assets. They may not have been comprehensive enough to adjust to more realistic conditions which would have resulted in a lower depreciation expense.

Whilst the approach to conditions was considered conservative, it is suggested this be reviewed as it provides an unrealistic distortion to the ratios represented. To help ensure the depreciation charged for the year is a true reflection of the Infrastructure value in the years preceding the next revaluation, management should implement a plan to review condition and RUL assessments in the short to medium term.

Interpretation of this ratio should be considered together with the Asset Consumption Ratio (above target at 0.98) and the Asset Renewal Funding Ratio (below target at 0.24).

### **Assets Renewal Funding Ratio**

This ratio is below the target level. In addition, it is below both Regional and State 3 year averages.

Interpretation of this ratio should be considered together with the Asset Sustainability Ratio (ASR) (below target at 0.34) and the ACR (above target at 0.98).

Whilst the ASR (after factoring in the depreciation anomaly detailed above) and the ACR for the year suggest the Shire is currently replacing its existing assets at about the same rate they are wearing out, the Council should consider reviewing the Shire's long-term capital investment program to help ensure asset renewal is maintained at an appropriate level with sufficient funding support in the future.

### **Debt Service Cover Ratio**

This ratio has improved from the previous year but is trending marginally downwards against the average over the longer term. It is also below both the Regional and State averages.

Analysis of the Shire's Statement of Comprehensive Income indicates the main reason for the improvement in the ratio in the current year to be the increase in operating revenue relating to rates revenue and other revenue, mainly from recovery of Lehman Brothers Investments.

In order to help ensure the continued sustainability and financial wellbeing of the Shire, both Council and Management will need to consider ways to improve the operating position in the medium term. This is either via increasing revenue or by decreasing expenditure (or a combination of both).

### **Operating Surplus Ratio**

This ratio has deteriorated from the previous year. It is below both the Regional and State averages and is trending marginally downwards over the last five years. Moreover, it has been in negative territory for the last five years.

The increase in the depreciation expense discussed in the comments on the Asset Sustainability Ratio above is the main reason for the deterioration of this ratio despite the increase in operating revenue as mentioned at the Debt Service Cover Ratio.

Whilst this is by no means categorical (it is ultimately dependent on what the final depreciation expense is), it does provide some insight and explanation as to the importance of updating condition and RUL assessments as soon as possible. Even if depreciation was at similar levels as to prior years (Pre-revaluation), these ratios would still be below their respective target levels.

As is the case of the Debt Service Cover ratio above, to help alleviate the continued erosion of this ratio, both Council and Management will need to consider ways to improve the operating position



either via increasing revenue or by decreasing expenditure (or a combination of both). This is dependent upon the Council and management understanding the circumstances and the interaction operating surplus has on other ratios and operations in general.

### **Ratio Summary**

A number of the Shire's ratios are below the accepted industry benchmark and trending downwards over the longer term, moving forward, measures/strategies to reverse the downward trends and improve the overall level of the ratios should be considered.

One off assessments of ratios at a particular point in time can only provide a snapshot of the financial position and operating situation of the Shire. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.

Shire Auditors will continue to monitor the financial position and ratios in future financial years and suggest it is prudent for Council and management do so also as they strive to manage the scarce resources of the Shire.

### **SUMMARY COMMENT**

Whilst the management had subsequently appointed a third party consultant to assist them with the preparation of the annual financial report, the accounts were far from fully reconciled for an efficient turnaround. The existing accounting staff was inexperienced and having great difficulties in reconciling/finalising transactions and balances, especially for bank account reconciliation, fixed asset reconciliation and fair value accounting for plant and equipment assets as required by Financial Management Regulation 17A.

During the course of the audit, it was also noted a large number of operating accounts were incorrectly remapped or categorised in the Shire's accounting system. In addition, some income accounts were incorrectly cleared to fixed asset accounts. Consequently, the Shire's statements of comprehensive income (both by Nature and Program) were incorrectly produced for 2016 financial reporting purposes and had to be further adjusted to reflect the true position.

Furthermore, it was noted the Shire's asset management software, AssetFinda, was not duly updated with all necessary variables required to calculate the depreciation of infrastructure assets for 2015/2016 following the revaluation done during 2014/2015. This needs to be addressed as a priority in 2016/2017.

The Annual Report also strives to highlight the achievements of the Council during the past year. The importance of the programmes and activities undertaken to both the physical and emotional health and welfare of the community is serves should also be judged and measured. This is more difficult to measure. To this end commentary is provided against each of the four objectives of the Shire of Coolgardie Community Strategic Plan.

### **CONSULTATION:**

Auditor – Moore Stephens – Wen-Shien Chai

Council

Staff

**STATUTORY ENVIRONMENT:**

*Section 5.54 Local Government Act 1995 as amended.*

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATION:**

**Solutions focussed and customer oriented organisation.**

- High quality corporate governance, accountability and compliance.
- Effective communication and engagement processes.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council

1. Accept the Annual Report for the year ended 30 June 2016 in accordance with Section 5.54 of the Local Government Act 1995, and
2. Resolve that the date for the Annual meeting of Electors be set for:  
\_\_\_\_\_date \_\_\_\_\_time at the Coolgardie Community  
Recreation Centre.

**AGENDA REFERENCE:** 11.1.4

**SUBJECT:** Monthly List of Municipal and Trust Fund Payments

**LOCATION:** Nil

**FILE REFERENCE:** NAM5416

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 23 March 2017

**AUTHOR:** Finance Coordinator, Joelee Nolan

**SUMMARY:**

For Council to receive the list of accounts paid for February 2017.

**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.

**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:**

**Solutions focussed and customer oriented organisation.**

- High quality corporate governance, accountability and compliance.

**Effective management of infrastructure, heritage and the environment.**

- Develop and maintain Shire buildings, facilities and infrastructure assets.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION**

That Council receive listing (attached) of accounts paid during the month of February 2017 by the Acting Chief Executive Officer under delegated authority of Council.

1. Municipal accounts totalling \$601,405 on Municipal vouchers EFT13085 -- EFT13178, cheques 51786 - 51797, and direct payments made during the month of January 2017.
2. Credit card payments totalling \$30,532.39, from November 2016 to February 2016

**AGENDA REFERENCE:** 11.1.5

**SUBJECT:** RFT 05/17 Information Technology Upgrade

**LOCATION:** Shire of Coolgardie

**APPLICANT:** Shire of Coolgardie

**FILE REFERENCE:** NAM5417

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 22 March 2017

**AUTHOR:** James Trail Acting Chief Executive officer

**SUMMARY:**

The purpose of this report is to recommend that Council accept the preferred tender in response for tender RFT 05/17 "Information technology upgrade"

**BACKGROUND:**

The Shire of Coolgardie called for Tender 05/17 "Information technology upgrade" the tender closed at 2.00pm Thursday 23 February 2017. Five tenders were received through the WALGA electronic tender portal and were opened electronically in the presence of Acting Chief Executive Officer James Trail, Deputy Chief Executive Officer Jill O'Brien, Administration Co-coordinator Noeline Poke, Rosemarie Ash, Procurement Specialist, WALGA

**COMMENT:**

The following weighting criteria was used to assess the tenders

<p><b>A. Tendered Price</b></p> <p>Tenderers must complete attachment <b>RFT 05-07 Pricing Schedule</b></p>	<p><b>Weighting</b></p> <p>50%</p>
<p><b>B. Relevant Experience</b></p> <p>Tenderers must address the following in the provided attachment <b>RFT 05-07 Relevant Experience and Personnel</b></p> <ul style="list-style-type: none"> <li>i. Provide details of similar services provided</li> <li>ii. Demonstrate competency and proven track record of achieving outcomes</li> <li>iii. Profile of key personnel to be involved in the project, include a current CV and copies of relevant qualifications.</li> </ul>	<p><b>Weighting</b></p> <p>25%</p>
<p><b>C. Demonstrated Understanding</b></p> <p>Tenderers must address the following in the provided attachment <b>RFT 05-07 Demonstrated Understanding</b></p> <ul style="list-style-type: none"> <li>i. Provide a project schedule / timeline for the upgrade Works</li> <li>ii. The Tenderer is to provide a detailed understanding of the Scope of Work.</li> <li>iii. The intended process for the delivery of the required services</li> </ul>	<p><b>Weighting</b></p> <p>25%</p>

In order to assist the panel to assess the tender's, NANOSOFT were engaged to conduct a detailed assessment.

The assessment and analysis is attached in CONFIDENTIAL Attachment 1.

All tenderers were supplied with a scope of works as well as attending a mandatory site visit. Following the site visit, numerous questions arose. These were provided to the Shire through WALGA. The questions and responses are provided in attachment 2.

Of the five tenders submitted only Tenderer A was fully compliant. The remaining Tenders were non-compliant for the following reasons:

1. Tenderer B - Non-compliant – (Quoted Ruckus wireless access points and have made no reference to the size of the server memory)
2. Tenderer C Non-compliant – (Quoted a different Cisco wireless solution and have made no reference to the size of the server memory)
3. Tenderer D - Non-compliant – (Quoted Ruckus Xirrus wireless solution)
4. Tenderer E - Non-compliant – (Quoted Fortinet Wireless access points and have made only 16GB of memory for the server)

Below is the tender criteria assessment matrix that was used for the assessment

Emerge Technologies		
Criteria	Score (av)	Notes (justification for rating)
Price schedule 50%	3	Value for money outstanding
Relevant Experience 25%	3.8	Experience excellent
Demonstrated understanding 25%	3.3	Resources excellent
<b>10.1 – 66%</b>		

It is proposed that most of the IT Upgrade will be funded over three years as part of operating expenditure. Appropriate levels of funding will be provided for in future budgets and the 2016-2017 Budget Review.

**CONSULTATION:**

Jill O'Brien Deputy Chief Executive Officer  
Graydon Robinson – Engineering Director - NANOSOFT

**STATUTORY ENVIRONMENT:**

*The tender process was actioned in accordance with the Local Government Act 1995 (Functions and General) Regulations 1996 Part 4 (Tenders for Providing Goods and Services).*

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

The 2016/17 budget has an allocation of \$60,000 for the implementation of this financial years upgrade. Further funding will be allocated as part of the Budget Review. During the 2017/18 budget process the remainder of the funds to complete this upgrade will be allocated.

**STRATEGIC IMPLICATION:**

**Solutions focused and customer oriented organisation.**

- High quality corporate governance, accountability and compliance.
- Effective communication and engagement processes.
- Development of Shire's resources to provide optimum benefit to the community.

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council

1. Authorise the Acting Chief Executive Officer to award Tender 05/17 "Information Technology upgrade "for \$256,523.57 ex GST to Tenderer (A) Emerge Technologies Pty Ltd 49 Brookman Street, Kalgoorlie 6430.
2. Authorise a contract to Emerge Technologies Pty Ltd 49 Brookman Street, Kalgoorlie for the Information Technology upgrade.
3. Authorise the Shire President and the Acting 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 DEPUTY CHIEF EXECUTIVE OFFICER**

**AGENDA REFERENCE:** 11.2.1

**SUBJECT:** One Tree Community Services Rent Review

**LOCATION:** Kambalda Community Recreation Facility

**APPLICANT:** One Tree Community Services

**FILE REFERENCE:** NAM5408

**DISCLOSURE OF INTEREST:** Author has no interest in the matter

**DATE:** 10 March 2017

**AUTHOR:** Melanie Finlay Recreation Service Coordinator

### **SUMMARY:**

For Council to review One Tree Community Services current rent reduction upon consideration of their current financial report, requested by Council in February 2016 to determine if the rent reduction will stay the same.

### **BACKGROUND:**

In February 2015 One Tree Community Services formally Children Services Support Unit (CSSU) brought to Council a request for a rent reduction on their current lease at the Kambalda Community Recreation Facility.

At this time One Tree Community Services were experiencing financial difficulties due to low child care numbers, it was estimated to make operations break even there was a need for 14 to 16 children required to attend each day.

This statistic was not met with an average the Centre operating at 8 to 11 places filled per day.

One Tree Community Services requested a rent reduction from \$20,000.00 per annum to \$10,000.00 per annum.

The following was resolved at an Ordinary Council Meeting on 24 February 2015:

*That Council;*

1. *Reduce the current rent for the day care space occupied at the Kambalda Community Recreation Facility from \$20,000.00 per annum for Children Services Support Unit (CSSU) Incorporated to \$10,000.00 per annum. To be effective from March 1 2015, with the following conditions to apply.*
  - A) *In twelve months time Children Services Support Unit (CSSU) Incorporated, report back to Council on their financial position for a rent review.*

**CARRIED 7/0**

**COMMENT:**

It has been well over the 12 month period since the rent review was resolved to take place. One Tree Community Services have provided their financial report for review which is attached. It is obvious that One Tree Community Services is running at a loss even with an increase to the daily child care fee which is now \$108.00 this is an increase of \$5.00 from 2015.

Kambalda is fortunate to have a state of the art day care facility within the Kambalda Community Recreation Facility with qualified child care professionals from One Tree Community Services providing quality child care to the Kambalda community.

Having this service in a small town like Kambalda is an asset to the community, and indeed a community need for this service to continue.

**CONSULTATION:**

Sarah Short - Operations Managers, Children's Services - One Tree Community Services

**STATUTORY ENVIRONMENT:**

Sections 6.16 to 6.19 of the Local Government Act 1995 provide statutory framework for the Shire to charge for the use of its facilities, services and programs.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Current rent income is \$10,000.00 annually.

**STRATEGIC IMPLICATION:**

**Diversified and strengthened local economy.**

Foster innovation, partnerships and investment from across sectors to support economic development and the attraction and retention of residents.

Establish and strengthen partnerships with industry.

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION:**

1. That Council continues to charge One Tree Community Service the discounted rent of \$10,000.00 per annum for the day care facility occupied at the Kambalda Community Recreation Facility by One Tree Community Services.
2. In March 2018 a rent review will be presented to Council to determine any changes in One Tree Services' financial position.

**AGENDA REFERENCE:** 11.2.2

**SUBJECT:** State Administrative Tribunal mediation outcomes for 40-42 Bayley Street, Coolgardie Development Application..

**LOCATION:** 40-42 (Lots 2334 and 2401) Bayley Street, Coolgardie

**APPLICANT:** Alex Hemsley, Formscape for Nigel Claydon

**FILE REFERENCE:** NAM5405

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 8 March 2017

**AUTHOR:** Jill O'Brien Deputy Chief Executive Officer

**SUMMARY:**

The applicant requested mediation with the State Administration Tribunal (SAT) in relation to Councils previous resolution for a new 24-room motel on Lots 40-42 Bayley Street lots in Coolgardie. Following mediation with SAT there is an adjustment to the previous Officers recommendation from January 2017.

**BACKGROUND:**

On 24 January 2017 Council resolved the following in relation to the Development Application for 42 Bayley Street Coolgardie.

**FORESHADOWED RECOMMENDATION: # 020/17**

*That the Council grants Development Approval for a period of 12 months from the date of this determination for the proposed Motel on 40-42 (Lots 2334 and 2401) Bayley Street, Coolgardie. This approval relates to the modified plans and details received via Dropbox on 16 January 2017 (and date-stamped) and is subject to the following conditions;*

- 1. That the pergola roof types, roof pitch, supports and colours be of similar material to the roofing proposed for the motel units (in the submitted plans and schedule of materials) to the satisfaction of the Council;*
- 2. The front picket fence to be retained where practicable in the new development;*
- 3. That all units be provided with cladding to ensure that the transportable nature of the units cannot be discerned, to the satisfaction of the Council.*
- 4. That the artificial grass areas shown on the application sketch be properly drained and formed;*
- 5. That the treatment of the exterior of the units including the gables, colouring, gaps between the units, and the materials down to ground level on all sides be designed and built to the satisfaction of the Council;*
- 6. That the roof overhang (eaves), including the drainage details, of the units be designed to the satisfaction of the Council;*
- 7. The carparking design be constructed, drained and marked (linework), (including the adjusted*

- design to relocate bays 12 and 13 to be parallel to bay 11), to the satisfaction of the Council;*
- 8. The new design of the front wall/fence, including the provision of art work, bins and access points, to be to the satisfaction of the Council;*
  - 9. The submission of a drainage strategy, including the location, design and operation of drainage swales, post development levels, drains and water storage tanks, to the satisfaction of the Council;*
  - 10. The submission of a landscaping plan, including the proposed management and maintenance strategy, to the satisfaction of the Council;*
  - 11. The detail construction methods of all areas not included in the carparking area, landscaping area or bin storage area, to be provided to the satisfaction of the Council;*
  - 12. The development being connected to the town's power, sewerage and water systems;*
  - 13. Amalgamation of Lots 2401 and 2334 Bayley Street;*
  - 14. The driveway crossover being constructed to the satisfaction of the Council and Main Roads WA;*
  - 15. The construction of side boundary fences to the satisfaction of the Council;*
  - 16. The construction of a rear boundary fence to prevent access to the heritage listed laneway to the satisfaction of the Council;*
  - 17. The provision of a \$50,000 bond to ensure that, once the buildings and materials appear on site, that the development is completed within the period of this approval.*

*This approval is valid for a period of 12 months from the date of this decision.*

*Footnote:*

*That the applicant be advised of the need to submit a building license for compliance with the Building Code of Australia.*

**CARRIED SIMPLE MAJORITY 4/1**

Following the Council resolution on 24 January 2017 the applicant appealed the conditions of the approval to SAT on the basis that the conditions are not specific, and more clarity on the City's expectations to be included.

The SAT mediation took place on Friday 3 March 2017. In attendance were representatives from the Shire of Coolgardie (Jill O'Brien and James Trail), the applicant, Nigel Claydon and the SAT mediator Patrick Devillers.

There are no changes to the plans and schedules considered by Council in January 2017 for 24 motel rooms at this site. The focus of the mediation was on clarifying the Shires requirements in relation to the conditions attached to the approval.

The table below summarises the discussions and proposed actions in relation to the above conditions as a result of the SAT mediation

	<b>Mediation discussion</b>	<b>Action</b>	<b>Condition changes</b>
1	Discussion occurred over the appropriate material and colour the Shire expected and the information contained in the Schedules provided.	Modify	Include reference to the roof colour as detailed on the submitted plans 16 January 2017
2	Nil discussion	Retain	
3	Discussion occurred over the external cladding material and colour to meet the Shire design requirements.	Modify	The condition includes specific details on the external cladding requirements
4	Nil discussion	Retain	
5	As this condition is similar to condition 3, both conditions have been combined.	Remove	Condition removed – information included in condition 3.
6	Discussion occurred over what was expected by the Shire, and the information as contained in the plans and schedules.	Modify	Include reference to the details as submitted in plans on 16 January 2017
7	Discussion occurred over whether the design adjustment that had been included in the plans submitted were acceptable to the Shire. Officers agreed the information was acceptable.	Modify	Include reference to the details submitted In plans dated 16 January 2017
8	Discussion occurred over whether the details included in the plans submitted meet the Shire expectation. Officers agreed the information was acceptable.	Modify	Include reference to the details as submitted in plans on 16 January 2017
9	Nil discussion	Retain	
10	Nil discussion	Retain	
11	Nil discussion	Retain	
12	Nil discussion	Retain	
13	Nil discussion	Retain	
14	The mediation discussed the need to be more specific regarding the engineering standard.	Modify	Include reference the width and construction standards to reflect the requirements as contained in the Main Roads letter dated 4 January 2017.
15	Discussion occurred in relation to the boundary fencing material required.	Modify	Include reference to fence material – as provided by the applicant in accordance with Shire Fencing By Law.
16	Minor modification to clarify that vehicle access is restricted from the heritage lane.	Modify	Include reference to the restriction applying to vehicle access.
17	Nil discussion	Retain	
	SAT mediator advised that the timeframe for a planning application to commence should be a condition rather than a footnote.	Modified	Include as a condition, increase timeframe and reword.

The outcome of the SAT mediated discussion was that a modified and renumber set of conditions be presented to Council for consideration.

In addition to the changes as a result of mediation the Shire has received:-

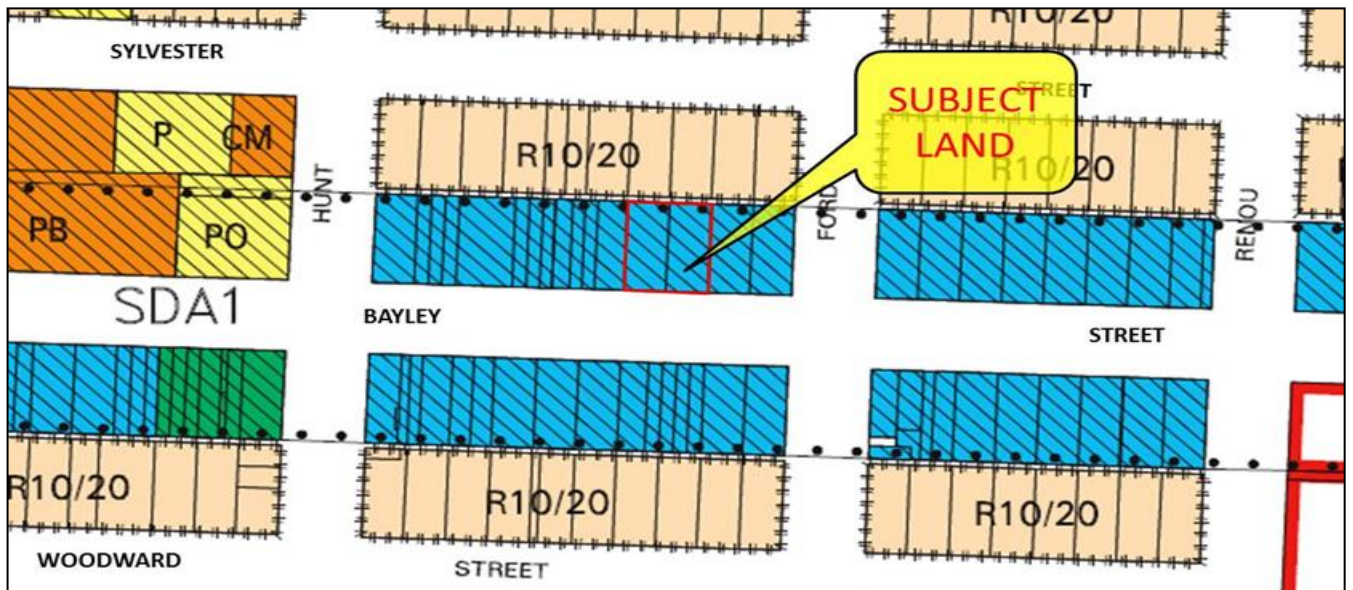
- A copy of Main Roads advice (letter dated 4 January 2017) on the proposal for access onto Bayley Street (Great Eastern Highway), requiring compliance with Sections 4.2 & 4.3 of the Guidelines. Accordingly the modified conditions includes reference to Main Road requirements which states that :-
  - Only one driveway will be permitted onto Bayley Street (Great Eastern Highway)
  - Driveway location is acceptable as shown on the plans.
  - Cross over width of 6m is acceptable.
  - The proposal shows acceptable internal turn-around facility.
  - Approval from Main Roads Regional Manager of the design and proposed construction of the crossover and associated works must be obtained prior to commencement:-
    - Of work in the road reserve.
    - Opening the driveway and associated work for general use.
  - Maintenance of the crossover shall be the responsibility of the property owner.
- Boundary fencing details from the applicant, proposing black chainlink mesh fence. This proposed fencing material is consistent with the Shire's Fencing and Obstructions By- Law 1996 (Clause 2a and Second Schedule), which provides the details of a "sufficient boundary" fence in an commercial zone as consisting of "rail-less link or chain mesh of a height of 1800mm" the local law allows for this fencing to be increased in height using strands of barbed wire carrying the fence to a height of 2100.

Officers recommend that the Council support these changes as detailed above, enabling the applicant to move forward with the proposed development.



Figure 1 shows the location of the property including the zoning (Commercial) and Special Design Area (SDA1).

FIGURE 1 – PROPERTY LOCATION



THE LAND: As can be seen from Figure 2 (August 2013) the land is currently vacant. Each lot is about 1,015m<sup>2</sup> (quarter acre) fronting Bayley Street. To the East and West of the land are existing developments that contribute to the Bayley Street streetscape that the Scheme endeavours to protect.

FIGURE 2 – AERIAL PHOTOGRAPH OF SITE

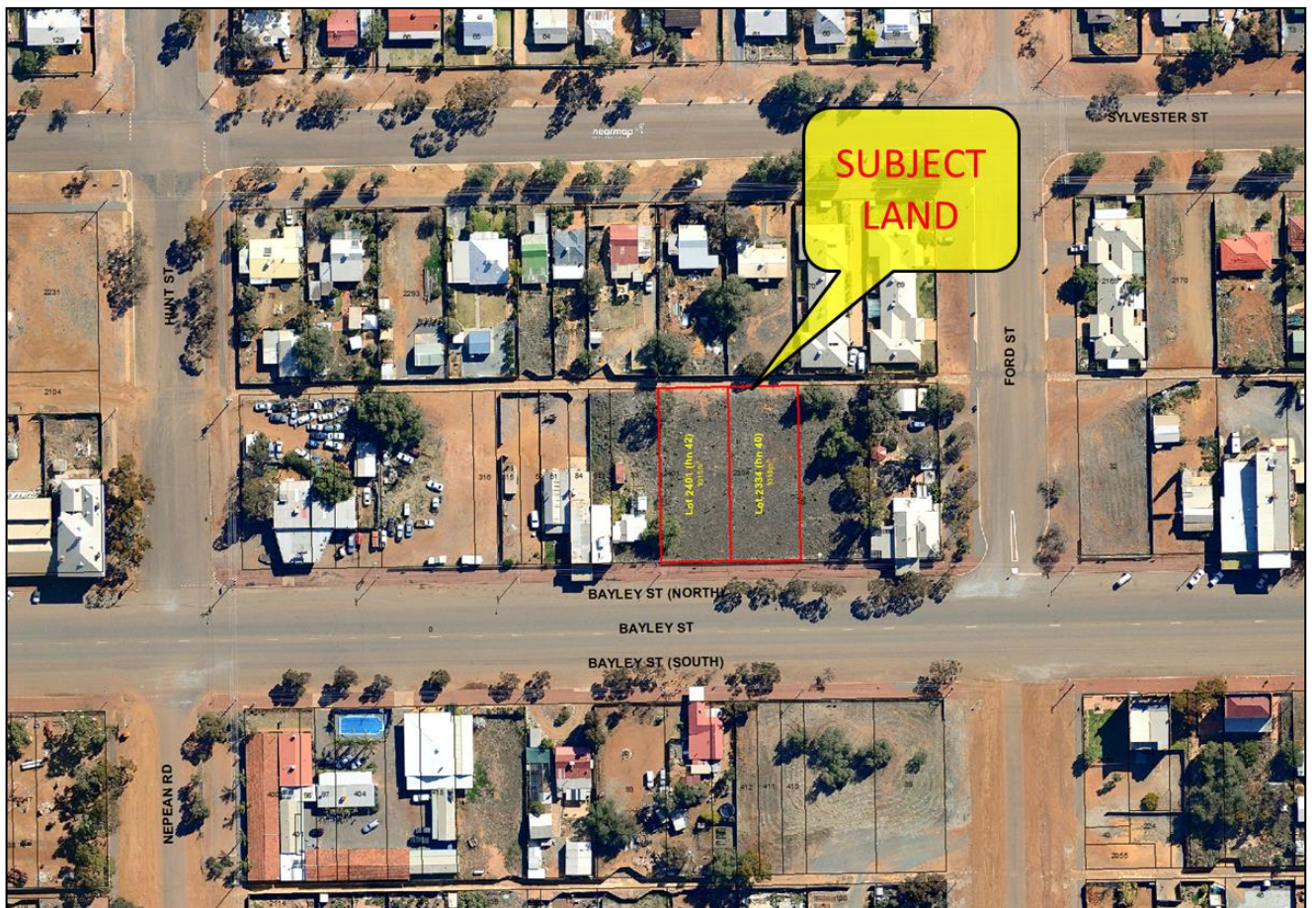
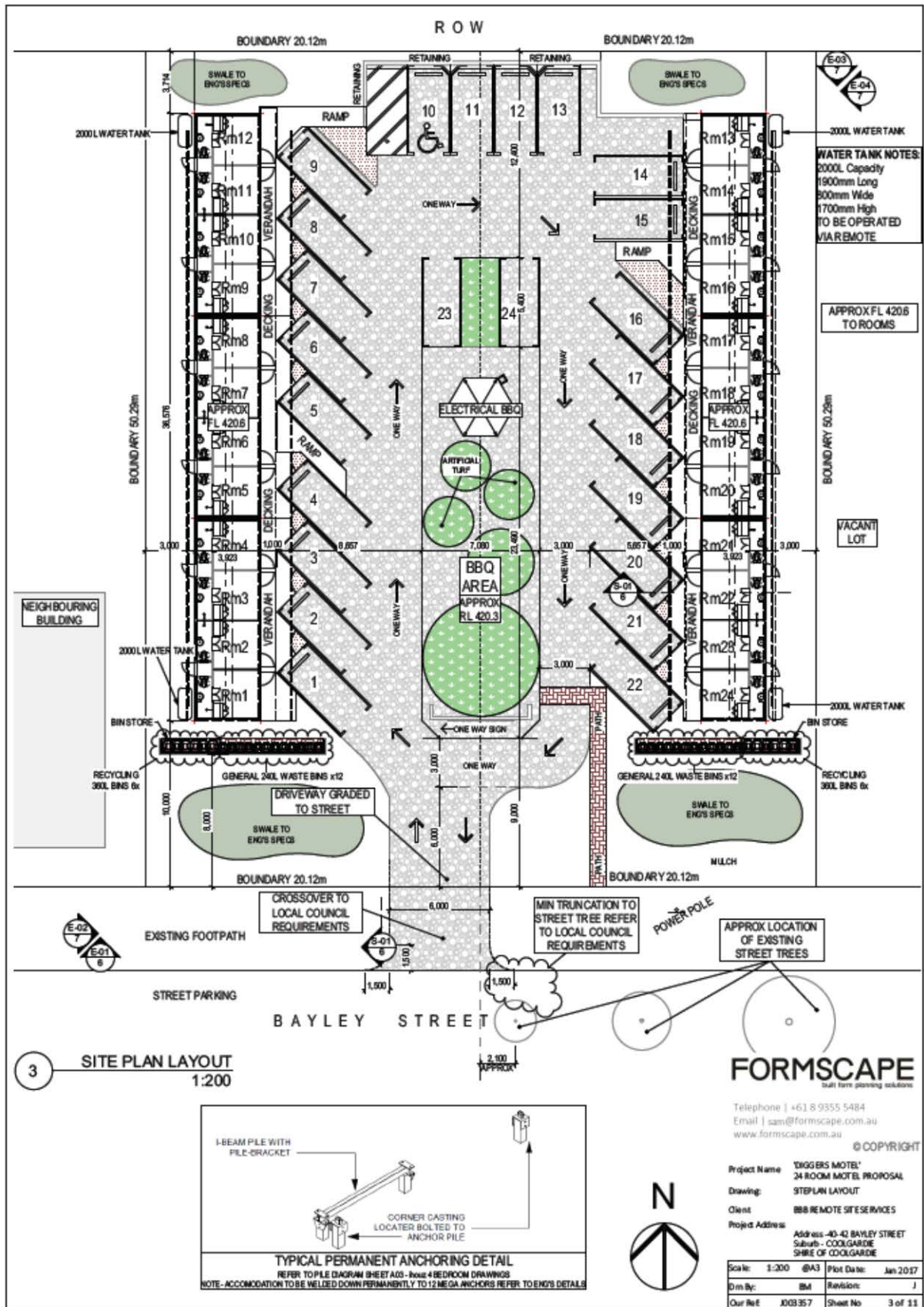


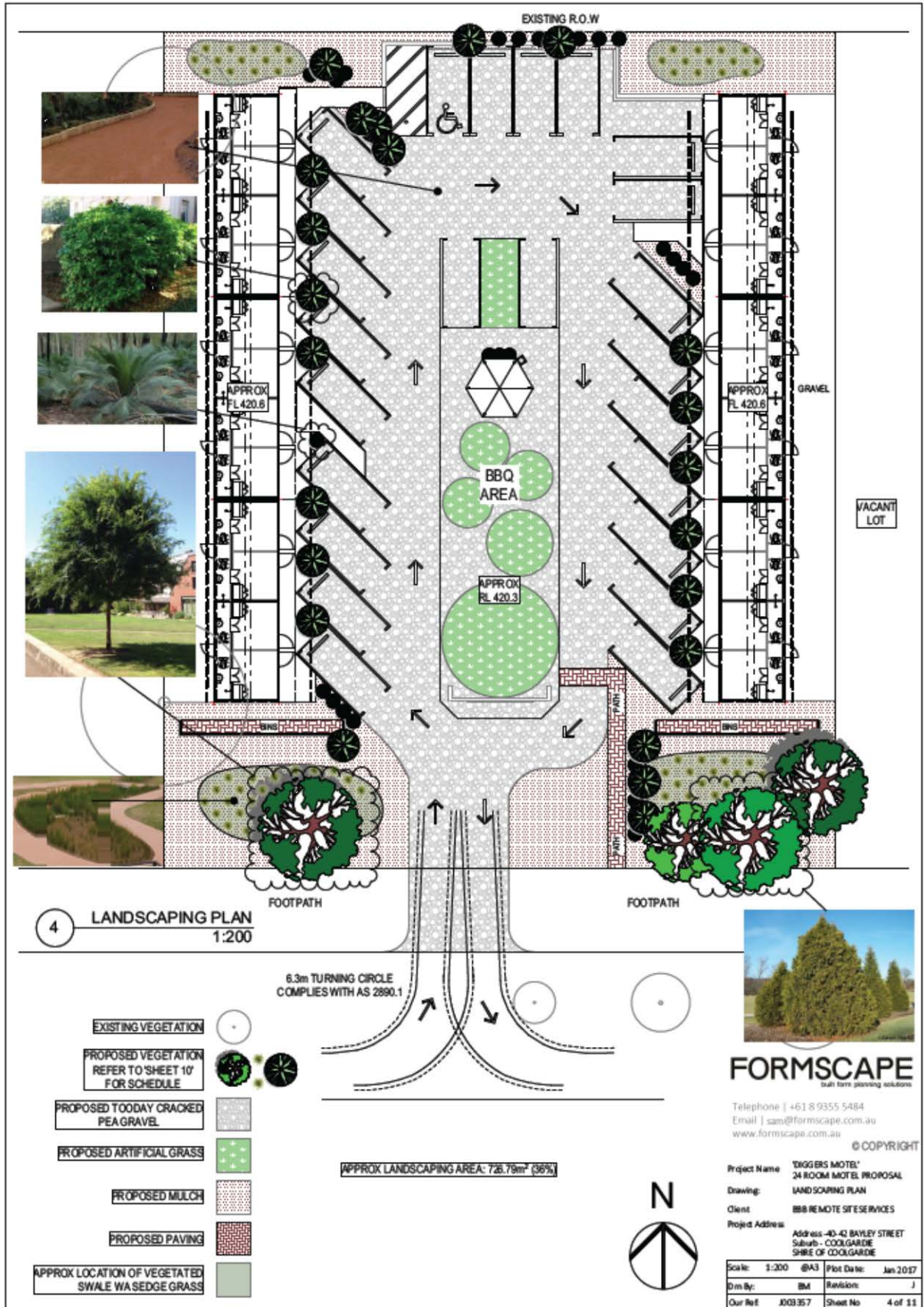


FIGURE 4 – MODIFIED SITE PLAN SUBMITTED (16 Jan 2017)



Source: Formscape, for 16 Jan 2017



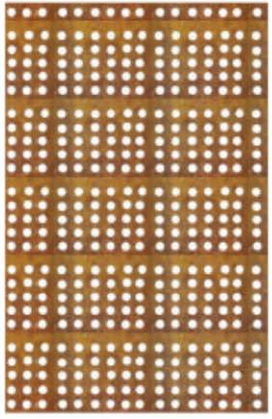

FIGURE 5 – MODIFIED LANDSCAPING PLAN SUBMITTED (16 Jan 2017)



Source: Formscape, for 16 Jan 2017








FIGURE 6 – MATERIALS SCHEDULE (16 Jan 2017)

MATERIALS AND FINISHES SCHEDULE		INDICATIVE TEXTURE	FEATURE SCHEDULE													
		<b>MOTEL EXTERIOR</b> DESIGN RUST FINISH		<b>VERANDAH AND GAZEBO POSTS</b> DESIGN RUST FINISH STEEL												
		<b>MOTEL AND GAZEBO ROOF</b> PALE EUCALYPT														
 Smooth		<b>VERANDAH</b> MOD WOOD SMOOTH SAHARA DECKING		<b>FACADE SCREEN</b> DESIGN RUST FINISH CORTEN STEEL   <b>KANGAROO PAW</b> IMAGE TO SCREENING												
		<b>EXTERIOR DOORS (INSIDE PANEL)</b> BLACK FINISH WITH DESIGN RUST FRAME														
		<b>WINDOW FRAME</b> EXTERIOR DOORS (FRAME) ALUMINIUM														
		<b>CARPARK / DRIVEWAY / REAR OF BUILDINGS</b> TODAY CRACKED PEA GRAVEL (TO BE SEALED TO ALL TRAFFICEABLE AREAS)	 <b>FRONT ELEVATION PAINT FINISH (ROOF NOT SHOWN)</b>													
		<b>GRASS</b> LOW MAINTENANCE ARTIFICIAL TURF														
			 <b>SIDE ELEVATION PAINT FINISH (ROOF NOT SHOWN)</b>	<p><b>FORMSCAPE</b> Built form planning solutions</p> <p>Telephone   +61 8 9355 5484 Email   sam@formscape.com.au www.formscape.com.au</p> <p>© COPYRIGHT</p> <p>Project Name: 'DIGGERS MOTEL' 24 ROOM MOTEL PROPOSAL Drawing: MATERIALS SCHEDULE Client: BBB REMOTE SITE SERVICES Project Address: Address - 40-42 BAYLEY STREET Suburb - COOLGARDIE SHIRE OF COOLGARDIE</p> <table border="1"> <tr> <td>Scale:</td> <td>@A3</td> <td>Plot Date:</td> <td>Jan 2017</td> </tr> <tr> <td>Drawn By:</td> <td>BM</td> <td>Revision:</td> <td>J</td> </tr> <tr> <td>Our Ref:</td> <td>J00357</td> <td>Sheet No:</td> <td>11 of 11</td> </tr> </table>	Scale:	@A3	Plot Date:	Jan 2017	Drawn By:	BM	Revision:	J	Our Ref:	J00357	Sheet No:	11 of 11
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Drawn By:	BM	Revision:	J													
Our Ref:	J00357	Sheet No:	11 of 11													

Source: Formscape, for 16 Jan 2017

FIGURE 7 – LANDSCAPING SCHEDULE (16 Jan 2017)

LANDSCAPING SCHEDULE																
	<p><b>Chinese Elm</b> ULMACEAE <i>Ulmus parvifolia</i></p> <p><b>Size</b></p> <ul style="list-style-type: none"> <li>more than 800 cm wide</li> <li>more than 800 cm tall</li> </ul>	<p><b>Availability</b></p> <ul style="list-style-type: none"> <li>Readily available</li> </ul>	<p><b>Flowering season</b></p> <ul style="list-style-type: none"> <li>Autumn</li> </ul> <p><b>Flower colour</b></p>	<p><b>Planting</b></p> <ul style="list-style-type: none"> <li>Soil type: Sand, Loam, Clay, Gravel</li> <li>Garden type: Mediterranean, Cottage</li> <li>Growing position: Sun</li> <li>Soil pH: 6.0-8.5</li> </ul>												
	<p><b>Maro, Rottnest Pine, Rottnest Island Pine, Slender Cypress Pine</b> CUPRESSACEAE <i>Callitris preissii</i></p> <p><b>Size</b></p> <ul style="list-style-type: none"> <li>200 to 400 cm wide</li> <li>400 to 800 cm wide</li> <li>400 to 800 cm tall</li> <li>more than 800 cm tall</li> </ul>	<p><b>Availability</b></p> <ul style="list-style-type: none"> <li>Readily available</li> </ul>	<p><b>Flowering season</b></p> <ul style="list-style-type: none"> <li>Summer</li> <li>Spring</li> </ul> <p><b>Flower colour</b></p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p>	<p><b>Planting</b></p> <ul style="list-style-type: none"> <li>Soil type: Sand, Loam, Gravel, Clay</li> <li>Garden type: Native, Coastal</li> <li>Growing position: Sun</li> <li>Soil pH: 6.0-10.0</li> </ul>												
	<p><b>Cardboard Palm</b> ZAMIACEAE <i>Zamia furfuracea</i></p> <p><b>Size</b></p> <ul style="list-style-type: none"> <li>100 to 200 cm wide</li> <li>50 to 100 cm tall</li> <li>100 to 200 cm tall</li> </ul>	<p><b>Availability</b></p> <ul style="list-style-type: none"> <li>Readily available</li> </ul>	<p><b>Flowering season</b></p> <p><b>Flower colour</b></p>	<p><b>Planting</b></p> <ul style="list-style-type: none"> <li>Soil type: Sand, Loam, Gravel</li> <li>Garden type: Mediterranean, Tropical</li> <li>Growing position: Sun, Part Shade</li> <li>Soil pH: 6.0-8.5</li> </ul>												
	<p><b>Sandankwa Viburnum</b> CAPRIFOLIACEAE <i>Viburnum suspensum</i></p> <p><b>Size</b></p> <ul style="list-style-type: none"> <li>100 to 200 cm wide</li> <li>200 to 400 cm tall</li> </ul>	<p><b>Availability</b></p> <ul style="list-style-type: none"> <li>Readily available</li> </ul>	<p><b>Flowering season</b></p> <ul style="list-style-type: none"> <li>Spring</li> <li>Summer</li> </ul> <p><b>Flower colour</b></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><b>Planting</b></p> <ul style="list-style-type: none"> <li>Soil type: Sand, Loam, Gravel</li> <li>Garden type: Cottage, Mediterranean</li> <li>Growing position: Sun, Part Shade</li> <li>Soil pH: 6.0-8.0</li> </ul>												
	<p><b>Availability</b></p> <ul style="list-style-type: none"> <li>Readily available</li> </ul> <p><b>Size</b></p> <ul style="list-style-type: none"> <li>Grass</li> <li>up to 50cm</li> </ul>	<p><b>Flowering season</b></p> <p><b>Flower colour</b></p>	<p><b>Planting</b></p> <ul style="list-style-type: none"> <li>Soil type: Sand, Loam, Gravel</li> <li>Garden type: Mediterranean, Tropical</li> <li>Growing position: Sun, Part Shade</li> </ul>	<p><b>FORMSCAPE</b> built form planning solutions</p> <p>Telephone   +61 8 9355 5484 Email   sam@formscape.com.au www.formscape.com.au</p> <p>© COPYRIGHT</p> <p>Project Name: 'DIGGERS MOTEL' 24 ROOM MOTEL PROPOSAL Drawing: LANDSCAPE SCHEDULE Client: 888 REMOTE SERVICES Project Address: Address -40-42 BARLEY STREET Suburb - COOLGARDIE Shire OF COOLGARDIE</p> <table border="1"> <tr> <td>Scale:</td> <td>@A3</td> <td>Plot Date:</td> <td>Jan 2017</td> </tr> <tr> <td>Drawn By:</td> <td>BM</td> <td>Reviewed:</td> <td>J</td> </tr> <tr> <td>Drawn Ref:</td> <td>J00357</td> <td>Sheet No:</td> <td>10 of 11</td> </tr> </table>	Scale:	@A3	Plot Date:	Jan 2017	Drawn By:	BM	Reviewed:	J	Drawn Ref:	J00357	Sheet No:	10 of 11
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Source: Formscape, for 16 Jan 2017

**CONSULTATION:**

Nigel Claydon - Applicant  
James Trail – Acting Chief Executive Officer  
Patrick Devillers - SAT mediator  
Francesca Lefante – Town Planner

**STATUTORY ENVIRONMENT:**

The land is zoned 'Commercial' in the Council's existing Scheme (No 5), and is proposed 'Commercial' in Scheme No 5. The land faces Bayley Street and the scheme requires developments to safeguard and enhance the character and amenity of the built and natural environment. Under the previous Scheme No 4, the site was also included in the Special Design Area. The Special Design Area is designed to maintain the protection of Coolgardie's streetscape by ensuring that new development is sympathetic to the historic value of the existing buildings.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Application fee  
Advertising costs

**STRATEGIC IMPLICATION:**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council grants Development Approval under the Local Planning Scheme Number 5 for the proposed Motel on 40-42 Bayley Street, Coolgardie. This approval relates to the plans and details submitted to Council by Formscape on 16 January 2017 and will be subject to the below conditions:

1. The pergola roof types, roof pitch colours will be of pale Eucalypt roofing colour as per the submitted plans by Formscape on January 16 2017.
2. The front picket fence to be retained where practicable in the new development.
3. That all units will be cladded in Weathertex exterior board (natural colour) cut into planks of 170mm. The weathertex cladding will include gables, gaps between the units, and the materials will go to ground level on all sides.
4. That the artificial grass areas shown on the application sketch be properly drained and formed.

5. That the roof overhang (eaves), including the drainage details of the units will be designed and constructed to the plan submitted by Formscape on 16 January 2017
6. The car parking design be constructed, drained and marked as per the submitted plan by Formscape on January 16 2017.
7. The new design of the front wall/fence, including the provision of art work, bins and access points will be as per the submitted plan by Formscape on January 16 2017.
8. The submission of a drainage strategy, including the location, design and operation of drainage swales, post development levels, drains and water storage tanks, to the satisfaction of the Chief executive Officer;
9. The submission of a landscaping plan, including the proposed management and maintenance strategy, to the satisfaction of the Chief Executive Officer.
10. The detail construction methods of all areas not included in the carparking area, landscaping area or bin storage area, to be provided to the satisfaction of the Chief Executive Officer.
11. The development being connected to the town's power, sewerage and water system.
12. Amalgamation of Lots 2401 and 2334 Bayley Street.
13. The driveway crossover being constructed and maintained, in accordance with Main Roads provisions as contained in letter dated 4 January 2017, to the satisfaction Main Roads Regional Manager.
14. The construction of side and rear boundary fences to be fenced with Black chainlink mesh to the satisfaction of the Chief Executive Officer.
15. No vehicle access to be taken from the heritage laneway at the rear of the property.
16. The Shire will hold a \$50,000 bank guarantee from BBB Remote Site Services to ensure that once the buildings and materials appear on site the development is completed within the period of this approval.
17. The approval is valid for a period of 18 months from the commencement of construction, the development will be substantially completed within the 18 month time frame and the development should be completed and operating within 18 months of the issue of the building licence.

AGENDA REFERENCE: 11.2.3

SUBJECT: Proposed lease for the Coolgardie administration building

LOCATION: Coolgardie

APPLICANT: Population Health Goldfields Country WA health Service

FILE REFERENCE: NAM5407

DISCLOSURE OF INTEREST: Nil

DATE: 10 March 2017

AUTHOR: Jill O'Brien Deputy Chief Executive Officer

**SUMMARY:**

For Council to consider rescinding the previous motion in relation to the lease negotiation between the Shire of Coolgardie and Population Health Goldfields Country WA Health Service for 90-94 Bayley Street (Coolgardie Administration building)

**BACKGROUND:**

In January 2016 Council resolved the following

**Council Resolution 050/16**

***That Council***

1. ***Authorise the Chief Executive Officer (or his delegate) to negotiate a lease agreement between the Population Health Goldfields Country WA Health Service and the Shire of Coolgardie for the premises known as the 90-94 Bayley Street (Shire Office) , for a minimum of five (5) years with an annual rent sufficient to cover all costs incurred by the Shire of Coolgardie.***
2. ***Advertise the disposal of the property known as 90-94 Bayley Street (Shire Office) Coolgardie the valuation of the property being as determined by an independent valuer.***
3. ***Authorise the Chief Executive Officer and the Shire President to execute the lease agreement in accordance with Standing Orders Local Law 2000 Section 19.1 subject to the lease conditions being***
  - a. ***Term Five (5) Years***
  - b. ***Option five (5) years***
  - c. ***Rent to include the cost of building insurance, pest control, water corporation service fees and outgoings***
  - d. ***Maintenance: the lessee will be responsible to maintain the property, whilst the Shire will be responsible for capital costs and expenditure of a structural nature***
  - e. ***Public Liability (\$20 million cover) and worker compensation insurance***

- f. *Annual CPI to apply to the rent*
- g. *Lessee to pay for all the legal fees to prepare the lease document*
- h. *No Market rent reviews*
- i. *No bond needed*

Population Health Goldfields Country WA Health Service representative has informed the Deputy Chief Executive Officer that due to budget constraints from the Health Department to lease the Coolgardie administration building and compiling with the new building legislation Population Health will no longer be moving forward with the proposed lease.

As Council are aware the Shire has gone through the process with the Department of Lands to change the management order on the premises to include the purpose of "Health" and giving the Shire the power to lease the building, this will have no effect on the current use of building.

**COMMENT:**

It is unfortunate that WA Country Health Services has withdrawn from the lease negotiations as they were looking forward to occupying the Coolgardie administration building.

**CONSULTATION:**

Alicia Michelanny – WA Country Health Services

**STATUTORY ENVIRONMENT:**

Local Government ACT 1995

**3.58. Disposing of property**

- (1) In this section —
  - Dispose* includes selling, leasing, or otherwise disposing of, whether absolutely or not;
  - Property* includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a Local Government can only dispose of property to —
  - (a) The highest bidder at public auction; or
  - (b) The person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A Local Government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) It gives local public notice of the proposed disposition —
    - (i) Describing the property concerned; and
    - (ii) Giving details of the proposed disposition; and
    - (iii) Inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

And
  - (b) It considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.



- (4) The details of a proposed disposition that are required by subsection (3) (a) (ii) include —
- (a) The names of all other parties concerned; and
  - (b) The consideration to be received by the local government for the disposition; and
  - (c) The market value of the disposition —
    - (i) As ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) As declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- (a) A disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
  - (b) A disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) Anything that the Local Government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) Any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATION:**

Nil

**Solutions focused and customer oriented organisation.**

- High quality corporate governance, accountability and compliance.
- Effective communication and engagement processes.

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council rescind resolution 050/16 in relation to the lease negotiation between the Shire of Coolgardie and Population Health Goldfields Country WA Health Service for 90-94 Bayley Street (Coogardie Administration building)

**AGENDA REFERENCE:** 11.2.4

**SUBJECT:** Lease of Rooms – Kambalda Health Care

**LOCATION:** 2 Gumnut Place, Kambalda

**APPLICANT:** Shire of Coolgardie

**FILE REFERENCE:** NAM5410

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 22 March 2017

**AUTHOR:** Deputy Chief Executive Officer, Jill O'Brien

**SUMMARY:**

For Council to consider authorising the Chief Executive Officer to enter into lease negotiations with WA Country Health Services for the lease of three (3) rooms and the shared reception area at the Kambalda Health Centre (KHC)

**BACKGROUND:**

The Shire of Coolgardie currently holds a lease with WA Country Health Services for three rooms at the Kambalda Health centre for the permitted use of *Medical practice - or such other medical and ancillary purposes as may be approved in writing by the Director General of Health*. The lease will expire on 2 October 2017.

The current lease was first signed in August 2013, in August 2015 the Shire notified WA Health Country Services they wanted to proceed and exercise the 2 year extension option under the lease.

After consultation with Mr. Paul Fuller from WACHS he has indicated there will be no significant changes to the new lease the current details are as follows.

*"Description: Portion of the premises known as the Kambalda Health Centre and comprising exclusive use of offices 8, 9 and 24 together with shared use of reception area 26 and non-exclusive use of common areas. Exclusive use area is approximately 43.1 sqm.*

*Term: Original term 2 years with 1 option period of 2 years available.*

*Rental: Annual rental of \$8,500 plus GST per annum - \$708.33 per calendar month plus GST. Annual reviews to CPI with Market Rental review at expiration of initial term.*

*Permitted Use: Medical practice - or such other medical and ancillary purposes as may be approved in writing by the Director General of Health.*

*Outgoings and other costs: An amount equal to 10% of the costs of cleaning; electricity and water consumption. The tenant is responsible for its own reception and clerical staff; telephone, facsimile, internet, photocopier and general office equipment. WA Country Health staff and equipment is not available for general use.*

*Documentation: The lease will be evidenced by a standard lease drafted by the Department of Health, Health Infrastructure Unit."*

**COMMENT:**

The current lease document is an attachment to this agenda item for reference for Council.

**CONSULTATION:**

Paul Fuller - WA Country Health Services  
James Trail – Acting Chief Executive Officer

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

The cost of the current lease is \$726.75 month

**STRATEGIC IMPLICATION:**

**Solutions focussed and customer oriented organisation.**

- High quality corporate governance, accountability and compliance.
- Effective communication and engagement processes.

**Diversified and strengthened local economy.**

- Foster innovation, partnerships and investment from across sectors to support economic development and the attraction and retention of residents.
- Establish and strengthen partnerships with industry.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

That Council authorise the CEO to negotiate a new lease for the portion of three (3) rooms and the shared reception area at the Kambalda Health Centre, 2 Gumnut Place, Kambalda.

*"Description: Portion of the premises known as the Kambalda Health Centre and comprising exclusive use of offices 8, 9 and 24 together with shared use of reception area 26 and non-exclusive use of common areas. Exclusive use area is approximately 43.1 sqm.*

**AGENDA REFERENCE:** 11.2.5

**SUBJECT:** Community Assistance Fund – Annual Grants Programme

**LOCATION:** Shire of Coolgardie

**APPLICANT:** Coolgardie Golf Club

**FILE REFERENCE:** NAM5419

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 16 March 2017

**AUTHOR:** Deputy Chief Executive Officer – Jill O'Brien

**SUMMARY:**

For Council to consider the Coolgardie Golf Club's Community Assistance Funding application.

**BACKGROUND:**

At the February 2017 ordinary meeting of Council the Coolgardie Golf Club's Community assistance grant application was submitted to Council for consideration. Council resolved the following

**COUNCIL RESOLUTION: # 059/17**

*That Council approve the Coolgardie Golf Club's community assistance funding application for \$2000.00 to engage a consultant for grant funding initiatives*

**MOTION LAPSED**

**ALTERNATIVE RECOMMENDATION: # 060/17**

*That Council request this application come back to Council for discussion in March 2017 for clarification on the late attachments*

**CARRIED ABSOLUTE MAJORITY 5/0**

The Coolgardie Golf Club have resubmitted their application for funds from the Shire to engage a consultant to assist with grant funding applications to be able to bring the Golf Club up to a standard where it can be used by the community. Clarification was required by the Coolgardie Golf Club as to why their in kind donation in the grant application on page 6 question 5.3 ( see attached) was different to the quote from Mia Hicks consulting which showed an in kind donation of \$50.00 per hour. Discussions have been held with the Coolgardie Golf Club representatives and the difference between the Community assistance grant application and the quote from Mrs Hicks is - when Mia Hicks Consulting sends her applications through to other funding agencies her calculations are worked out on an average contractor rate of \$50.00 per hour, the Coolgardie Golf Club charge their in kind time out at

\$20.00 per hour. The budget attachment that forms part of the Mia Hicks consulting quote was added for information for the five sponsorship applications that will be applied for through Mia Hicks if the Community Assistance Funding application being applied for through Council is successful. The Coolgardie Golf Club fit the criteria for the Shire's community assistance fund; the Club have requested a total of \$2000.00.

**COMMENT:**

Supporting community groups in their efforts to deliver activities within the communities is a positive investment for Council. Community Groups are run by volunteers and rely heavily on funding to be able to continue to operate.

**CONSULTATION:**

James Trail – Chief executive Officer  
Elected members  
Coolgardie Golf Club chairman – Steven Cullen

**STATUTORY ENVIRONMENT:**

Nil

**POLICY IMPLICATIONS:**

Community Assistance Fund Guidelines

**FINANCIAL IMPLICATIONS:**

There is a budget provision of \$30,000 for the Annual Grants Programme this financial year if this application is approved there will be a remaining balance of \$8000.00 left in the community chest account.

**STRATEGIC IMPLICATION:**

**Cohesive and engaged community.**

- Facilitate the development of healthy lifestyles through the provision of high quality sport, recreation, cultural and leisure services, facilities and activities.
- Provide services to youth, aged and the disadvantaged that address identified needs.

**Diversified and strengthened local economy.**

- Foster innovation, partnerships and investment from across sectors to support economic development and the attraction and retention of residents.

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council approve the Coolgardie Golf Club's community assistance funding application for \$2000.00 for the Coolgardie Golf course.

**AGENDA REFERENCE:** 11.2.6

**SUBJECT:** Tender RFT 04/17 Coolgardie Pool Management

**LOCATION:** Coolgardie

**APPLICANT:** Shire of Coolgardie

**FILE REFERENCE:** NAM5411

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 22 March 2017

**AUTHOR:** Jill O'Brien Deputy Chief Executive Officer

**SUMMARY:**

For Council to consider authorising the Acting Chief Executive Officer to negotiate a swimming pool management contract between Lew Franich and the Shire of Coolgardie for the 2017/18 pool season.

**BACKGROUND:**

The Shire of Coolgardie called for Tender 04/17 – "Coolgardie swimming pool management" The tender closed at 2.00pm Wednesday 15 March 2017. No tenders were received at the Kambalda Community Recreation Centre and were opened by Jill O'Brien Deputy Chief Executive Officer and Melanie Finlay Recreation Services Coordinator.

**COMMENT:**

The current Coolgardie swimming pool contractors decided not to submit a tender for the management of the Coolgardie swimming pool due to the three year term as requested in the tender being too much of a commitment.

A brief discussion has been had with Mr Franich to see if his company would be interested in managing the Coolgardie swimming pool for the 2017/18 swimming pool season with positive feedback to date.

**CONSULTATION:**

Chief Executive Officer – James Trail  
Lew Franich – Swimming pool contractor  
Melanie Finlay – Recreation Services Coordinator

**STATUTORY ENVIRONMENT:**

The tender process was actioned in accordance with the *Local Government Act 1995 (Functions and General) Regulations 1996 Part 4 (Tenders for Providing Goods and Services)*.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

The cost of the swimming pool contract for the 2017/18 season will not exceed the current budget for the Coolgardie swimming pool.

**STRATEGIC IMPLICATION:**

**Cohesive and engaged community.**

- Facilitate the development of healthy lifestyles through the provision of high quality sport, recreation, cultural and leisure services, facilities and activities.

**Solutions focused and customer oriented organisation.**

- High quality corporate governance, accountability and compliance.
- Effective communication and engagement processes.
- Attraction, development and retention of a productive and effective workforce.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER RECOMMENDATION:**

Authorise the Acting Chief Executive Officer to negotiate a swimming pool management contract between Lew Franich and the Shire of Coolgardie for the 2017/18 pool season.

**AGENDA REFERENCE:** 11.2.7

**SUBJECT:** Coolgardie skate park quote

**LOCATION:** Coolgardie

**APPLICANT:** Shire of Coolgardie

**FILE REFERENCE:** NAM5412

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 16 March 2017

**AUTHOR:** Jill O'Brien Deputy Chief Executive Officer

**SUMMARY:**

For Council to consider the accepting the quotation for the "Design and Construction for the Coolgardie skate park"

**BACKGROUND:**

The shire has received funding through the Department of Sport and Recreation to the value of \$48,000, Evolution mining \$56,000 and with the Shire's co contribution of \$50,000 to redevelop the Coolgardie skate park. The Shire went through the quotation process for the "Coolgardie skate park design and construction" through the WALGA preferred supplier panel in February, the quotation closure date was 2.00pm 15 March 2017. One quote was recieved for the Cooglardie skate park from CONVIC for the price of \$140,000 excluding GST.

CONVIC has extensive experience with the successful design and delivery of facilities both locally and internationally. The exceptional design and build quality of the recently completed Esperance and Onslow Skate Parks are a testament to this. CONVIC are well placed to deliver this scope of works to the highest quality design and construction outcomes.

After receiving information from referees that CONVIC have listed in their quotation it is clearly apparent CONVIC create outstanding designs and have a great deal of experience both nationally and internationally, it was surprising to learn that the Local Governments that either went to tender or used the WALGA preferred supplier panel for the creation of skate parks received one quote/ tender being from CONVIC as well.

In CONVIC's quotation they have outlined a 17 week methodology, with the Coolgardie skate park redevelopment the funding will need to be acquitted by 30 June 2017. After discussions with CONVIC they have indicated they will be able to condense the time frame to start the project on 1 April and with the help of recreation staff providing contact information for suppliers.



The methodology will be as below and no longer what is in the methodology of the current quote to get the project completed in the allocated time frame (this is a guide only with no dates as the project date will not be able to commence until the results of the geological survey are complete).

The geological survey is the most time consuming and most important portion of the project and once this is completed CONVIC will then be able to

1. Produce a design for Council and take feedback from Council at this stage
2. Hold a community workshop to inform the community what is proposed
3. Demolition of the old concrete structures of the current skate park
4. Commence building of the new skate park.
5. Completion of the project
6. Acquit the grant before the end of the financial year.

**COMMENT:**

CONVIC adds value and mitigates risk with their integrated management systems, expertise, resources, value engineered solutions and problem solving. This translates to efficient client administration and contract management, mitigating the potential of time and cost escalations to deliver the Coolgardie skate park project on time and within budget.

**CONSULTATION:**

Melanie Finlay – Recreation Services Co coordinator  
James Trail – Acting CEO  
Julis Turanyik – General Manger CONVIC  
Jason Geralis – Design Manager CONVIC

**STATUTORY ENVIRONMENT:**

The quotation process was actioned in accordance with the *Local Government Act 1995 (Functions and General) Regulations 1996 Part 4 (Tenders for Providing Goods and Services)*.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

The cost of the Coolgardie skate park project has been budgeted for in the 2016/17 budget.

**STRATEGIC IMPLICATION:**

**Effective management of infrastructure, heritage and the environment.**

- Foster excellence in urban and rural planning and development.
- Develop and maintain Shire buildings, facilities and infrastructure assets.
- Develop and maintain highly functional and attractive public open spaces.

**Cohesive and engaged community.**

- Develop a cohesive approach to community development across the Shire.
- Facilitate the development of healthy lifestyles through the provision of high quality sport, recreation, cultural and leisure services, facilities and activities.
- Provide services to youth, aged and the disadvantaged that address identified needs

**VOTING REQUIREMENT:**

Absolute Majority

**OFFICER RECOMMENDATION:**

That Council

1. Accept the tender for the "Design and Construction for the "Coolgardie Skate Park" to CONVIC Unit 13, 46-50 Regent Street, Richmond Victoria to the value of \$140,000 excluding GST.
2. Delegate authority to the Acting Chief Executive Officer to approve variations up to the 10% of the total value of the project excluding GST
3. Authorise a contract to CONVIC Unit 13, 46-50 Regent Street, Richmond Victoria for the Coolgardie Skate Park.
4. Authorise the Shire President and the Acting 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 COMMUNITY SERVICES**

Nil

**11.4 TECHNICAL SERVICES**

Nil

**12.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**13.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**13.1 ELECTED MEMBERS**

Nil

**13.2 OFFICERS**

Nil

**14.0 CONFIDENTIAL ITEMS**

14.1 Recruitment of the Chief Executive Officer

**15.0 CLOSURE OF MEETING**