



SHIRE OF COOLGARDIE

A G E N D A

OF THE

ORDINARY COUNCIL MEETING

30 April 2019

6.00pm

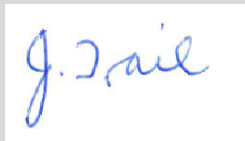
Coolgardie

SHIRE OF COOLGARDIE

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member

The next Ordinary Meeting of the Shire of Coolgardie will be held on Tuesday 30 April 2019 in the Council Chambers, Bayley Street, Coolgardie commencing at 6:00pm.

A handwritten signature in blue ink that reads "J. Trail". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

JAMES TRAIL
CHIEF EXECUTIVE OFFICER

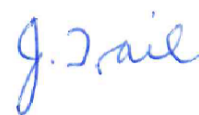
ORDINARY COUNCIL MEETING

30 April 2019

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

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

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



James Trail
Chief Executive Officer

DISCLAIMER

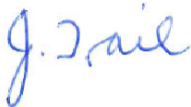
INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:

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

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

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



James Trail
CHIEF EXECUTIVE OFFICER

COUNCIL MEETING INFORMATION NOTES

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

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and response is included in the Minutes.

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

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

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

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

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

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

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

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

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

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

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

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

Local Government (Administration) Regulations 1996

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

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

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

Reg 6 (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is fifteen (15) minutes.

- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

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

Local Government (Administration) Regulations 1996

Reg 7 (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6 (1) are to be determined:

- (a) by the person presiding at the meeting; or
- (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of members,

having regard to the requirements of sub regulations (2) and (3).

(2) The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.

(3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.

(4) Nothing in sub regulation (3) requires:

- (a) A council to answer a question that does not relate to a matter affecting the local government;
- (b) A council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
- (c) A committee to answer a question that does not relate to a function of the committee.

10. Public Inspection of Unconfirmed Minutes (Reg 13)

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

NOTE:

10.3 Unopposed Business

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

QUESTION TIME FOR THE PUBLIC

(Please Write Clearly)

DATE: _____

NAME: _____

TELEPHONE: _____

ADDRESS: _____

QUESTIONS TO THE PRESIDENT:-

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

ITEM NO: _____ PAGE NO: _____

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

SHIRE OF COOLGARDIE

DISCLOSURE OF INTERESTS

TO THE CHIEF EXECUTIVE OFFICER:

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

TUESDAY _____ **2019**

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

(Print Name) _____ (Signature) _____ (Date)

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

ITEM	PAGE No.	TYPE	REASON

For inclusion for interest declaration

Interests Affecting Impartiality: Disclosing Statement

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



APPLICATION FOR LEAVE OF ABSENCE

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

Dates, From _____ to _____

Signed Cr: _____

Date _____

TABLE OF CONTENTS / INDEX

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	14
2	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	14
3	DECLARATIONS OF INTEREST	14
3.1	Declarations of Financial Interests – Local Government Act Section 5.60A	14
3.2	Declarations of Proximity Interests – Local Government Act Section 5.60B	14
3.3	Declarations of Impartiality Interests – Administration Regulation 34C	14
4	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	14
5	PUBLIC QUESTION TIME	14
6	APPLICATIONS FOR LEAVE OF ABSENCE	14
7	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	14
7.1	Ordinary Council Meeting 26 March 2019	14
7.2	Audit Committee Meeting 19 March 2019	14
8	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	14
8.1	President's Report	15
9	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS	16
10	REPORTS OF COMMITTEES	17
10.1	GTNA Report March 2019 - Councillor Sherryl Botting	17
11	REPORTS OF OFFICERS	18
11.1	Chief Executive Officer	18
11.1.1	<i>Quarterly Report for the period Ending 31st March 2019</i>	19
11.1.2	<i>Financial Activity Statement For The Period Ended 31 March 2018</i>	25
11.1.3	<i>Monthly List of Municipal and Trust Fund Payments March 2019</i>	28
11.1.4	<i>Investment of Surplus Funds Policy</i>	30
11.1.5	<i>WALGA 2019 Annual General Meeting Voting Delegates</i>	32
11.1.6	<i>Kambalda Airstrip Update</i>	34
11.1.7	<i>Coolgardie Tip Site Proposal</i>	39
11.1.8	<i>Local Government Act Review</i>	45
11.1.9	<i>Activity Report March 2019</i>	48
11.1.10	<i>Council Resolutions / Outstanding Items</i>	48
11.2	Technical Services	49
11.2.1	<i>Works & Services Progress Report March/April 2019</i>	49
11.2.2	<i>Waste & Building Services March 2019 Report</i>	51
11.3	Recreation and Community Services	54
12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	55
13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	55
13.1	Elected Members	55
13.2	Council Officers	55
14	CONFIDENTIAL ITEMS	55

15 CLOSURE OF MEETING55

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS
- 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE
- 3 DECLARATIONS OF INTEREST
 - 3.1 *Declarations of Financial Interests – Local Government Act Section 5.60A*
 - 3.2 *Declarations of Proximity Interests – Local Government Act Section 5.60B*
 - 3.3 *Declarations of Impartiality Interests – Administration Regulation 34C*
- 4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil
- 5 PUBLIC QUESTION TIME
- 6 APPLICATIONS FOR LEAVE OF ABSENCE
- 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
 - 7.1 *Ordinary Council Meeting 26 March 2019*

OFFICER RECOMMENDATION:

That the minutes of the Ordinary Meeting of Council of 26 March 2019 be confirmed as a true and accurate record.

- 7.2 *Audit Committee Meeting 19 March 2019*

OFFICER RECOMMENDATION:

That the minutes of the Audit Committee Meeting of 19 March 2019 be confirmed as a true and accurate record.

- 8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

8.1 President's Report

Councillors and Staff hosted the Community Workshop at the Kambalda Recreation Centre on March 11th, in an endeavour to fully explain the current status of the Kambalda Pool upgrade to the residents of Kambalda. CEO James Trail presented a comprehensive power point to outline the progress so far with Engineers reports and detailed costings of both stages of the pool upgrades. It was explained to the attendees where the funding streams would be sourced, and that Council were reliant on approval from WA State Treasury of a \$1.9 million loan for the project to proceed. The remainder of the funds would be drawn from Council infrastructure Reserve fund.

Council are hopeful that the WA Treasury will notify the CEO prior to next Tuesdays OCM, so that the Tender agreement can be signed and commence the project asap.

CEO James Trail, Mia Hicks and I travelled to Canberra on March 31st - April 4th, which co-incided with the Federal Budget announcement. The purpose of the visit was to lobby Ministers and Members of Parliament from all parties going into the upcoming Federal Election, on a number of topics which included:

- Support for the extension of the CDC trial in the Goldfields ,which actually passed through the House with support from the labour Party.
- Investigate funding opportunities for regional road networks through the Federal Governments "Roads of Strategic Importance " programme.
- Support for Local Government funding of infrastructure projects.
- Support for regional zone tax allowances and FBT review.
- Support for investment in mining and resource related projects ,such as the proposed lithium projects plus waste product disposal.
- Personally met with Member for O'Connor Rick Wilson and Minister for Sport Bridget McKenzie ,to lobby for funding for Kambalda Pool project.

Overall, I believe this visit proved very beneficial for our Shire, with the passage of the CDC trial, being extended until June 30th, 2020, and subsequent visit to Kambalda by Rick Wilson, where he met with Cr Lindup and members of staff to announce the Shire was successful in being granted \$287,000 from the second round of the Federal infrastructure grants, for the Kambalda pool. It was also a learning experience for myself and Mia, with regards to finding the best option on how to approach Members of Parliament on their requirements for future funding requests.

Shire Technical Services staff are currently working out and planning for next financial years road construction and maintenance programme, and by all accounts we are set for another busy year, with the demands of the mining sector through much increased activity on the Shire road network. So far the current year has seen the majority of the programme on our local roads completed, with contractors currently engaged on the Coolgardie North Road widening project, with the Binneringie - Esperance Highway intersection project next on the list.

The Coolgardie Visitor Centre staff have been busy co -ordinating and organising the bottle dig event at the Coolgardie Tip site with the Bottle and Collectables Club WA over the Easter weekend. This turned out to be a very successful weekend with over 40 people involved in the actual dig, with at least one very valuable bottle found along with quite a few others of great interest shared by the members. The event culminated with an evening at Warden Finnerty's residence, where the descendants of the Baker Family, who were raised and resided in the residence for many years, presented the Shire with two magnificent momentous of the Variscetti Mine Rescue at Bonnie Vale in 1907. The Gold lantern

and Silver Ice Bucket will be included with the Variscetti display at the Coolgardie Exhibition and Museum for viewing by our many visitors to the region.

The auction of surplus bottles the Shire has had archived for some years also took place on the night, with much interest from prospective purchasers, and I believe there was a complete sell out of all boxed items put up for sale. The funds raised from this auction will go toward upgrades of the collections at the museum, once the repairs to the Public Building are completed.

Meetings and Workshops attended this period:

- Community Workshop Kambalda Pool.
- March 27th State Council, Perth.
- April 1st - 4th Canberra Visit.
- April 5th Meeting with Auditors, Perth.
- Workshop with Councillors, John Ravlic in Kambalda.
- Briefing Forum Coolgardie. April 9th.
- CEO Review, Councillors, John Ravlic ,Bec Horan.
- April 11th meetings Perth with CEO, Tellus Holdings and Minister Regional Development, Directors.
- April 15th on site meeting with Technical services staff and Mincor representatives re Cave Hill Road.

Malcolm Cullen
Shire President

9 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10 REPORTS OF COMMITTEES

10.1 GTNA Report March 2019 - Councillor Sherryl Botting

A GTNA board meeting was held Friday 8th March.

It was great to have a full house of the membership's delegates (or proxies) at this meeting. Surprisingly the attendees included all 5 of the LG's Mayor and Shire Presidents.

Early into the meeting, standing orders were suspended so as a discussion could take place on the status and consequences of the motion from the Norseman meeting. Also, to discuss the options, ideas and preferences moving forward.

Points of note

- that a letter had been received from Dundas stating their decision not to pay their membership fee and withdraw their support of the GTNA.
- whilst I had received a phone call from Menzies on the 1st March stating the same sentiments, an official letter of notice had not been received.

A letter was then duly presented.

- Mayor Bowler reiterated Cr O'Donnells constant assurance that the City of KB was determined to maintain their GTNA membership and funding as required

Discussions went from talking of folding the association to going back to the basics and working together as a group to promote the region with the emphasis on marketing the GQDT.

Back into the meeting

the motion of.... **if outstanding monies are not received from both the Shires of Dundas and Menzies by Friday 1st March, that the GTNA inc be wound up in accordance with the Associations Incorporated Act.....** This was laid on the table till next meeting.

It was decided that -A working group of the executive is to pursue the options and possibilities of the 5 Shires working together moving forward.

Governance issues could be worked as well.

Following the March 8 meeting

- The executive met to discuss appointing Kim Hewson to analyse all possible options to then be presented to the board for a decision to be made.
- CEO and administrator finished their employment on 7th April
- Meetings with various entities re ongoing accounting, insurances and office space

The next board meeting was set for Friday 12th April.

This meeting was then postponed due to a conflicting meeting that could have excluded most of the attendee's availability. It was also decided that it would allow Kim Hewson more time to fully complete her analysis of options available. This would help prevent just having another round the table discussion with no definitive outcome.

An executive meeting was held where Ms Hewson gave a basic outline of the 4 or 5 current available options and what they would entail. These are in the process of being formalised.

The new date has been set for Friday 17th May in the GEDC boardroom.

As per last meeting, the shire presidents and city mayor are to be invited. The agenda with the options and recommendations will be sent out with time for everyone to be fully briefed before the meeting. The help and support of the GEDC at this time is greatly appreciated.

A decision on the future of the GTNA will then be made. Any decision made will also take into account the management and support of the Golden Quest Discovery Trail.

I am now on leave but looking forward to what the future holds for Tourism within the Goldfields.
Cheers.

Sherryl Botting
Councillor
Shire of Coolgardie
Chairperson
Goldfields Tourism Network Association

11 REPORTS OF OFFICERS

11.1 Chief Executive Officer

11.1.1 Quarterly Report for the period Ending 31st March 2019

Location:	N/A
Applicant:	N/A
File Reference:	NAM6898
Disclosure of Interest:	None Required
Date:	21 st April 2019
Author:	Chief Executive Officer, James Trail

Summary:

For Council to receive the quarterly report for the period ending 31st March 2019.

Background:

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

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

Improved service

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

Resource allocation

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

Inform

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

Service standards

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

Benchmarking

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

Shared services/Partnerships

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

Efficiency Dividend

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

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

Conclusion

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

Three-year plan

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

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

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

Performance management

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

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

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

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

KPIs

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

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

Staff numbers and salaries

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

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

Budget v actual (Costs and Benefits)

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

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

Commercial activity – cost recovery

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

Government funding – cost shifting

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

Internal charges/overheads

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

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

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

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

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

Strategic Recommendations

That the Council:

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

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

Comment:

The quarterly report for the period ending 31st March 2019, demonstrates the Shire has continued to generated savings and efficiencies over the 9-month period whilst at the same time delivering on programmes and activities. The Shire is continuing in 2018/2019 to share services with the City of Kalgoorlie – Boulder which continues to have a positive impact on the Shire's operational expenditure.

The Third quarter of the financial year has seen normal operational activities occur. The Budget Review was adopted in February 2019.

Council adopted the 2018/19 Budget with an operating deficit of \$1,150,702 and a closing net current asset surplus / deficit position of \$0. The budget amendments tabled for endorsement by Council in Note

5 of the Budget Review document recommends, even allowing for the proposed amendments, that the closing net current asset surplus / deficit position for the 2018/19 financial year remain unchanged.

This has taken into consideration the difference in the adopted 2018/19 Budget opening surplus of \$3,195,749 compared with the final audited opening surplus position of \$2,870,478. Any proposed surplus funds at the end of the financial year have been recommended to be transferred into reserves at year end.

The 2019 Budget Review reflects the positive impacts the service level review has had over the past 18 months. For the six months ending 31st December 2018 estimates an efficiency dividend of 3.7% or \$636,000. For the 2017/2018 financial year an efficiency dividend of 4.8% delivered a dividend of \$648,258. This has enabled the Shire to re consider the funding of major infrastructure projects like the Kambalda Pool refurbishment.

For the period ending 31st March 2019, an efficiency dividend of in excess of 6% is estimated. It is proposed that by the end of the financial year that an efficiency dividend of in excess of 2% will be achieved.

Attachments:

1. Quarterly Presentation - Mar 19 [11.1.1.1]
2. Expenditure Report Mar-19 [11.1.1.2]

Consultation:

Bec Horan – Manager Administration Services
Noeline Poke – Senior Rates Officer
Peter Miller – Works and Services Supervisor
Laura Dwyer – Manager Recreation and Community Development
Rod Franklin – Waste and Building Services Co-ordinator
Leanne Shilton – Team Leader Recreation and Community
Jade Tarasinski – Senior Finance Officer
Leesa Treen – Team Leader Recreation and Community

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

It is proposed that an efficiency dividend of 2% will be achieved for the 2018/2019 Financial Year

Strategic Implications:

Accountable and Effective Leaders

Advocating for services that support our community needs
Collaborating with industries to stimulate and support economic development for the community
Demonstrating sound financial management and plans for the Shire's long term financial sustainability
Demonstrating that decisions are developed through inclusive community engagement
Developing strategic partnerships with regional, State and Federal governments
Developing strong partnerships with stakeholders for the benefit of our community

Ensuring a well-informed Council makes good decisions for the community
Ensuring the Shire of Coolgardie is well positioned to meet future needs
High quality corporate governance, accountability and compliance
Maintain integrated strategic and operational plans

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, receive the Quarterly Report for the Period Ending 31st March 2019

11.1.2 Financial Activity Statement For The Period Ended 31 March 2018

Location:	Nil
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	18 April 2019
Author:	Martin Whitely, Consultant

Summary:

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 March 2019 is presented to Council for adoption.

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.

The document attached includes Statements of Financial Activity by Program, and Nature and Type, Notes to the financial statements, an explanation of material variance as well as a summary of bank account balances at 31 March 2019, 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 10% 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 <90% or >100% and the dollar variance exceeds \$10,000.

Attachments:

1. Management Report - March 2019 [11.1.2.1]

2. Monthly Financials - March 2019 [11.1.2.2]

Consultation:

James Trail, Chief Executive Officer
Jade Tarasinski, Senior Finance Officer

Statutory Environment:

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

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

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) Presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications:

Nil

Financial Implications:

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

Strategic Implications:

Nil

Voting Requirement: Simple Majority

Officer Recommendation:

That Council receive the Financial Activity Statement for the period 1 July 2018 to 31 March 2019.

11.1.3 Monthly List of Municipal and Trust Fund Payments March 2019

Location:	Nil
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	23 April 2019
Author:	Senior Finance Officer, Jade Tarasinski

Summary:

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

Background:

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

Comment:

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

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

Attachments:

1. March 2019 List of Payments [11.1.3.1]

Consultation:

Nil

Statutory Environment:

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

Policy Implications:

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

Financial Implications:

Nil

Strategic Implications:

Effective management of infrastructure, heritage and the environment

Develop and maintain Shire buildings, facilities and infrastructure assets

Solutions focussed and customer-oriented organisation

High quality corporate governance, accountability and compliance.

Voting Requirement: Absolute Majority

Officer Recommendation:

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

- 1. Municipal accounts totalling \$1,127,685.99 on Municipal vouchers EFT16320 – EFT16469, cheques 52185 - 82193, and direct payments made during the month of March 2019.**
- 2. Trust payments totalling \$41,772.43 on cheques 2209 - 2219 for the month of March 2019.**
- 3. Credit card payments totalling \$10,112.47 for the month of March 2019**

11.1.4 Investment of Surplus Funds Policy

Location:	*
Applicant:	*
File Reference:	<i>Nil</i>
Disclosure of Interest:	Nil
Date:	23 April 2019
Author:	Consultant, Martin Whitely

Summary:

This report recommends that Council endorse changes made to Policy 040 - Investment of Surplus Funds.

Background:

Following the completion of the Financial Management Review conducted by Moore Stephens in June 2018 it was noted that the Shire's investment policy did not accurately reflect the Shire's current strategy. As such, at the December 2018 Ordinary Meeting Council endorsed an amendment to Policy 040 - Investment of Surplus Funds to reflect the current investment strategy of the Shire.

During the recent Interim Audit and Financial Management Review conducted in April 2019, the Shire's Investment Policy was again raised, this time in relation to the credit ratings of the investments as classified by the Standard and Poors Australian Ratings. The issue raised being the investment weighting in the three categories tabled in the policy (A, AA & AAA) and lack of Australian Banks that fell under these categories.

Comment:

At the December Ordinary Meeting amendments made to the Shire's Investment of Surplus Funds Policy addressed the Shire's investment strategy with changes allowing up to 75% of funds invested to be in the same institution. The purpose of this amendment was to allow ease of adherence to the policy and for reserve funds to be invested in the one institution to allow better interest rates to be obtained.

The issue raised during the recent visit by Moore Stephens in April 2019 is that the current Investment of Surplus Funds Policy states that up to 75% of investments can be made for institutions with a AAA Credit Rating. The problem is that there are no Australian Banks with a AAA Credit Rating. The highest credit rating for any of the Australian banks is AA- for ANZ, CBA, NAB, Westpac and Bankwest. An extract of the current Credit Ratings for Australian Banks is tabled for council information.

To address the deficiency stated above the highlighted changes in the Investment of Surplus Funds Policy Extract tabled will allow the Shire to continue to invest up to 75% of funds in Australian Banks as the AA Category has been amended to align with the AAA Category as per the amended version in December 2018.

While these changes will address the issues raised by Moore Stephens, it is my opinion that the current Investment of Surplus Funds Policy is somewhat cumbersome and more complicated than it needs to

be and my recommendation is that this policy, along with all other Shire's Policies should be prioritised for a complete review in the near future.

Attachments:

1. Invest Policy Extract [11.1.4.1]
2. Credit Ratings of Australian Banks [11.1.4.2]

Consultation:

Chief Executive Officer, James Trail
Bec Horan, Manager Administration Services
Moore Stephens

Statutory Environment:

Local Government (Financial Management) Regulations 1996

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —
authorised institution means —
 - (a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
 - (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;foreign currency means a currency except the currency of Australia.
- (2) When investing money under section 6.14(1), a local government may not do any of the following —
 - (a) deposit with an institution except an authorised institution;
 - (b) deposit for a fixed term of more than 3 years;
 - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - (d) invest in bonds with a term to maturity of more than 3 years;
 - (e) invest in a foreign currency.

Policy Implications:

Nil

Financial Implications:

There are no financial implications relating to this item.

Strategic Implications:

Accountable and Effective Leaders

High quality corporate governance, accountability and compliance

Voting Requirement: Simple Majority

Officer Recommendation:

That Council endorse the amendments as tabled for Policy 040 – Investment of Surplus Funds.

11.1.5 WALGA 2019 Annual General Meeting Voting Delegates

Location:	Nil
Applicant:	Nil
File Reference:	<i>Create record in synergy and insert record number</i>
Disclosure of Interest:	Nil
Date:	24 April 2019
Author:	Executive Assistant, Amy Grazziadelli

Summary:

This report recommends that Council nominate two representatives as the Voting Delegates on behalf of the Shire of Coolgardie for the WALGA 2019 Annual General Meeting for the WA Local Government Association, which is being held at the Local Government Convention on Wednesday 7 August 2019.

Background:

Local Government Week is held every year with this year's being held from August 7 - 9, 2019 at the Perth Convention and Exhibition Centre.

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association which may be either elected members or serving officers.

Comment:

Depending on who will be available to attend Local Government Week will determine who will be the Shire of Coolgardie's voting delegates.

Generally, Councillors are the voting delegates, however if there are not enough Members available, the Council can nominate its Chief Executive Officer.

Attachments:

1. WALGA 2019 Annual General Meeting Voting Delegates Attachments.docx [11.1.5.1]

Consultation:

Shire of Coolgardie Councillors CEO – James Trail

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

There are no financial implications regarding the nomination of Council's Delegates.

Strategic Implications:

Accountable and Effective Leaders

High quality corporate governance, accountability and compliance

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, nominate Cr: _____ and Cr: _____ as the Voting Delegates on behalf of the Shire of Coolgardie for the WALGA 2019 Annual General Meeting for the WA Local Government Association, which is being held at the Local Government Convention on Wednesday 7 August 2019.

11.1.6 Kambalda Airstrip Update

Location:	Kambalda
Applicant:	N/A
File Reference:	<i>Create record in synergy and insert record number</i>
Disclosure of Interest:	No Disclosure Required
Date:	21 st April 2019
Author:	Engineering Consultant, Keith Dickerson

Summary:

Council to authorise budget amendments and transfers for the Kambalda Airstrip to undertake;

- Electrical work and generator
- Ablution block including transport and installation and water connection
- Terminal/building, signs and grounds repair and maintenance
- Full certification of airstrip
- Tree Pruning

Background:

The Shire of Coolgardie received notification from the Department of Planning, Lands and Heritage on 26th February 2019 that;

Lots 301 and 302 on Deposited Plan 43054 & Lot 300 on Deposited Plan 58303, Kambalda Airport

I advise for your information that Lots 301 and 302 on Deposited Plan 43054 and Lot 300 on Deposited Plan 58303, have been set apart as Reserve 49358 for the purpose of "Aerial Landing Ground and Access" with a Management Order (formerly Vesting Order) issued in favour of the Shire of Coolgardie.

Shire staff have been working with CASA and Aerodrome Management Services Pty Ltd to determine the requirements for Kambalda Airstrip Certification. Furthermore, Aerodrome Management Services Pty Ltd were engaged in July 2018 to undertake an aerodrome safety inspection (Confidential Attachment 5). Subsequent to the aerodrome safety inspection report, Shire staff have estimated costs required for the certification of the Kambalda Airstrip.

Comment:

Shire staff requested a proposal from Aerodrome Management Services Pty Ltd to assist in the certification for Kambalda Aerodrome, Shire of Coolgardie. The quote has broken the payment of works down into stages.

- Quote includes provision of full certification documents to client application for certification, aerodrome manual set - aerodrome manual, safety management system, aerodrome emergency plan, drug and alcohol management plan,
- all supporting checklists and forms, liaison with the Shire Document Control Team & all CASA interaction,
- includes three on-site consultancy visits and
- final Aerodrome Technical Inspection confirming compliance to regulation.

Further to seeking a proposal from Aerodrome Management Services Pty Ltd (AMS), to assist in the certification process Shire staff also sort information from AMS on training for aerodrome reporting and works safety officers. A requirement for certification from CASA. The estimated cost of the training is \$11,900 which would be sourced from the current Shire training budget

On the 8th November Shire staff undertook an inspection of the airstrip with the intent to review and cost the proposed works required from the aerodrome safety inspection undertaken in July 2018 (Confidential Attachment 4). The estimated costs of the works are attached. Furthermore, during the inspection Shire staff identified the need for;

- Electrical work and generator
- Ablution block including transport and installation and water connection
- Terminal/building, signs and grounds repair and maintenance

An allowance was made in the 2018/2019 annual maintenance budget for works to the access road and runway strip and taxiway and some allocation for tree pruning. The work on the access road and runway strip and taxiway is being undertaken by Shire staff. It is proposed that the tree pruning, electrical work and generator and abluion block including transport and installation be undertaken by external contractors.

Allocations were not made for;

- Electrical work and generator
- Ablution block including transport and installation and water connection
- Terminal/building, signs and grounds repair and maintenance
- Full certification of airstrip
- Tree Pruning

It is estimated the total cost for the works and certification above is \$204,000.

It is proposed to fund the works and certification as per below:

- Transfer of saving of \$25,000 from Consultancy budget S0415 to A1202 Kambalda Airport Operating
- Transfer of saving of \$20,000 from Records budget E0406 to A1202 Kambalda Airport Operating
- Transfer of saving of \$14,000 from 110612 Skate Parks to A1202 Kambalda Airport Operating
- Transfer of saving of \$8,000 from 110515 Parks and Reserves to A1202 Kambalda Airport Operating
- Transfer of saving of \$20,000 from Works Overhead budget E1409 to A1202 Kambalda Airport Operating
- Transfer of saving of \$15,000 from Works Overhead budget E1410 to A1202 Kambalda Airport Operating
- Transfer of saving of \$15,000 from Administration Overhead budget E0402 to A1202 Kambalda Airport Operating
- Transfer of saving of \$6,000 from Kambalda Operating budget BR0401 to A1202 Kambalda Airport Operating
- Transfer of \$46,000 from Plant reserve Account 721000 to C12900 Airport Upgrade to fund Electrical work and generator
- Transfer of \$35,000 from Infrastructure Renewal Reserve Account 741000 to C12900 Airport Upgrade to fund Terminal/building, signs and grounds repair and maintenance

- Increase Budget for job number A1202 Kambalda Airport Operating from \$17,607 to \$140,607
- Increase Budget for job number C12900 Airport Upgrade from \$0 to \$81,000

During the first quarter of the 2018/2019 financial year the Shire staff relocated the ablution block from the airport to the Shire depot in Kambalda. This saved in excess of \$35,000 by rather than purchasing a brand new transportable. At the time of moving the transportable ablution block, the Shire had not received any expressions of interest in writing. The generator previously located at the Kambalda airstrip has been used by operational staff over the past four years. It is no longer functional and past its use by date.

The Shire has received expressions of interest for the use of the Kambalda airstrip and consequently spoken to aviation providers.

Attachments:

Nil

Consultation:

Shire Staff
 Chief Executive Officer
 CASA
 Aerodrome Management Services Pty Ltd
 Aviation Providers
 Mining Companies

Statutory Environment:

All purchasing activities will comply with section 6.5(a) of the Local Government Act 1995 and Part4 of the Local Government (Functions and General) Regulations 1996;

Policy Implications:

Procurement Policy 041. The principles below are detailed in Procurement Policy 041;

The following principles and standards will be demonstrated throughout all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- Officers and staff shall be accountable for efficient and effective purchasing decisions based on achieving value for money;
- Procurement practices will comply with relevant legislative and regulative requirements, the Shire's Code of Conduct, Delegations Register and Record keeping procedures and practices.
- Processes, evaluations, and decisions shall be unbiased, transparent and fully documented in accordance with associate policies, audit requirements and relevant legislation.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed;
- Any information provided to the Shire of Coolgardie by a supplier shall be treated as commercial-confidential and shall not be released by the Shire unless authorised by the supplier or relevant legislation and
- Purchasing will be undertaken on a competitive basis where by all suppliers are considered on an impartial, honest and consistent manner.

Staff are required to adhere to the following minimum guidelines for inviting quotes prior to the procurement of any goods or services will be adhered to. Only Council can vary Policy.

Over \$10,000 and up to \$30,000	Two (2) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:
Over \$30,000 and up to \$100,000	Three (3) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:

Financial Implications:

In the 2018/2019 Annual Budget \$17,607 was allocated as expenditure to the Kambalda Airstrip. It is estimated the total cost for the works and certification above is \$204,000.

It is proposed to fund the works and certification as per below:

- Transfer of saving of \$25,000 from Consultancy budget S0415 to A1202 Kambalda Airport Operating
- Transfer of saving of \$20,000 from Records budget E0406 to A1202 Kambalda Airport Operating
- Transfer of saving of \$14,000 from 110612 Skate Parks to A1202 Kambalda Airport Operating
- Transfer of saving of \$8,000 from 110515 Parks and Reserves to A1202 Kambalda Airport Operating
- Transfer of saving of \$20,000 from Works Overhead budget E1409 to A1202 Kambalda Airport Operating
- Transfer of saving of \$15,000 from Works Overhead budget E1410 to A1202 Kambalda Airport Operating
- Transfer of saving of \$15,000 from Administration Overhead budget E0402 to A1202 Kambalda Airport Operating
- Transfer of saving of \$6,000 from Kambalda Operating budget BR0401 to A1202 Kambalda Airport Operating
- Transfer of \$46,000 from Plant reserve Account 721000 to C12900 Airport Upgrade to fund Electrical work and generator
- Transfer of \$35,000 from Infrastructure Renewal Reserve Account 741000 to C12900 Airport Upgrade to fund Terminal/building, signs and grounds repair and maintenance
- Increase Budget for job number A1202 Kambalda Airport Operating from \$17,607 to \$140,607
- Increase Budget for job number C12900 Airport Upgrade from \$0 to \$81,000

Strategic Implications:

A thriving local economy

Supporting and encouraging mining and processing industries
Supporting local businesses in the Shire

Accountable and Effective Leaders

Collaborating with industries to stimulate and support economic development for the community
Developing strong partnerships with stakeholders for the benefit of our community
Maintain integrated strategic and operational plans

Effective management of infrastructure, heritage and environment

Maintaining and renewing infrastructure and building assets

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council,

1. Authorise transfer of saving of \$25,000 from Consultancy budget S0415 to A1202 Kambalda Airport Operating
2. Authorise transfer of saving of \$20,000 from Records budget E0406 to A1202 Kambalda Airport Operating
3. Authorise transfer of saving of \$14,000 from 110612 Skate Parks to A1202 Kambalda Airport Operating
4. Authorise transfer of saving of \$8,000 from 110515 Parks and Reserves to A1202 Kambalda Airport Operating
5. Authorise transfer of saving of \$20,000 from Works Overhead budget E1409 to A1202 Kambalda Airport Operating
6. Authorise transfer of saving of \$15,000 from Works Overhead budget E1410 to A1202 Kambalda Airport Operating
7. Authorise transfer of saving of \$15,000 from Administration Overhead budget E0402 to A1202 Kambalda Airport Operating
8. Authorise transfer of saving of \$6,000 from Kambalda Operating budget BR0401 to A1202 Kambalda Airport Operating
9. Authorise transfer of \$46,000 from Plant reserve Account 721000 to C12900 Airport Upgrade to fund Electrical work and generator
10. Authorise transfer of \$35,000 from Infrastructure Renewal Reserve Account 741000 to C12900 Airport Upgrade to fund Terminal/building, signs and grounds repair and maintenance
11. Authorise the Increase of Budget for job number A1202 Kambalda Airport Operating from \$17,607 to \$140,607
12. Authorise the Increase of Budget for job number C12900 Airport Upgrade from \$0 to \$81,000
13. Endorse the quotation from Aerodrome Management Services Pty Ltd for \$54,000 ex GST (Confidential Attachment 1) and authorise the Chief Executive Officer to issue a purchase order for \$54,000 ex GST
14. Endorse the quote from Pryce Brothers for \$45,985 ex GST (Confidential Attachment 2) and authorise the Chief Executive Officer to issue a purchase order for \$45,985 ex GST
15. Endorse the quote from Southern River Services for \$72,000 ex GST (Confidential Attachment 3) and authorise the Chief Executive Officer to issue a purchase order for \$72,000 ex GST

11.1.7 Coolgardie Tip Site Proposal

Location:	Coolgardie
Applicant:	N/a
File Reference:	<i>Create record in synergy and insert record number</i>
Disclosure of Interest:	None Required
Date:	26 th April 2019
Author:	Chief Executive Officer, James Trail

Summary:

That Council,

1. Endorse the proposal from Australian Venture Consultants Pty Ltd
2. Authorise the Chief Executive Officer to issue a purchase order for \$44,000 ex GST to Australian Venture Consultants Pty Ltd to undertake work up to and including Decision Point 5

Background:

The Shire of Coolgardie currently operates two waste management facilities located at Kambalda and Coolgardie. The existing Kambalda landfill site contains lead contaminated waste and is currently the subject of an assessment by the Department of Water and Environmental Regulation. Subject to a determination by the Department, the Kambalda site may require remediation investment to mitigate the risk of contamination of the surrounding environment or groundwater systems. Should remediation be required, options include in situ containment measures and relocation of the hazardous waste to an appropriate facility. Furthermore, a Transfer Station is currently under construction at the Kambalda landfill site.

Strategen have been engaged by the Shire to work with the Shire and Department of Water and Environmental Regulation to mitigate the risk of contamination of the surrounding environment or groundwater systems at Kambalda and deliver a long-term solution.

Council has identified the Coolgardie Tip as a strategic opportunity. Shire staff have spoken and met with Australian Venture Consultants Pty Ltd and asked for a proposal on developing the Coolgardie Tip site and identify any strategic opportunities.

Comment:

Several historical planning documents have previously identified the Coolgardie tip site as a strategic waste management asset for the Goldfields-Esperance Region. This is based on the site's:

- Geotechnical characteristics of deep clay over bedrock and a relatively deep-water table, which render it suitable for Class I and II waste disposal, as well as the construction of a Class III waste cell; and
- Geographical centrality with respect to major regional population centres and the Region's mining and mineral processing operations (the Shire of Coolgardie and the LGA's that border it

collectively account for 65 percent of the Region's population and approximately 50 percent of the value of its minerals production)

A regional waste management facility that can offer Class I, II and III waste management services would complement the Tellus Holding's Sandy Ridge facility that will offer commercial Class IV and V services, rendering the Shire of Coolgardie the only LGA in the Region facilitating Class I through V waste management.

It is understood that preliminary discussions with industry have indicated some demand for a low-cost licenced disposal site capable of accommodating large volumes of Class I, II and III waste. The Shire of Coolgardie engaged environmental consulting firm, Strategen, to undertake a preliminary options analysis. This is summarised in Table 1 below.

	30,000 t.p.a. Class II and III	200,000 t.p.a. class III (shallow excavation of soil and clay only)	200,000 t.p.a. Class III (deep excavation into rock)
Waste stream	Regional putrescible	Regional putrescible and industrial waste	Regional putrescible and industrial waste
Lining and leachate collection	Clay liner, no leachate protections	Clay liner, leachate collection (possible HDPE requirement)	Clay liner, leachate collection (possible HDPE requirement)
Landfill dimensions	200 X 420m 8.4ha footprint 20m height, 8.5m depth	500 X 510m 25.5ha footprint 30m height, 8.5m depth	380 X 470m 18ha footprint 30m height, 27m depth
Repurposing of existing facilities	Not required	Not Required	Existing landfill excavated and replaced in new cells Building rubble removal
Design and approvals timeframe	~1 year	~2 years	~2 years

The Terms of Reference for this project are as follows:

1. Undertake a demand analysis that identifies, maps, characterises and assesses regional sources of potential demand Class I, II and III waste management services to be located at the current Shire of Coolgardie tip site.
2. Review the regional waste options analysis study and work with Strategen to determine the best option(s) to service the demand profile identified in (1) above.
3. In consultation with Tellus Holdings and the City of Kalgoorlie-Boulder, determine the parameters of any strategic relationships that might be necessary to give effect to the proposed facility and to optimise industrial waste management across the Goldfields-Esperance Region.
4. Based on (1), (2) and (3) above, refine the facility design specifications as required.

5. Based on (4) above, refine capital cost estimates, operating cost estimates and determine a likely viable pricing model based on forecast demand, prepare detailed financial projections and undertake key financial analysis such as break-even and sensitivity analysis.
6. Working with Strategen, prepare a project development and approvals schedule that identifies key steps in the design, approvals, construction and commissioning of the project.
7. Identify and prioritise possible sources of Commonwealth Government, Western Australian Government, Local Government and private sector sources of capital for the project, as well as determine the nature of any long-term contracts that might be required to underpin investment in the proposed facility.
8. Identify key project risks and associated mitigation strategies.
9. Model and describe the impact of the proposed facility will have on the Regional and Western Australian economy, as well as key environmental and social impacts.

Proposed Methodology

Below sets out the methodology AVC intends to use to deliver on the project Terms of Reference.

Task

1. Demand Analysis

Arguably, the most important component of this analysis is determining the likelihood and nature of demand for the proposed facility. This is important not only for underpinning the commercial analysis that is the subject of this proposal, but also for managing the Shire of Coolgardie's risk associated with ongoing investment in the proposal.

This task will involve engaging with major current and likely future producers of Class I, II and III waste in the Goldfields-Esperance Region (and its immediate surrounds) to determine probable demand for the proposed facility in terms of volumes of different types of waste, logistics requirements and cost expectations. This task will endeavour to engage with all current and likely future minerals operations, major agriculture operations, manufacturers, health care providers, hospitality operations, education and research facilities and local government authorities in or in close proximity to the Region.

The output of this task will be a demand analysis discussion paper.

40 hours

2. Decision Point

Based on the demand analysis discussion paper produced in Task 1 above, the Shire of Coolgardie may, at its sole discretion, decide to terminate the project. If it makes such a determination, the Shire of Coolgardie will only be liable to AVC for the estimated professional hours associated with Task 1 and any pre-approved expenses. N.A.

3. Options Selection

Should the Shire of Coolgardie decide in Task 2 to proceed with the project, AVC will work with Strategen to determine the optimal design specifications for the proposed facility. This task will be informed by the demand analysis undertaken in Task 1 and facility characteristics that will be necessary from an environmental regulation compliance perspective to service that demand.

The output of this Task will be an options selection paper.

16 hours

4. Strategic Relationships

Based on the demand analysis undertaken in Task 1 and the options identified in Task 3, AVC will engage with other major waste managers in the region, including Tellus Holdings and the City of Kalgoorlie-Boulder, to determine if and how a facility based on the options selected in Task 3 would be integrated into a region-wide waste management solution. This will include complementary facility analysis in terms of waste types and volumes, and an assessment of the logistics support necessary to give effect to an optimal integrated region-wide waste management solution.

The output of this task will be a region-wide waste management solution discussion paper.

24 hours

5. Decision Point

AVC will prepare a presentation outlining the key findings from Tasks 3 and 4 and detailing the synergies or otherwise with the demand analysis undertaken in Task 1. Based on this presentation, the Shire of Coolgardie may, at its sole discretion, decide to terminate the project. If it makes such a determination, the Shire of Coolgardie will only be liable to AVC for the estimated professional hours associated with Task 1 through 5 and any pre-approved expenses.

8 hours

6. Design Analysis

Should the Shire of Coolgardie decide to proceed, based on the analysis in 1, 3 and 4, AVC will work with Strategen and the Shire of Coolgardie to determine a set of design specifications for the proposed facility.

The output of this task will be detailed preliminary specifications.

8 hours

7. Financial Analysis

This task will involve the preparation of preliminary, but detailed assessment of total capital cost, operating costs (including an outsourced management model), demand forecast, pricing model and revenue forecasts for the life of the project. Standard financial analysis such as break-even and sensitivity analysis will be undertaken.

The output from this task will be a financial model and associated analysis constructed in Microsoft Excel.

32 hours

8. Decision Point

AVC will prepare a presentation discussing the financial analysis, its assumptions and observations. Based on this presentation, the Shire of Coolgardie may, at its sole discretion, decide to terminate the project. If it makes such a determination, the Shire of Coolgardie will only be liable to AVC for the estimated professional hours associated with Task 1 through 7 and any pre-approved expenses.

8 hours

9. Project Schedule

Should the Shire of Coolgardie decide to proceed, based on the analysis in Tasks 6 and 7, AVC will work with Strategen to develop a detailed indicative project design, approvals, construction and commissioning timeline.

The output of this task will be a project Gant chart and associated task descriptions.

8 hours

10. Resourcing Analysis

Based on the analysis in Task 1, 4 and 7, AVC will identify potential sources of financing for the proposed facility. This will canvas, Commonwealth, State and Local Government source, private sector sources and potential long-term service agreements.

The output of this task will be a resourcing options paper.

8 hours

11. Risk Analysis

AVC will prepare a full risk register and associated mitigation strategies for the proposed facility. The output of this task will be a project risk register.

8 hours

12. Economic Impact Assessment

AVC will undertake rudimentary modelling to quantify the likely economic impact of the proposed facility on key regional economic metrics such as direct jobs, employment multipliers and new investment. It will also provide qualitative arguments pertaining to the social and environment impact of the proposed facility.

The output of this task will be a project impact discussion paper.

8 hours

13. Final Report

AVC will prepare a summary synthesis of the outputs from Tasks 1 through 12. This report will be prepared such that it is suitable for presentation to third-party stakeholders.

8 hours

Staff are of the opinion work should be endorsed up to and including Decision Point 5. This is estimated to be 88 Hours estimated at \$44,000 excluding GST

Attachments:

Nil

Consultation:

Shire Staff
Strategen
Tellus Holdings

State and Federal Government
Australian Venture Consultants Pty Ltd

Statutory Environment:

N/a

Policy Implications:

Procurement Policy 041 - Three (3) itemised written quotes from a suitable supplier are required
Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier – Council can vary policy.

Financial Implications:

Allocation has been made in the 2018/2019 annual Budget Review for external contractors for the Coolgardie Tip to undertake feasibility studies. Staff are of the opinion that a transfer should be made though from the Waste Reserve specifically for this piece of work.

Strategic Implications:

Accountable and Effective Leaders

Advocating for services that support our community needs

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

Developing strong partnerships with stakeholders for the benefit of our community

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

Effective management of infrastructure, heritage and environment

Ensuring that waste management practices are compliant

Maintaining and renewing infrastructure and building assets

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council,

1. Endorse the proposal from Australian Venture Consultants Pty Ltd
2. Authorise the Chief Executive Officer to issue a purchase order for \$44,000 ex GST to Australian Venture Consultants Pty Ltd to undertake work up to and including Decision Point 5

11.1.8 Local Government Act Review

Location:	N/A
Applicant:	Shire of Coolgardie
File Reference:	
Disclosure of Interest:	None Required
Date:	26 th April 2019
Author:	Chief Executive Officer, James Trail

Summary:

That Council endorse or amend the Local Government Act review (Phase 2) submission as per Attached.

Background:

In 2017, the McGowan Government announced a review of the Local Government Act 1995. This is the first significant reform of local government conducted in more than two decades.

The objective is for Western Australia to have a new, modern Act that empowers local governments to better deliver for the community.

This is the second phase of the Local Government Act review, with the first phase having been undertaken in 2017. This second phase focuses on:

- Increasing participation in local government elections
- Strengthening public confidence in Local Government elections
- Increasing community participation
- Improving financial management
- Reducing red tape.

There are 11 themes arranged under the 'Smart, Agile, Inclusive' headings:

1. Agile
 - Beneficial Enterprises
 - Financial Management
 - Rates
2. Smart
 - Administrative Efficiencies
 - Local Laws
 - Council Meetings
 - Interventions
3. Inclusive
 - Community Engagement
 - Integrated Planning and Reporting
 - Complaints Management

- Elections

Comment:

Attached for Councillors review is a draft Local Government Act Review – Phase 2 submission as attached. Information on the review has been provided to Councillors previously.

Also provided are;

1. The WALGA Report and attachment on Phase 2 of the Local Government Review that was endorsed at the March State Council Meeting.
2. The GVROC Report and Attachment that was considered at the February GVROC Meeting

Attachments:

1. Shire Coolgardie Local Government Act Review Attachment [11.1.8.1]
2. 11.1 WALGA LG Act Advocacy Position Paper Attachment item 11.1 [11.1.8.2]
3. 11.1 GVROC CE O's Position Paper Attachment item 11.1 [11.1.8.3]
4. Gvroc Report February 2019 Local Government Act Review [11.1.8.4]
5. Local Government Act Review Phase 2 WALGA Report [11.1.8.5]
6. Local Government Act Review Phase 2 WALGA Report Attachment [11.1.8.6]

Consultation:

Council
GVROC
WALGA
Staff

Statutory Environment:

This submission is in response to the review of the *Local Government Act 1995*.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Accountable and Effective Leaders

Advocating for services that support our community needs
Collaborating with industries to stimulate and support economic development for the community
Demonstrating sound financial management and plans for the Shire's long term financial sustainability
Demonstrating that decisions are developed through inclusive community engagement
Developing strategic partnerships with regional, State and Federal governments
Developing strong partnerships with stakeholders for the benefit of our community
Ensuring a well-informed Council makes good decisions for the community
Ensuring the Shire of Coolgardie is well positioned to meet future needs
High quality corporate governance, accountability and compliance
Maintain integrated strategic and operational plans

An inclusive, safe and vibrant community

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

Collaborating with stakeholders to develop and expand community safety initiatives

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, support the attached draft submission on the Local Government Act review (Phase 2)

Or

That Council, amend the attached draft submission on the Local Government Act review (Phase 2)

11.1.9 Activity Report March 2019

March 2019 Activity Report is attached for information.

11.1.10 Council Resolutions / Outstanding Items

Outstanding Council Resolutions Register is attached for information.

11.2 Technical Services

11.2.1 Works & Services Progress Report March/April 2019

Location:	Coolgardie
Applicant:	Shire of Coolgardie
File Reference:	NAM7242
Disclosure of Interest:	The Author has no financial interest in this item
Date:	15 April 2019
Author:	Engineering Administration Officer, Mel Nowlan

Summary:

For Council to receive the March/April 2019 Works and Services Progress Report.

Background:

This report is to provide Council on the progress of planned works within Technical Services.

Comment:

Road Works:

Kerbing works - (Lefroy/Sylvester Streets intersection) kerbing installed with modifications to footpath still required. Received footpath quote - estimated timeframe 20-25 May 2019.

Maintenance grading now occurring on Victoria Rocks Road (Holland Track).

Traffic counters have been installed on the following roads; Coolgardie North, Binneringie, Jaurdi Hills and Carins Road.

All seal works completed.

Drainage Works:

Culvert works in progress – after Easter - Jobson Street & Carins Road, Coolgardie.

Pipework finished – Gnarlbine Road, Coolgardie.

Coolgardie & Kambalda Works Depots – new sheds:

Approximate start date will be Monday 29 April 2019.

Plant:

The lease of Hino 500 (Coolgardie – Works) has arrived in Kambalda. Final handover completed.

Bush Fire Measures:

All roads currently open.

Parks & Gardens:

Coolgardie Park/ablutions block – new security doors fitted.

Kambalda West Oval:

New rail fencing completed 27 March 2019.
Brick wall completed 29 March 2019.
Oval has been cored and fertilised with watering times increased.

Attachments:

Nil

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Effective management of infrastructure, heritage and the environment

Develop and maintain Shire buildings, facilities and infrastructure assets

Solutions focussed and customer-oriented organisation

High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council receive the March/April 2019 Works and Services Progress Report.

11.2.2 Waste & Building Services March 2019 Report

Location:	Shire of Coolgardie
Applicant:	Shire of Coolgardie
File Reference:	NAM7243
Disclosure of Interest:	The Author has no financial interest in this item
Date:	19 April 2019
Author:	Waste & Building Services Co-ordinator, Rod Franklin

Summary:

For Council to receive the March 2019 Waste & Building Services progress report.

Background:

This report is to provide Council with information on the progress of works in the Waste and Building Services Section within the Shire of Coolgardie.

Comment:

Kambalda Refuse Site

- Construction of the Transfer Station ongoing.
- In line with the commencement of the construction of the Kambalda Transfer Station. Due to the difficulty in obtaining cover soil at the Kambalda Refuse site it is proposed to begin transferring all commercial waste to Coolgardie Refuse Site on the 2nd May 2019 subject to time line negotiations with commercial users such as Cleanaway and Ausdrill etc.
- We expect a decision from DWER in May with regard to the Kambalda Landfill Contaminated Stockpile Investigation. Feedback already received from DOH (via Strategen Consultancy) suggest it would be in the Duty of Care interests of the Shire to have staff directly involved with daily tip operations in Kambalda to have lead in blood levels tested as a base line guide for future reference. Blood tests were conducted on 9th April with next round of blood tests due in October 2019.
- Quarterly water sampling done.
- Refuse site stats up to date.

Coolgardie Tip

- The Coolgardie Landfill Development Strategy Report prepared by Strategen Consultancy is currently with DWER for consideration. Expecting a decision from DWER early May 2019.
- Ongoing transfer of coverage soil from stockpile to tip face.
- Refuse site stats up to date.

Sewerage

- There were another two sewerage leaks during this period, and both were attended to and rectified within 12 hours.
- Continued progress on sewer camera imaging.
- Continued inspection of the manhole covers with five found to be seized shut and needed to be replaced.

Wheelie Bins

- New bin requests continue to be received and acted upon. To date six bins have been stolen since the new bins arrived in November 2018. We are monitoring all bin pickups weekly to see if the bins show up at locations they are not registered to. Because of this monitoring we have been able to locate three of the stolen bins and return them to their correct address. Two bins damaged on pick up have been replaced.

Building Maintenance

- Ongoing review of Shire Maintenance program.
- Kambalda Swimming Pool upgrade Tender has been awarded to A Corp. We are now in the process of securing funding. Project Manager and Supervisors have been selected and responsibilities allocated for the project.
- The Scope of Works from the December hail storm in Coolgardie has been received and the associated Tender (RFT #05/19 - Provision of Miscellaneous Repairs within Coolgardie Townsite) has been advertised and tenders close on 10th May 2019.

Bushfires

- There were no reported bushfires during the reporting period.
- All containment lines from the Feb/Mar bushfires have been checked for fire spotting and are all clear.
- One "Controlled Burn Off" application received from DPAW for a burn off near Boorabin (on the Great Eastern Highway) after Easter has been approved.

Attachments:

Nil

Consultation:

Strategen Consultants
Rod Franklin – Waste & Building Services Co-ordinator

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Effective management of infrastructure, heritage and the environment

Develop and maintain Shire buildings, facilities and infrastructure assets.

Solutions focussed and customer-oriented organisation

High quality corporate governance, accountability and compliance.

Voting Requirement: Simple Majority

Officer Recommendation:

That Council receives the March 2019 Waste & Building Services progress report.

11.3 Recreation and Community Services

Nil

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

13.1 Elected Members

13.2 Council Officers

14 CONFIDENTIAL ITEMS

15 CLOSURE OF MEETING