



CONFIRMED

MINUTES

Ordinary Council Meeting

25 November 2025

4.30pm

Council Chambers, Bayley Street, Coolgardie

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Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decisions with respect to any particular issue

ACKNOWLEDGEMENT OF COUNTRY

The Shire of Coolgardie acknowledges the Traditional Owners of the land on which we meet and acknowledges their continuing cultural connection to the Land, Waters and Community. We pay our respect to Elders past and present.

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**MINUTES OF SHIRE OF COOLGARDIE
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, BAYLEY STREET, COOLGARDIE
ON TUESDAY, 25 NOVEMBER 2025 AT 4.30PM**

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President, Paul Wilcox, opened the meeting at 4.30pm and welcomed his fellow Councillors, staff and members of the public, and thanked them for their attendance.

1.1 ACKNOWLEDGMENT OF COUNTRY

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

2 DECLARATION OF COUNCIL MEMBERS

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

3 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

PRESENT:

Cr Paul Wilcox (Shire President), Cr Anthony Ball (Deputy President), Cr Tracey Rathbone, Cr Tammee Keast, Cr Daphne Simmons, Cr Corey Matthews, Cr Julie-Ann Williams

IN ATTENDANCE:

Aaron Cook (Chief Executive Officer), Rebecca Horan (Executive Manager Governance and Workplace), Sabine Taylor (Executive Manager Community Development and Regulatory Services), Martin Whitely (Financial Consultant) via electronic means, Kasey Turner (Executive Assistant)

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

MEMBERS OF THE PUBLIC

Malcolm Cullen, Rob Morton, Colin Meagher, Ann Meagher, Katrina Tap, John Waters, Cheryl Waters, Eddie Lister, Bruce Olsen, Jan McLeod, Sandra Rudd, Tania Higgins

4 DECLARATIONS OF INTEREST

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

Deputy President, Anthony Ball declared a financial interest in item 11.2.1 Extension of Community User Agreement, Coolgardie RSL Subbranch.

Cr Julie-Ann Williams declared a financial interest in item 11.2.1 Extension of Community User Agreement, Coolgardie RSL Subbranch.

Executive Manager Community Development and Regulatory Services, Sabine Taylor declared a financial interest in item 13.2.1 Establishment of CEO Selection Panel.

4.2 Declarations of Proximity Interests – Local Government Act Section 5.60B**4.3 Declarations of Impartiality Interests – Shire of Coolgardie Code of Conduct for Council Members, Committee Members and Candidate for Election, Code of Conduct for Employee**

Cr Corey Matthews declared an impartiality interest in item 11.2.1 Extension of Community User Agreement, Coolgardie RSL Subbranch.

Cr Tracey Rathbone declared an impartiality interest in item 11.1.2 Tender 01/2025 – Disposal of the Bluebush Village Accommodation Village Tender Preferred Tenderer Award.

Cr Tammee Keast declared an impartiality interest in item in item 11.1.2 Tender 01/2025 – Disposal of the Bluebush Village Accommodation Village Tender Preferred Tenderer Award.

5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6 PUBLIC QUESTION TIME

Questions asked at the meeting

Jan McLeod – Widgiemooltha

1. What was the occupancy of Bluebush Village for October 2025?

Shire President response:

80.11%

2. p.83 Fuel BBV Works 636.23L, cost \$1,113.77. What does this expenditure entail?

Shire President response:

Fuel relating to works carried out at Bluebush Village that required Council Plant and machinery to be used.

CEO response:

The works were in regard to the informal overflow area that is located at the back.

Bruce Olsen – 23 Sylvester Street, Coolgardie

1. The Noise Wall consisting of contaminated soil as it stands is not stopping Noise Dust Odor or Diesel Emission's. Costs so far was an intention to spend \$80,000 on the Wall. Financial accounting in the minutes are \$2331 and another \$35,354 for noise mitigation. The Desktop assessment cost \$9,500. Infrastructure Australia Trance 3 funding is \$990,000 for resealing. Open Honest transparency consultation I thought was the methods of addressing issues or are they just words.

So what is the Shire of Coolgardie, along with their consultant, going to try next without consultation with the affected residents of Coolgardie Township?

Shire President response:

Council is aware of your concerns and are working through the remedial measures to seek to mitigate the issues you are raising. There are further steps to be taken and once the Tender is finalised for the asphaltting of the area, if there are remaining funds an application will be made to further address the issues being, the potential wall that can be installed on top of the earth bund, landscaping, line

marking of the bays to control where the trucks park, additional security cameras and various other measures.

Once the signage has been erected and the area marked out, Council can adjust the Local Laws to be able to issue fines and actively patrol the area.

- 2. All the noise wall has done is created more residents complaining about the noise. It seems to have directed the noise North and South? We have had another 4 people complain about the noise.**

Shire President response:

We are not aware of additional noise complaints that have been made. At the moment currently the desktop noise assessment is the assessment that has been done in that regard.

Sandra Rudd – Coolgardie

- 1. Has anything been done about the Doctor for Coolgardie yet?**

CEO response:

Other than an informal discussion held through a third party that contacted Council from Kalgoorlie, there has been a conversation held but it hasn't progressed any further. We have made offers to meet with them to discuss and they never reached out again to progress this matter.

- 2. Are you still looking into getting a Doctor for Coolgardie?**

Shire President response:

This is a live issue that we are currently looking at. I am aware there are a lot of Councillors interested in progressing this matter and we would like to be able to come to the community with information at some point in the future.

Tania Higgins – Coolgardie

- 1. Is the Shire responsible for the repair works at Warden Finnerty's or is it the National Trust?**

Executive Manager Governance and Workplace response:

The Shire is responsible for the general upkeep and maintenance of the building but any major issues and upgrades are the responsibility of National Trust.

- 2. The toilets haven't worked there for 2 years, a portable toilet was dumped there instead of repairing the fixed toilet. There are no handrails on the portable toilet or the fixed toilet. The entrance to the house need handrails to the steps. Dining area is leaking badly and has bad water damage that needs repairing. Urgent repairs need to be done inside and out. This is one of the major tourist attractions and I would like the Shire President and Councillors to visit this beautiful building. Julie has reported all of this but nothing has happened?**

CEO response:

Majority of the items that have been raised are the responsibility of the National Trust, they aren't issues of Council. We have raised them with National Trust and they are aware of these issues. It has been a long process to get the works undertaken in regard to the toilet and can be difficult dealing with

them at times. Myself and Bec Horan (Executive Manager Governance and Workplace) following up with them on a regular basis to see how matters are progressing.

Shire President response:

I am more than happy to go and have a look at this building to understand the concerns better and continue these conversations.

Jan McLeod - Widgiemooltha

- 3. Why has this Shire been issuing infringement notices to residents of \$250 when there is a waiting list to engage, at a cost, gardening / yard services and not having a chat to residents to see where they are at with regard to cleaning up their yards as Wombat use to do?**

Shire President response:

All residents issued with an infringement were contacted and provided advice that their property needed work and giving the option to make contact with the Ranger, prior to the action of the Infringement.

There was a fire hazard compliance notice that goes out with the rates notices which was the first point of call and there were subsequent follow ups that occurred were people were given additional warnings before infringements have been handed out.

- 4. Why does the correspondence from the Shire use threats and menaces; further monetary infringements to suspension and cancellation of driver licences, car regos to seizure and sale of your property when many of the recipients are pensioners and have little or no family living locally to help?**

Shire President response:

This is standard advice so that the resident understands the potential implications of non-payment. It does not stop the resident challenging the matter or discussing alternative options including repayment plans etc.

Bruce Olsen – 23 Sylvester Street, Coolgardie

- 3. The Desktop Noise assessment cost \$9500. Considering that over 3 years apart from Focus Alicia and Dreadnaught mines, I have yet to find any noise assessments online for Coolgardie. A person was at the intersection of Bayley and Renou for a day trying to carry out a noise assessment but it seems he could not obtain a base sample as it was too busy. Can the Council supply a copy of the \$9500.00 Desktop Noise assessment to the residents?**

Shire President response:

The new Council are reviewing the Desktop Noise Assessment report. Once they have had the opportunity to review the report your request will be considered. You will be advised of the outcome in the new year.

4. As of 25/11/2025 what has the Council spent on the Truck Depot?Shire President response:

The Shire has spent to date in its creation, establishment and ongoing maintenance to date.

Capital \$1,646,382

Maintenance \$208,565

Tania Higgins - Coolgardie

3. Is the CEO position being called or are you staying Aaron?Shire President response:

The topic of the continuation of the Acting CEO contract is something that Council have discussed intensely. Council has formed a view of which way we would like to go forward and still in the process of formalising that arrangement at this stage.

4. So is there a new contract?Shire President response:

There will need to be a new contract as of the 01 January 2026 as the current contract is only to the 31 December 2025.

5. In the contract can the Shire ask for the CEO to reside in Coolgardie?Shire President response:

This will be a separate question for when we commence the permanent CEO recruitment process.

We can put strong preferences around that and these are certainly questions we can ask in the interview stages once we know what candidates we have coming through.

Jan McLeod – Widgiemooltha

5. Can Council understand the angst in the community when: -

- a. Weeds are seen on footpaths, verges, laneways and Council land?
- b. A bluey (\$250) was given and Meedac arrived next day after being booked a fortnight previously?
- c. A bluey (\$250) was given for a 10' x 2' strip of yard which was not attended to, due to circumstance but was going to be?

Shire President response:

Residents were given the opportunity to comply with various notices that had been issued.

The Infringements being issued was the final process when that compliance hadn't been met or occurred.

COUNCIL RESOLUTION #185/2025

Moved: Cr Tracey Rathbone

Seconded: Cr Daphne Simmons

That Council extend Public Question Time for an additional 15 minutes.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

Public Question Time was extended at 4.50pm.

- 6. Can the Administration understand the angst in the community when a, b and c of the above has occurred?**

Shire President:

Refer to response to question 5.

- 7. Will better communication occur between the administration and the residents regarding the maintenance of their yards and How does the administration envisage future engagement with the residents to lower this level of angst & promote better outcomes?**

Shire President response:

Residents are encouraged to make contact with the Rangers and the Administration to discuss issues, request more time, and/or request the fines to be waived due to certain circumstances. However, as prior notices have been provided and the Community are also requesting that Council take actions against those residents that are not resolving their fire risk, Council will continue to manage this issue.

Tania Higgins – Coolgardie

- 6. Isn't it up to the Council to put in the contract that the CEO resides in town not up to the CEO?**

Shire President response:

It is not up to the CEO, we have received advice that we are entitled to go out and advertise for this position and Council can put the selection criteria in place but whoever actually applies is unpredictable. At this stage we are not in a position to say we are not going to consider anyone that doesn't reside within the Shire of Coolgardie. Just clarifying that I am not saying they shouldn't live within the Shire but if someone applies that isn't currently residing within the Shire and we don't know their intentions on where they want to live, than a conversation would need to happen as part of the recruitment process that we are conducting.

- 7. Will this be put in the contract?**

Shire President response:

We cannot include it as a contractual element to the contract but we would like to talk to as many people as possible, giving the opportunity for them to live here. We can definitely have that conversation with anyone that comes through that is interested in the position.

Jan McLeod – Widgiemooltha

- 8. p.52 Item 11.2.1 Why is Council only considering extending the terms of the CUA for the Coolgardie RSL Subbranch only if the organisation is successful in their grant application when Council should be showing their support for the organisation prior to their funding application by extending the term of the CUA?**

Shire President response:

Council previously allocated all CUA's on shorter time frames as per normal Local Government practices.

This request has been provided based on the advice that the Grant Funder wanted the security of a longer tenure of the RSL over the land.

As this is an exceptional circumstance it is dependent on the grant being approved for the duration to be extended.

- 9. Will Council consider extending the term of all Community User Agreements with volunteer organisations to 5 years with maybe 3, 2 yr extensions as put forward by the KCAAG in 2022 but voted down by a previous Council? The main reason for wanting this length of tenure was to show that the Local Govt. supported the organisation and this would be more favourable when applying for various grants and funding opportunities.**

Shire President response:

Any changes to this would be a matter for Council to review at a later date.

Tania Higgins – Coolgardie

- 8. There was a grant approved to do with Main Roads for Bayley Street. Does Council know what is happening with this grant and what it is?**

Shire President response:

This is regarding the State Government funding, I believe it started off as 7.7M for an election commitment made and progressed to about 9.3M in its current form. I have had discussions with a Local Member and Main Roads and the details are still being worked out about what it involves. My understanding at the moment is that it is primarily about the sealing of the strip down the main road to ensure it is brought back up to standards in terms of road traffic. We don't have the full scope of the works that are being proposed at this point.

CEO response:

We will be commencing work and information with Main Roads Department and the State Government in the new year about as to what the project entails. There are external facets that will affect the Shire as well for certain upgrades but the scope for that is undefined at this point in time.

Jan McLeod – Widgiemooltha

10. p.30 11.1.5

- i) Has Council considered employing their own independent person to sit on the Audit Committee as there are only 2 meetings / year and the Shire does not have a preferred list?**

Shire President response:

This was a GVROC initiative to assist the member Councils and the applicants all have experience in being able to properly participate at a professional level without training. It was opted at this stage that this is how we were going to proceed with that legislative required chair.

- ii) Is a commission paid to WALGA for using someone on their preferred list?**

Shire President response:
No.

- iii) **If so, how much?**

Shire President response:
Nil.

- iv) **Shouldn't we be paying a local professional to fulfil this role, maybe someone who has retired or only working part-time and is more aware and appreciative of the history of the Shire of Coolgardie?**

Shire President response:
This is reflective of the benefits of bringing in a professional independents experience to participate in the meeting and review Councils position.

- v) **Why is "consistency in governance" so important when each Shire has its own unique challenges, especially our Shire and the City of Kalgoorlie-Boulder has already engaged an independent person?**

Shire President response:
Having a strong understanding as to how the sector works in the region will aid all of the Members utilising the Independent person as they can question and challenge from broader understandings.

Bruce Olsen – 23 Sylvester Street, Coolgardie

5. **Regarding the noise from the Truck depot, this will also extend to the dirt one that's behind the motel, and the parking bay on the main street of Bayley Street. Would the noise restriction cover these 2 areas also?**

Shire President response:
Staff have been advised of a potential issue in this location and the Rangers will investigate and if the Trucks do not have the right to park in this location then they will be required to be moved on and the Motel will be liaised with to ensure that any right of use vehicles will monitor their noise emissions to lessen any impact.

Jan McLeod - Widgiemooltha

11. **p.14 Since "the action to dispose was to test the market." will Council consider deferring / rejecting the offer when: -**

- i) **even though the offer was more than the independent valuation, it included the purchase of an extra 10,600m2 of land?**

Shire President response:
The item presented to Council does not provide for the actual disposal of the asset but rather to prepare the Business Case and all Tenderers had the ability to provide alternative Tenders and this was the only one received.

- ii) **the above said land has the last available walking path to the schools from the south side of Kambalda West?**

Shire President response:

That is correct and will be taken into consideration as the path would need to be moved if Council, after reviewing the business case and submissions proceeds with the disposal.

- iii) **The occupancy of BBV was 81.81% for September (2025) and since the break-even occupancy is 50%, will a case be presented to Council to show the financial analysis of keeping the camp so a more informed decision can be made regarding the disposal of the camp? If not, why not?**

Shire President response:

Yes this will be factored into the Business Case whilst also acknowledging the duration and security of the current contracts.

12. Will Council consider a tender that includes selling the camp, but leasing the land as has been previously proposed as this will also

- i) **p.11 “remove the need for boundary realignment and provide(s) a clear and straightforward transaction structure,”**
- ii) **provide on-going revenue for the Shire,**
- iii) **still have a substantial cost benefit?**
- iv) **If not, why not?**

Shire President response:

Tenderers had the ability to provide alternative Tenders and this included the ability to lease the site. No one has provided this as an option.

Council are not obligated to dispose of the camp after being provided the Business Case and if at the conclusion of the process wishes to test the market for other options it has the ability to do so.

13. Why haven't all financial scenarios regarding the disposal of Bluebush Village been presented to this new Council so that they can consider all options and not be channelled into a legacy position as left by the previous Council?

Shire President response:

Even once the business case is proposed depending on what Council agree to tonight, there are no requirements at the end of that process for Council to dispose of the Village. If Council does not feel at that stage that there is enough information to make an informed decision, then Council is within its rights to go back and test the markets with an alternative and potentially that could include a change in the tender. It depends on what the will of Council is.

Shire President, Paul Wilcox requested a mover to extend Public Question Time and due to no mover this did not form a motion and Public Question Time was closed with outstanding questions taken on notice.

Other questions submitted in writing but not asked at the meeting

Jan McLeod – Widgiemooltha

14. p.114 Under Liabilities: \$50,000 owing 90+ days is not in dispute, so

- i) Which creditor does this relate to?
- ii) Why hasn't it been paid?

CEO response:

The balance of the \$50,000 sitting in 90+ days relates to the current portion of the disputed amount that will be paid on settlement of the dispute.

15. p.110 What expenditure comes under 'Other' for Bluebush Village 300 and Waste Facilities 14,274?

CEO response:

Bluebush Village - These are immaterial miscellaneous operation expenses.
Waste Facilities-Coolgardie Street bin collection that goes to the waste facility

16. p.108 Contributions, Governance, Donations. Please explain

Amended Budget Revenue	YTD Budget	YTD Revenue	Actual
\$2,000	\$500	\$4,545	

CEO response:

Contributions, Governance, Donations - Sponsorship from Evolution Mining & Karora – Christmas Lunch 2025 & Seniors Christmas

Amended Budget Revenue YTD Budget YTD Revenue Actual - Additional funding received from Shire partners for community events

17. p.89 Expenditure from operating activities Other expenditure. What has caused this dramatic variance of 408.45\$?

CEO response:

This is due to Rates write off. Rates written off in the 25/26 noting that a provision to write these rates off was included in the annual financial statements for the period ended 30 June 2025.

18. Why is the Shire still paying for fencing on Ladyloch Road, EFT 29725 \$805.18?

CEO response:

This is due to the fact that the intersections need some rectification works to be undertaken. This is expected to be facilitated this financial year.

19. i) Why are trucks able to use this road that is fenced off, as a parking, maintenance area?

- iii) Who gave permission for this to occur?

Shire President response:

The CEO provided approval for them to use this area due to complaints of these trucks taking up room in the Truck Parking Area and within the Townsite. This was a temporary approval and only as a rest area layover if needed.

- iv) **Is money being paid for this usage? If so, how much?**

CEO response:

The company is not being additionally charged for this use as there are no fees to use the Truck Parking area. Again, this is only a temporary approval to alleviate other issues that were occurring.

- 20. What is the Annual Lgis Insurance if the 2nd Instalment is \$291,498.25? When are the next due?**

CEO response:

\$582,996 for the year (July 2025 & October 2025). LGIS instalments are paid in 2 instalments typically in July & October each financial year.

- 21. What are the results of any acoustic assessments done regarding the noise impact on residents relating to the Bayley St Truck Depot / Assembly Area?**

CEO response:

The assessment that was provided to Council in July 2024 is the only report provided to Council and were not on-site noise monitoring but rather modelling.

- 22. Why was the proposed “15-bay decoupling, parking & rest area at the junction of the Coolgardie-Esperance and Great Eastern highways”, Andrew Murdoch, Kalgoorlie Miner, Tue 4 Sept 2018, moved to its present location adjacent to the residential area?**

CEO response:

After investigating the project, it is clear that the Lady Loch Intersection was the proposed location for the project as there are no other land parcels at the intersection that could have been utilised for the project of this size. However as stated the Kalgoorlie Minor notes the location as being the junction of Coolgardie-Esperance and Great Eastern Hwy yet then goes on to state the number of vehicles passing Lady Loch Road.

As such it is felt that the Kalgoorlie Minor generalised its statement of the location to be the junction of Coolgardie-Esperance and Great Eastern Hwy when in fact the actual location was the Lady Loch Road site.

- 23. What qualitative and quantitative analysis is there, that the stated 2.4m of compacted earth (bund wall – Renou St) will alleviate the noise and emission issues emanating from the trucks at the bay from affecting nearby residents?**

CEO response:

The Noise assessment report provided to the current CEO was provided to Council in July 2024, makes the recommendation of the Earth Bund Wall.

- 24. It seems that the bund wall consists of fill sourced from Coolgardie Waste Facility due to the steel, cans, glass & plastics seen within the dirt.**

- i) **Where was the dirt sourced?**

CEO response:

This was sourced from the Coolgardie Waste Site from material that was reclaimed when digging the Class 3 Trench.

ii) **How much did it cost?**

CEO response:

Nil other than transportation.

iii) **Are there still more works to be done re this wall?**

CEO response:

Yes.

iv) **What are these proposed works?**

CEO response:

There is still landscaping to occur either side of the wall in time, installation of Signage for the actual parking areas and Council need to consider the Installation of a Hard wall on top of the Earth Bund.

25. p.40 A query on Expenses 3rd dot point >4 'Council member's return to Perth by 10pm'. This cut & paste does not seem applicable to Councillors residing in the Shire of Coolgardie or is it?

CEO response:

This is correct for Councillors returning from the event location back to Perth the additional accommodation will not be met as per the conditions.

b) p.40 5th dot point; should payment of incidental expenses at this time of the Shire's financial vulnerability be omitted as Councillors already received payment due to their position as a Councillor?

CEO response:

This is a standard clause and all Councillors are aware of avoiding additional expenses where applicable.

26. Will a report on any event or conference attended by any Councillor be presented to Council as part of the Agenda so that the community can see the benefits of attending such events? If not, why not as it would then be seen to be accountable?

CEO response:

In the rare instances when this would be required, this would usually be done via internal channels through writing a dot point email or discussing activities during a Councillor information or briefing session.

Council could consider adopting a policy to make reporting back to Council a requirement when travel and accommodation costs exceed a certain dollar spend or other example. Some minor events or training do not require information to be shared broadly other than through the existing channels like the training register.

27. **p.14 Although the one-off revenue payment does exceed the value of all local principal liabilities, will it exceed all interest repayments, and costs involved with any proposed transaction. What are / and will be the accrued interest plus transaction costs?**

CEO response:

If Council is to repay the majority of the Loan Liability it will do so by refinancing the Loan Liability. It is expected, from prior experience that the cost to undertake this would be estimated at \$30,000 - \$40,000 per loan transaction and this would include the closing of one of the two loans.

It should be noted that there is significant benefit in the Interest Savings by repaying the loans and as an example the interest expense saved on one of the loans is approximately \$600,000 per annum whilst interest only. The repayments will significantly increase when the loan in the future returns to Principle and Interest repayments.

28. **When will the Shire's Corporate Business Plan be available as this was a KPI of the former CEO from over 12 months ago; i.e. October 2025?**

Shire President response:

The CEO has provided a timeline to Council and the Minister to have all of the Integrated Planning Documents reviewed and renewed. The Corporate Business Plan is set for Quarter 3 of 2026.

29. **Can the President's Report be reinstated as part of the Agenda so that an overview of Council activities is presented to those without electronic access?**

Shire President response:

The Announcement from the Presiding Member is allocated for significant announcements that need to be made. This item was utilised in a way previously to distribute general information on activities.

This type of information provision will continue to be distributed in broader actions and if you need to establish a way to gain access to this information please liaise with myself or the CEO to establish a process.

7 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8 CONFIRMATION OF MINUTES OF PREVIOUS MINUTES

8.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 28 OCTOBER 2025

Date: 17 November 2025

Author: Kasey Turner, Executive Assistant

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 28 October 2025 be confirmed as a true and accurate record.

COUNCIL RESOLUTION #186/2025

Moved: Cr Julie-Ann Williams

Seconded: Cr Anthony Ball

That the Minutes of the Ordinary Council Meeting held on 28 October 2025 be confirmed as a true and accurate record.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

9 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10 REPORTS OF COMMITTEES

Nil

11 REPORTS OF OFFICERS

11.1 Executive Services**11.1.1 AMENDMENT TO THE KAMBALDA ACCOMMODATION BLUEBUSH VILLAGE FEES AND CHARGES**

Location: Kambalda

Applicant: Aaron Cook, Chief Executive Officer

Disclosure of Interest: This matter relates to potential actions of the CEO and as such Mr. Cook is advising of a Impartiality Interest disclosure having prepared the item and has been liaising with the Department.

Date: 18 November 2025

Author: Aaron Cook, Chief Executive Officer

SUMMARY

It is proposed to remove a line of wording within the Fees and Charges that relates to the Kambalda Accommodation Bluebush Village.

BACKGROUND

Whilst liaising with the Department of Local Government regarding the requirements from the Minister, following on from the Show Cause Notice there was a requirement to amend a Council Policy that provided approval for the CEO to negotiate room rate fees, it was identified that an amendment would need to occur in the Fees and Charges Schedule.

Due to the timing of the requirements to meet the Ministers request the Policy was amended at the last Council Meeting, held in October, and due to the later notice of this requirement this alteration is now being presented for consideration.

COMMENT

The wording in question is on page 5 of the 2025 Fees and Charges. The table is provided below for reference and the highlighted line is the wording being requested to be removed. The amendment is requested based on perception of the wording rather than any actual delegation provided to the CEO.

Kambalda Accommodation - Bluebush Village

Single Village Room - per contract (per night). Y \$135.00

Single Village Room - casual (per night). Y \$145.00

Single Village Room - as negotiated with CEO (per night). Y POA

Single Village Room - unoccupied (per night). Y \$135.00

Executive Village Room (per night). Y \$180.00

Executive Village Room - two persons (per night). Y \$210.00

Executive Village Room - unoccupied (per night). Y \$175.00

It should be noted that the current CEO has not been providing negotiated contract, or otherwise, rates to companies accepting accommodation at the Bluebush Village.

The removal of the wording does not constitute the implementation of a new Fee or Charge, but rather the action that the CEO to negotiate a room rate which is perceived to be without Council prior approval. This could be perceived as an amendment and as such is being treated as such.

As per the *Local Government Act 1995* requirements the amendment will be advertised locally and will provide advice that the removal of the wording is effective as of the advertising being released.

If in the future the CEO is requested to negotiate room rates below that of the Fees and Charges an agenda item will need to be prepared for Council approval after discussions and some form of negotiation is held with the applicant.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 – s6.16 Imposition of Fees and Charges

Local Government Act 1995 – Local Government to give notice of Fees and Charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so;

(b) and the date from which it is proposed the fees or charges will be imposed.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Accountable and effective leaders

Developing strategic partnerships with regional, State and Federal governments

High quality corporate governance, accountability and compliance

ATTACHMENTS

Nil

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Amend the adopted Fees and Charges in the section relating to the “Kambalda Accommodation Bluebush Village” by removing the line of wording that states –
Single Village Room - as negotiated with CEO (per night).
2. Advise the Department of Local Government of this resolution and provide a copy of the advertisement for their records.

COUNCIL RESOLUTION #187/2025

Moved: Cr Tammee Keast

Seconded: Cr Daphne Simmons

That Council:

1. Amend the adopted Fees and Charges in the section relating to the “Kambalda Accommodation Bluebush Village” by removing the line of wording that states –
Single Village Room - as negotiated with CEO (per night).
2. Advise the Department of Local Government of this resolution and provide a copy of the advertisement for their records.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

**11.1.2 TENDER 01/2025 - DISPOSAL OF THE BLUEBUSH VILLAGE ACCOMMODATION VILLAGE
TENDER PREFERRED TENDERER AWARD**

Location: Kambalda
Applicant: NIL
Disclosure of Interest: NIL
Date: 17th November 2025
Author: Aaron Cook, Chief Executive Officer

SUMMARY

That Council award Preferred Tenderer status for Tender 01/2025 – Disposal of the Bluebush Accommodation Village to Westgold Resources Ltd (ABN 60 009 260 306) on the basis of the Alternative Offer received, for the purchase price of \$22,055,000 (including GST) as set out in this agenda item.

BACKGROUND

The Shire of Coolgardie issued a public Request for Tender (RFT 01/2025) for the disposal of the Bluebush Accommodation Village located at 44 Bluebush Road, Kambalda West, on an 'as is, where is' basis, in accordance with the Local Government Act 1995 (WA) and the disposal requirements under sections 3.58 and 3.59.

Council previously:

- a. Granted in-principle approval for the disposal on 24 June 2025; and
- b. Approved the tender specification, evaluation criteria, and public tender process on 09 September 2025, authorising the Shire to proceed to market.

The RFT was advertised on 12 September 2025 via Tenderlink, the Shire website, the Kalgoorlie Miner and the West Australian, with an initial closing date of 3:00 pm (WST) on Friday, 24 October 2025. The closing date was subsequently extended to 3:00 pm (WST) on Tuesday, 28 October 2025 through Addendum No. 3. The RFT did not include a mandatory site visit, although optional site inspections were offered to all potential tenderers.

COMMENT

Three tenderers submitted offers:

- a. Astral Resources NL;
- b. Goldfields Investments Pty Ltd;
- c. Westgold Resources Ltd – submitted both a conforming and alternative offer.

All submissions met the mandatory requirement of accepting the Village on an 'as is, where is' basis and were assessed as materially compliant. Westgold Resources Ltd submitted a fully conforming and complete offer, which enabled the Tender Evaluation Panel to also assess its Alternative Offer in accordance with the approved process.

The Alternative Offer, in addition to purchasing the Bluebush Accommodation Village in full, also included the purchase of the remaining portion of Lot 500 being approximately 10,600sqm (not included in the fenced off area of the Bluebush Accommodation Village).

The Tender Evaluation Panel assessed submissions in accordance with the approved criteria:

Criteria	Weighting
Price and Offer	60%
Similar Experience	15%
Demonstrated Understanding	10%
Social and Community Value	15%

The evaluation was undertaken with probity oversight, including clarifications and a consensus meeting.

The full evaluation is provided in the Tender Evaluation Workbook.

The outcome of the qualitative assessment is as follows:

Tender Offer Received	Qualitative Scoring Out of 100%
Astral Resources NL	65%
Goldfields Investments	37%
Westgold Resources Ltd – Conforming Offer	74%
Westgold Resources Ltd – Alternative Offer	80%

Further detail on the evaluation, scoring rationale and clarifications is contained within the confidential Tender Evaluation Workbook.

The Westgold Resources Ltd – Alternative Offer was fully unconditional, provided a purchase price of \$22,055,000 (incl. GST) for all of Lot 500 and Lot 501, and demonstrated strong operational capability, proven regional presence, financial certainty, and the lowest overall risk profile. With the offer also including the purchase of the remaining portion of Lot 500, additional approximately 10,600sqm, it removes the need for boundary realignment and provides a clear and straightforward transaction structure.

Lot 501 is currently zoned Commercial. In addition to the existing Workforce Accommodation, the uses of the land can include but not be limited to shops and showrooms, offices, entertainment, carparks, medical centres, high density residential development, places of worship, transport depots, etc., noting that P-uses cannot be refused to be approved by Council as they are permitted. Any proposal to potentially expand the workforce accommodation will require approval by Council in accordance with the provisions of Local Planning Scheme No. 5. (Workforce Accommodation is an A-use, and any expansion of the facility will require approval. However, the facility as-is can continue to operate without having to seek another DA because they have an approval in place.)

If this proposal is progressed, Westgold do not need to reapply to operate the existing uses / already approved uses (i.e. Workers Accommodation Village), however, if they wanted to propose additional works, this would require both planning and building approval.

Should Council wish to reconsider the planning options over this land in the future there are avenues open to Council through various actions, including a Scheme Amendment, assigning a special use over the land, preparing a Local Development Plan, Preparing a Local Structure Plan / Precinct Plan and or a Local Planning Policy.

Based on the outcomes of the evaluation against the approved criteria, the evaluation panel determined that:

- a. The Westgold Resources Ltd's Alternative Offer represents the most advantageous outcome for the Shire and
- b. The tender be awarded to Westgold Resources (on the basis of the Alternative Offer submitted) as preferred tenderer,

Subject to the disposal requirements as per section 3.59 of the Local Government Act (WA) and the proposed next steps as set out in this agenda item.

Council Considerations

While the Tender Evaluation Panel has recommended the appointment of Westgold Resources Ltd (Alternative Offer) as the preferred tenderer for Tender 01/2025, Council is not obligated to accept this recommendation. In determining how it wishes to proceed, Council may consider the following courses of action:

1. **Defer Consideration:** Council may defer its decision pending further clarification, information or briefings on any aspect of the tender evaluation, the disposal process, or the statutory requirements that follow.
2. **Reject All Tenders:** Council may determine that the tenders received do not sufficiently meet the Shire's objectives or do not provide an outcome that warrants proceeding with the disposal of the Bluebush Accommodation Village.
3. **Award Preferred Tenderer Status:** Council may accept the Tender Evaluation Panel's recommendation and award Preferred Tenderer status to Westgold Resources Ltd on the basis of the Alternative Offer submitted.

The Evaluation Panel recommends proceeding with the appointment of Westgold Resources Ltd as preferred tenderer on the basis that:

- a. the tender process was conducted in an open, transparent and compliant manner;
- b. the preferred tenderer's offer price and commercial terms provide the strongest outcome when assessed against the approved evaluation criteria, including a lower overall risk profile for the Shire; and
- c. awarding Preferred Tenderer status does not commit the Shire to dispose of the asset, as Council must still consider public submissions on the Section 3.59 Business Plan before making a final determination.

Disposal Process and Timeline

The following process and timeline outline the overall stages for the disposal of the Bluebush Accommodation Village. The initial stages relating to tender preparation, advertising, and evaluation have been completed in accordance with the Council reports of 24 June 2025 and 9 September 2025. The remaining steps reflect the statutory process required under sections 3.58 and 3.59 of the Local Government Act 1995 (WA) following Council's endorsement of a preferred tenderer.

Step	Process Description	Timeline
Tender Process: Approval	Council consideration of tender documents, tender selection process and sales and marketing plan.	Completed
Disposal by Public Tender	The Shire will invite public tenders for the disposal of the Bluebush Accommodation Village in accordance with the Local Government Act 1995 (WA) and the Shire's procurement policies.	Completed
Tender Advertisement	The tender will be advertised on Tenderlink and other relevant media. An opportunity to attend a site	Completed

Step	Process Description	Timeline
	visit will be offered to prospective tenderers (attendance optional). All tenders must be lodged by the stated closing date and time.	
Evaluation	Tenders will be assessed against the qualitative criteria in the RFT. Probity, due diligence, and clarifications will be undertaken. The Shire is not obliged to accept the lowest or any tender. Financial checks will be conducted on shortlisted tenderers.	Completed as per the Tender Evaluation Workbook provided with this report.
Preferred Tenderer	A preferred tenderer will be identified based on evaluation outcomes and value for money. The name and contract price may be disclosed.	November 2025
Council In-Principle Endorsement	Council will consider the preferred tenderer for in-principle endorsement. If endorsed, the tenderer must execute the applicable contract and pay the required deposit within 14 days. Failure to pay may result in withdrawal of endorsement.	November/December 2025
Statutory Compliance	Following or as part of the endorsement, the Shire will prepare a business case and undertake statutory consultation and public notice as required under the Local Government Act 1995 and associated regulations.	November/December 2025
Final Council Decision	After review of consultation and submissions, Council will decide whether to approve the disposal of the Bluebush Accommodation Village to the preferred tenderer.	January 2026
Land Transfer Settlement	Assuming that Council agrees to proceed, land settlement and transfer would subsequently be arranged. While this could be done in 3-4 weeks, the timeframe is somewhat dependent on the due diligence period of the proponent and the commercial terms that are offered.	Feb/March 2026

CONSULTATION

- Bec Horan, Executive Manager of Governance and Workplace
- Chris Adams, New Harmony Trading
- Celia Jordaan, Uniqco International
- Santo Casilli, Audit Australia

STATUTORY ENVIRONMENT

- *Local Government Act 1995, Section 3.58*

- *Local Government Act 1995, Section 3.59*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Bluebush Accommodation Village is a significant asset that is owned by the Shire. Having said that, there is a significant loan liability that is attributable to the development of the Village assets.

The preferred tenderer has submitted an offer price that exceeds the Shire's independent valuation of the Bluebush Accommodation Village. Should Council ultimately proceed with the disposal and the land transaction settles as anticipated in March 2026, the Shire will receive a one-off revenue payment that exceeds the value of all loan liabilities currently attributed to the Bluebush Accommodation Village.

If Council elects not to proceed with the disposal, the Shire will retain ownership of the Bluebush Accommodation Village, continue operating the facility, and will therefore retain responsibility for any operational profits or losses arising from the ongoing management of the Village.

While the disposal would generate a significant one-off revenue for the Shire, there are costs associated with running a thorough, compliant tender process. Prior to commencement of the tender, it was estimated that the high-level estimated costs included approximately \$2,000 for statutory advertising, up to \$40,000 for marketing (depending on the level of promotion undertaken), valuation costs of up to \$30,000, probity costs of up to \$10,000, settlement costs of approximately \$10,000, and optional sales agent fees of up to 2% of the offer price if Council elected to appoint an agent. These figures represented a full-scope, maximum-exposure estimate rather than anticipated expenditure. In practice, the Shire took a significantly streamlined approach: marketing was limited to approximately \$6,500, valuation and probity costs were lower than the upper estimates, and no sales agent was engaged. As a result, actual expenditure to date is approximately \$25,000, and total costs for the tender process are expected to remain well below the initial full-scope estimates.

The proposal to dispose of the asset is not currently included in the Shire's 2025/26 Budget as the action to dispose was to test the market. If this disposal process is to proceed, the Shire's Budget and Long-Term Planning Framework will need to be amended to reflect the proposed impacts to the Shire's current and future financial projections. That process would occur once further information is available on these matters, most likely as a component of the Mid-year budget review.

While Council is being asked to endorse a preferred tenderer, the Shire is still required to complete the statutory process under section 3.59 of the Local Government Act 1995 (WA). A final decision to dispose of the Bluebush Accommodation Village can only be made once the Business Plan has been prepared, publicly advertised for a minimum of six weeks, any submissions have been considered, and Council has resolved whether to proceed with the disposal.

STRATEGIC IMPLICATIONS

A thriving local economy

Encouraging and attracting new investment and advocating for local employment

Accountable and effective leaders

High quality corporate governance, accountability and compliance

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

ATTACHMENTS

1. RFT 01-2025 Disposal of Bluebush Village Tender Assessment Workbook Final - Confidential
2. Probity Advisor Letter 2025
3. RFT 01-2025 - Astral Resources submission - Confidential
4. RFT 01-2025 - Goldfields Investment Submission - Confidential
5. RFT 01-2025 - Westgold Submission - Confidential

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Award Preferred Tenderer status for Tender 01/2025 – Disposal of the Bluebush Accommodation Village to Westgold Resources Ltd (ABN 60 009 260 306), on the basis of the Alternative Offer received, for the purchase price of \$22,055,000.00 (including GST), which includes the purchase of the remaining portion of Lot 501 in addition to all of Lot 500 and the Bluebush Accommodation Village.
2. Authorise the Chief Executive Officer to issue a Conditional Letter of Award and contract to Westgold Resources Ltd, requiring payment of the 2% deposit within the specified timeframe.
3. Approve the preparation of the Business Plan required under section 3.59 of the Local Government Act 1995 (WA) for the proposed major land transaction, for Council consideration prior to approval for public advertising.
4. Resolve that the proposed disposal and settlement cannot be finalised until:
 - a. the Business Plan has been approved for advertising,
 - b. public notice has been undertaken for a minimum of six weeks,
 - c. any submissions received have been considered and responded to as required, and
 - d. a further report is presented to Council seeking a final decision on the disposal.
5. Note that, subject to final Council approval following the statutory process, settlement and land transfer are anticipated to occur in February/March 2026.

MOTION

Moved: Cr Tracey Rathbone

Seconded: Cr Corey Matthews

That Council:

1. Award Preferred Tenderer status for Tender 01/2025 – Disposal of the Bluebush Accommodation Village to Westgold Resources Ltd (ABN 60 009 260 306), on the basis of the Alternative Offer received, for the purchase price of \$22,055,000.00 (including GST), which includes the purchase of the remaining portion of Lot 501 in addition to all of Lot 500 and the Bluebush Accommodation Village.
2. Authorise the Chief Executive Officer to issue a Conditional Letter of Award and contract to Westgold Resources Ltd, requiring payment of the 2% deposit within the specified timeframe.
3. Approve the preparation of the Business Plan required under section 3.59 of the Local Government Act 1995 (WA) for the proposed major land transaction, for Council consideration prior to approval for public advertising.
4. Resolve that the proposed disposal and settlement cannot be finalised until:
 - a. the Business Plan has been approved for advertising,
 - b. public notice has been undertaken for a minimum of six weeks,
 - c. any submissions received have been considered and responded to as required, and
 - d. a further report is presented to Council seeking a final decision on the disposal.
5. Note that, subject to final Council approval following the statutory process, settlement and land transfer are anticipated to occur in February/March 2026.

COUNCIL RESOLUTION #188/2025

Moved: Cr Tracey Rathbone

Seconded: Cr Tammee Keast

That Council accept the Alternative Recommendation for consideration.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

ALTERNATIVE RECOMMENDATION**That Council:**

1. Award Preferred Tenderer status for Tender 01/2025 – Disposal of the Bluebush Accommodation Village to Westgold Resources Ltd (ABN 60 009 260 306), on the basis of
 - a. the Alternative Offer being the designated Preferred Tender received, for the purchase price of \$22,055,000.00 (including GST), which includes the purchase of the remaining portion of Lot 500 in addition to all of Lot 501 and the Bluebush Accommodation Village,
 - b. the Westgold Conforming Tender be additionally considered as the secondary preferred Tender for consideration, for the purchase price of \$20,130,000 (including GST), which only includes the existing Bluebush Village Site.
2. Authorise the Chief Executive Officer to issue a Conditional Letter of Award and contract to Westgold Resources Ltd, requiring payment of the 2% deposit within the specified timeframe for the preferred Alternative Tender submission.
3. Approve the preparation of the Business Plan including the Westgold preferred Alternative Tender Submission and the secondary preferred conforming Tender submission required under section 3.59 of the Local Government Act 1995 (WA) for the proposed major land transaction, for Council final consideration prior to approval for public advertising.
4. Resolve that the proposed disposal and settlement cannot be finalised until: a. the Business Plan has been approved for advertising, b. public notice has been undertaken for a minimum of six weeks, c. any submissions received have been considered and responded to as required, and d. a further report is presented to Council seeking a final decision on the disposal.
5. Note that, subject to final Council approval following the statutory process, settlement and land transfer are anticipated to occur in February/March 2026.

Cr Rathbone's reason for alternative recommendation:

Westgold have provided a conforming and an alternative, the amendment I feel demonstrates an appropriate course of action that proposed to better inform the preparation and presentation of the business plan for both offers.

COUNCIL RESOLUTION #189/2025

Moved: Cr Tracey Rathbone

Seconded: Cr Corey Matthews

That Council:

1. Award Preferred Tenderer status for Tender 01/2025 – Disposal of the Bluebush Accommodation Village to Westgold Resources Ltd (ABN 60 009 260 306), on the basis of
 - a. the Alternative Offer being the designated Preferred Tender received, for the purchase price of \$22,055,000.00 (including GST), which includes the purchase of the remaining portion of Lot 500 in addition to all of Lot 501 and the Bluebush Accommodation Village,
 - b. the Westgold Conforming Tender be additionally considered as the secondary preferred Tender for consideration, for the purchase price of \$20,130,000 (including GST), which only includes the existing Bluebush Village Site.

2. Authorise the Chief Executive Officer to issue a Conditional Letter of Award and contract to Westgold Resources Ltd, requiring payment of the 2% deposit within the specified timeframe for the preferred Alternative Tender submission.
3. Approve the preparation of the Business Plan including the Westgold preferred Alternative Tender Submission and the secondary preferred conforming Tender submission required under section 3.59 of the Local Government Act 1995 (WA) for the proposed major land transaction, for Council final consideration prior to approval for public advertising.
4. Resolve that the proposed disposal and settlement cannot be finalised until: a. the Business Plan has been approved for advertising, b. public notice has been undertaken for a minimum of six weeks, c. any submissions received have been considered and responded to as required, and d. a further report is presented to Council seeking a final decision on the disposal.
5. Note that, subject to final Council approval following the statutory process, settlement and land transfer are anticipated to occur in February/March 2026.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

DIRECTORS:

VIRAL PATEL RCA, CA
ALASTAIR ABBOTT RCA, CA
CHASSEY DAVIDS RCA, CA
FAZ BASHI RCA, CPA

ASSOCIATE DIRECTORS:

ROBERT CAMPBELL RCA, CA
SANTO CASILLI FCPA PFIIA



20 November 2025

Aaron Cook
 CEO
 Shire of Coolgardie
 Sylvester Stret
 Coolgardie WA 6442

On the 29 October 2025, I, Associate Director of Australian Audit, was appointed as the Probity Advisor to oversee the evaluation process for RFT01/2025 Bluebush Accommodation Village Disposal tender. RFT 01/2025 tender closed on the 28 October 2025. My involvement was limited to only assess the evaluation process and as such I was not involved in providing advice on the RFT 01/2025 document information, issuing of Addendums and overseeing of the tender closure process.

I can confirm that 3 applicants provided a submission with 1 applicant also submitting an "Alternative" submission prior to tender closing date. All 3 applicants (4 submissions) were deemed to be conforming tender submissions by the Shire as they met the RFT mandatory requirement. All 4 conforming submissions were assessed as part of the tender evaluation process.

My involvement included overseeing the evaluation and recommendation process, which included an initial meeting on the 3 November 2025 with all of the 4 evaluation panel members to discuss the evaluation assessment process, attending to and providing advice on the 6 November 2025 to the evaluation panel members regarding panel members clarification questions and attending the formal consensus meeting on the 13 November 2025 to ensure proper process was followed.

In line with the above, I wish to conclude as follows:

- I can confirm that the eligibility criteria used by the evaluation panel members to assess the conforming tender submissions was in line with the eligibility criteria that was stated in the RFT 01/2025 tender document.
- The scoring methodology used in the evaluation process was sound and was consistently followed by each of the evaluation panel members as part of their individual assessments and during the consensus meeting.
- I can confirm that each evaluation panel member submitted a signed conflict of interest declaration prior to undertaking the applicant assessment process and can confirm that no conflict of interest was declared.
- Sighted final signed individual evaluation panel members evaluation assessments together with detailed notes of their assessments.

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- I can confirm that a proper and satisfactory discussion process was undertaken amongst the appointed evaluation panel members to enable them to reach consensus on the final score ratings for each conforming submission.
- Sighted the final signed consensus scores for each conforming submission as agreed by each evaluation panel member during the consensus meeting.
- Sighted the final signed Tender Evaluation Book and can confirm that the information included in the Tender Evaluation Book is in line with the final consensus outcome and decisions reached by the evaluation panel members.

Based on the above, I wish to conclude that a proper and fair process was followed in undertaking the conforming submissions eligibility and assessment, and no probity issues were noted.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Casilli', enclosed within a thin black rectangular border.

Santo Casilli FCPA PFIIA
Associate Director, Internal Audit, Probity and Risk

Australian Audit

11.1.3 WITHDRAWAL OF KAMBALDA AIRPORT PROPOSED LEASE TO MINERAL RESOURCES

Location: Kambalda Airport
Applicant: Aaron Cook, Chief Executive Officer
Disclosure of Interest: Nil
Date: 14 November 2025
Author: Aaron Cook, Chief Executive Officer

SUMMARY

It is presented to Council, based on the email correspondence from Mineral Resources Limited (MRL) withdrawing from the negotiation processes, that the Shire cease the negotiations and continue to run the Kambalda Airport as a Shire owned and facilitated airport.

BACKGROUND

Council for a significant period of time has been in negotiation with MRL for the potential long-term lease of the Kambalda Airport with the outcome that MRL would invest considerable monies to the upgrade of the Airport.

These negotiations have been active in good faith by both parties however agreement on several key points was not able to be reached.

The airport is an unsealed strip and as a result is affected by weather conditions and other issues like low cloud or fog. Due to this there has been a push for the airport to become an all-weather strip with the runway being sealed, appropriate lighting being installed and other systems that will allow aircraft to land in poor weather.

In mid-2023 the Shire was approached by MRL to purchase the airport, however through discussions this was changed to being a long-term lease discussion. A Compliant Business Case as per the Local government Act s3.59 Commercial Enterprises by Local Government – Major Land Transaction was presented to Council.

The Business Plan was prepared and opened for Public Comment and once the comments received Council resolved to proceed. Since that time the Shire has been in discussion with MRL.

COMMENT

The Kambalda Airport is an important landing site for many local mines and provided these companies better access to their working areas by landing in Kambalda.

With MRL advising the Shire that it was unable to continue with the current negotiations due to not being able to meet with the Shire expectations ceases this process and removes the ongoing concern for many key stakeholders.

Due to Council's committed focus on the Airport being open to all Stakeholders the current operations will continue into the future.

The Airport, even without the MRL flights, as they have been diverted to Kalgoorlie, is generating a profit to the Shire and will continue to do so.

Any future upgrades to the Airport will be considered in the future when Council and the Administration have the time to focus on the steps forward and investigate funding opportunities and how it may be able to work with other Stakeholders to achieve positive outcomes, without placing the Ratepayers and Residents at additional financial risk or burden.

CONSULTATION

Mineral Resources Limited (MRL)

STATUTORY ENVIRONMENT

There is no statutory requirement to confirm the ceasing of negotiations with MRL.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Kambalda Airport is continuing to generate a profit to Council for the benefit of the Community.

STRATEGIC IMPLICATIONS**A thriving local economy**

Supporting and encouraging mining and processing industries

Supporting local businesses in the Shire

Accountable and effective leaders

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

Effective management of infrastructure, heritage and environment

Maintaining and renewing infrastructure and building assets

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Acknowledge the withdrawal of Mineral Resources Limited from participating in the negotiating for a long-term lease of the Kambalda Airport.
2. Request the CEO to write to Mineral Resources Limited to thank them for their in good faith negotiation participation and that as per the advice received from Mineral Resources Limited, that the negotiations for a long-term lease for the Kambalda Airport is withdrawn and subsequently closed.

COUNCIL RESOLUTION #190/2025**Moved: Cr Anthony Ball****Seconded: Cr Tammee Keast****That Council:**

- 1. Acknowledge the withdrawal of Mineral Resources Limited from participating in the negotiating for a long-term lease of the Kambalda Airport.**
- 2. Request the CEO to write to Mineral Resources Limited to thank them for their in good faith negotiation participation and that as per the advice received from Mineral Resources Limited, that the negotiations for a long-term lease for the Kambalda Airport is withdrawn and subsequently closed.**

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

11.1.4 AMENDMENT TO ITEM FROM 21 OCTOBER 2025 - APPOINTMENT OF COUNCIL MEMBERS AS DELEGATES TO REPRESENT COUNCIL ON VARIOUS LOCAL AND REGIONAL COMMITTEES AND WORKING GROUPS

Location: Shire of Coolgardie
Applicant: Aaron Cook – Chief Executive Officer
Disclosure of Interest: Nil
Date: 14 November 2025
Author: Aaron Cook, Chief Executive Officer

SUMMARY

It is proposed that the delegates appointed to the Local Emergency Management Committee (LEMC) at the Special Council Meeting held on the 21 October 2025 be amended.

BACKGROUND

At the Special Council Meeting held on the 21 October 2025, after the Council Election, an item was presented to the new Council to appoint Delegates to represent Council on various Local and Regional Committees and Working Groups.

This is the standard procedure for all Local Governments to undertake this task as the positions need to be re-appointed and distributed from the Elected Members that did not return to Council.

The Special Meeting was facilitated and the new Council resolved to appoint Councillors to the positions and the motion was passed.

There has been some discussion following this meeting, at the Briefing Session held on the 11 November 2025 and it is requested that this item be presented to amend the delegates to the LEMC.

COMMENT

Currently the delegates to the LEMC are:

Cr Corey Matthews - Delegate

Cr Anthony Ball - Delegate

Cr Tracey Rathbone – Deputy

It is proposed that the delegates and the position on the LEMC be amended to:

Cr Anthony Ball - Delegate

Cr Tracey Rathbone - Delegate

Cr Corey Matthews – Deputy

This is not required to be a revocation of the original motion as the amendment is not fundamentally changing the resolution that was accepted by Council. The same delegates are proposed to remain on the LEMC and the positions on the LEMC are being altered.

However, as this matter is being presented to Council there could be an alternative motion presented to which the delegates and positions could alter or the motion could be lost in which case the delegates and their positions from the Special Council Meeting on the 21 October remain.

This item being presented is not considering all of the other Delegates nominated to Committees and Working Groups.

It has also been noted that a Chairperson and a Deputy for the LEMC should be appointed as per the Terms of Reference and, as such, this will be included in the resolution of Council.

CONSULTATION

Council Members consulted at the Briefing Session Meeting held on the 11 November 2025.

STATUTORY ENVIRONMENT

Local Government Act 1995 – S 5.10 Appointment of Committee Members

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Accountable and effective leaders

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

High quality corporate governance, accountability and compliance

ATTACHMENTS

1. Terms of Reference - LEMC

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Amend the nominated representatives and their positions, as allocated at the Special Council meeting held on the 21 October 2025, to the Local Emergency Management Committee to being:

Cr Anthony Ball - Delegate

Cr Tracey Rathbone - Delegate

Cr Corey Matthews – Proxy

2. Appoint a Chairperson and Deputy Chairperson from the two delegates to the Local Emergency Management Committee:

Chairperson

Deputy Chairperson

COUNCIL RESOLUTION #191/2025

Moved: Cr Tracey Rathbone

Seconded: Cr Corey Matthews

That Council nominate Cr Tony Ball as Chairperson for the Local Emergency Management Committee.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

COUNCIL RESOLUTION #192/2025

Moved: Cr Daphne Simmons

Seconded: Cr Corey Matthews

That Council nominate Cr Tracey Rathbone as Deputy Chairperson for the Local Emergency Management Committee.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

COUNCIL RESOLUTION #193/2025

Moved: Cr Daphne Simmons

Seconded: Cr Corey Matthews

That Council:

- 1. Amend the nominated representatives and their positions, as allocated at the Special Council meeting held on the 21 October 2025, to the Local Emergency Management Committee to being:**

Cr Anthony Ball - Delegate

Cr Tracey Rathbone - Delegate

Cr Corey Matthews – Proxy

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0



LOCAL EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference

Contact Shire of Coolgardie

Street Address	Irish Mulga Drive Kambalda, WA, 6442 Bayley Street, Coolgardie, WA, 6429
Postal Address	PO Box 138, Kambalda, WA, 6442
Phone	(08) 9080 2111
Email	mail@coolgardie.wa.gov.au
Office Hours	Monday to Friday 8.30am to 4.30pm

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Document Control			
Document ID		Version	1
LEMC Endorsement date		Last Review	New
Current Review		Next Review Date	
Prepared by	Sheree Forward		
Documents maintained by	Executive Officer to LEMC		

SHEREE FORWARD

2

AMENDMENT HISTORY

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		NAME
1	29/06/2020	Draft	Sheree Forward
2	2/01/2024	Draft	
3	19/01/2024	Endorsed	LEMC Committee

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

To forward feedback, please copy the relevant section, mark the proposed changes and forward to;

The Chairperson

Local Emergency Management Committee Shire of Coolgardie

*Shire of Coolgardie
Po Box 138
Kambalda WA 6442*

Or email to: emadmin@coolgardie.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document when updated.

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LOCAL EMERGENCY MANAGEMENT COMMITTEE - TERMS OF REFERENCE

1. Name

Shire of Coolgardie Local Emergency Management Committee (LEMC)

2. Aim

The aim of the Shire of Coolgardie Local Emergency Management Committee is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency or disaster.

3. Objectives

3.1	Develop local emergency management arrangements that are practical to all stakeholders and service agencies.
3.2	Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios.
3.3	Participate in inter-local government relations to further emergency management cooperation within the Esperance Goldfields District.
3.4	Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
3.5	Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders and hazard management agencies.
3.6	Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.
3.7	Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
3.8	Strategise on ways to mitigate potential emergencies and to improve recovery arrangements.

4. Duties and Responsibilities

4.1	Advise and assist the Shire of Coolgardie in ensuring that local emergency management arrangements are established for its district.
4.2	Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
4.3	Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
4.4	Perform at least one emergency training exercise a year to test the effectiveness of the emergency arrangements.
4.5	After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.

5. Membership

The LEMC membership consists of local support organisations, hazard management agencies and industry representatives. The committee membership is tabled in Schedule 01.

Membership notes:-

- Special guests may be invited to attend committee meetings as determined by the LEMC;
- Each agency represented on the LEMC has a minimum of one voting member and a maximum of two.
- Each agencies should nominate a proxy within their agency or organisation to attend if the appointed member is absent;
- In the event that an organisation does no longer wish to participate in the LEMC, they shall advise the executive assistant of the resignation in writing.
- Committee membership will be reviewed annually to ensure that it is representative of the Shire of Coolgardie.
- New members may join the LEMC via resolution of the committee;

6. Meeting Management

6.1	Chairperson
The Chairperson shall be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Deputy Chairperson.	
6.2	Quorum
Quorum will consist of the Chairperson, or Deputy Chairperson and six (6) committee members.	
6.3	Executive Assistant
The Shire of Coolgardie will provide the Executive support to the LEMC.	
6.4	Minutes/Agendas
The Executive Assistant shall be responsible for preparing agendas and minutes of all business transacted at each meeting.	
An agenda will be emailed to members One (1) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments.	
Copies of the meeting minutes will be made available to Council by way of information at next available "Briefing" meeting after LEMC meeting. Meeting minutes will be forward to Committee members two (2) weeks post the meeting.	
6.5	Schedule
Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. Additional meetings can be convened at the discretion of the Chairperson.	
6.6	Authority
The LEMC shall not have the authority or power to commit the Council or any association, organisation, group or individual to expenditure without the Shire's endorsement.	
The LEMC shall be required to gain Council approval if the Committee wishes to alter these Terms of Reference.	
6.7	Reporting
The Recovery Coordinator shall submit an annual report to the State Emergency Management Committee regarding the LEMC and any actions taken throughout the year.	

7. Schedule 01- Membership

Community / Agency LEMC Members (Voting)	
Western Australian Police	Mineral Resources
DFES Fire and Rescue Service	Goldfields St Ives
DFES State Emergency Service	Beacon Minerals
Coolgardie Volunteer Fire and Rescue Service	Evolution Mining
Kambalda Volunteer Fire and Rescue Service	Shire of Coolgardie
St John Ambulance Coolgardie / Kambalda	Department of Communities
St John Medical Kambalda	RoadWise
Main Roads	Department of Biodiversity, Conservations, Attractions
Focus Minerals	Water Corporation

11.1.5 APPOINTMENT OF A SHARED REGIONAL INDEPENDENT CHAIR FOR AUDIT, RISK, AND IMPROVEMENT COMMITTEES (ARICS)

Location: Nil
Applicant: Aaron Cook, Chief Executive Officer
Disclosure of Interest: Nil
Date: 18 November 2025
Author: Aaron Cook, Chief Executive Officer

SUMMARY

This item is presented for Council to consider the appointment of a shared Regional Independent Chair for the Audit Risk and Improvement Committee (ARIC).

BACKGROUND

In alignment with the *Local Government Amendment Act 2024*, which mandates that an independent person outside of the Council and Local Government, chair its Audit, Risk, and Improvement Committees (ARICs), a suggestion has been proposed that all nine LGAs in the Goldfields Esperance Region could under the GVROC join and appoint a single shared, qualified professional to serve as the independent chair for the ARICs of the member councils.

Given the vast geographical expanse and the shared challenges, the GVROC councils face, a unified approach to appointing a shared independent ARIC chair should be both practical and beneficial. Appointing a single, qualified independent chair for the ARICs across those GVROC member councils that wish to join could be a strategic move that ensures legislative compliance, promotes consistency in governance, and optimises resource utilisation.

At the GVROC meeting held on 25 July 2025 all the LGAs, apart from the city of Kalgoorlie Boulder who have already appointed their Independent ARIC Chair, agreed to look at appointing a shared Independent Chair, based on the WALGA EOI process and list of candidates provided to the CEOs.

COMMENT

Each of the LGAs provided a short list of the WALGA EOI candidates that expressed interest in providing services to the Goldfields Esperance Regional Zone. This resulted in the following three nominated candidates from the WALGA respondents to the Independent Presiding Members for Local Government ARIC Pool, being contacted to provide a more detailed response for consideration:

- Phillip Draber
- Michele Bennetts
- Duy Vo

At the beginning of October the GVROC Executive Officer contacted each candidate and asked for their detailed submission responses by the 10 October 2025. The following responses were received:

- Phillip Draber has advised that at this point, he is unable to provide any services as he has already been appointed to a number of LGA ARIC Chair positions and does not have capacity for more.
- Michele Bennetts is available and keen to undertake the role and has provided a detailed response to our EOI request (see attached). I also spoke with Michele and she advised that her business is looking

to establish more of a presence in WA and sees this as a good opportunity as they are looking at regional WA areas.

- Duy Vo has advised while he is interested to serve as independent member, this would be on the condition that he perform the role remotely over MS Teams or Zoom only. He has also provided his detailed profile and CV but not provided a direct response to our EOI.

It is proposed that, as per the outcome from the GVROC meeting that Michele Bennetts is presented to Council as the preferred candidate for the shared ARIC Independent Presiding Members Chair role and based on Duy Vo's response he be a back-up Deputy Independent Presiding Member if and when required should Michele Bennetts not be able to Chair.

CONSULTATION

GVROC Member Councils

STATUTORY ENVIRONMENT

Local Government Amendment Act 2024

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial implications associated with this appointment over and above what Council would be required to pay to another Independent Chair.

STRATEGIC IMPLICATIONS

Accountable and effective leaders

High quality corporate governance, accountability and compliance

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council appoint Michele Bennetts as the shared ARIC Independent Presiding Members Chair role, and Duy Vo as the back-up Deputy Independent Presiding Member if and when required should Michele Bennetts not be able to Chair, to their individual Councils for consideration.

COUNCIL RESOLUTION #194/2025**Moved: Cr Anthony Ball****Seconded: Cr Tammee Keast**

That Council appoint Michele Bennetts as the shared ARIC Independent Presiding Members Chair role, and Duy Vo as the back-up Deputy Independent Presiding Member if and when required should Michele Bennetts not be able to Chair, to their individual Councils for consideration.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

11.1.6 CONTINUING PROFESSIONAL DEVELOPMENT POLICY - COUNCIL MEMBERS

Location: Nil

Applicant: Nil

Disclosure of Interest: Nil

Date: 14th November 2025

Author: Rebecca Horan, Executive Manager Governance and Workplace

SUMMARY

The purpose of this report is to consider the proposed Continuing Professional Development Policy for Council Members.

BACKGROUND

Section 5.128 of the Local Government Act 1995 requires Council to prepare and adopt a policy for Elected Member continuing professional development. This policy is to be reviewed after each local government election.

The Local Government (Administration) Regulations 1996, Regulation 37 provides:

- (2) The policy must not allow for the payment or reimbursement of an amount in relation to the participation of a council member in continuing professional development unless the continuing professional development is relevant to either or both of the following:
 - (a) the council's role under the Act or another written law, including as described in section 2.7;
 - (b) the council members role under the Act or another written law, including as described in any of sections 2.8 to 2.10.
- (3) The policy must not allow for the payment or reimbursement of an amount in relation to the participation of a council member in continuing professional development of the participation occurs during any of the following periods –
 - (a) the period of 3 months ending on the day on which the term for which the council member was elected as an elector mayor or president, or as a Councillor, ends;
 - (b) if the council member delivers a notice of resignation to the CEO under section 2.31 specifying a later day from which the resignation take effect under section 2.31(4) – the period that –
 - (i) begins on the date of delivery of the notice; and
 - (ii) ends when the resignation takes effect;
 - (c) a period of suspension of the council or council member under Part 8 of the Act

COMMENT

The attached policy for Council Member Continuing Professional Development has been developed for:

- Mandatory Council Member Training, and
- Continuing Professional Development.

The policy outlines how the cost of Councillor training and conference expenses will be covered or reimbursed including travel, accommodation and training or conference registration fees.

The policy covers what training and conferences for Councillors will be supported and the application and approval process for attendance that is allowed for within the adopted budget.

CONSULTATION

Elected Members

STATUTORY ENVIRONMENT

- *Local Government Act 1995 section 5.128, Policy for continuing professional development*
- *Local Government (Administration) Regulations 1996 -s31 Expenses to be reimbursed*

POLICY IMPLICATIONS

Policy 2.10 – Continuing Professional Development

FINANCIAL IMPLICATIONS

Provision for Elected member training and reimbursement of expenses is provided for in the Annual Budget.

STRATEGIC IMPLICATIONS

Accountable and effective leaders

High quality corporate governance, accountability and compliance

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

ATTACHMENTS

1. Policy 2.10 Continuing Professional Development - Council Members

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council adopts Policy 2.10 Continuing Professional Development.

COUNCIL RESOLUTION #195/2025

Moved: Cr Daphne Simmons

Seconded: Cr Tammee Keast

That Council adopts Policy 2.10 Continuing Professional Development.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

Policy Number 2.10 Continuing Professional Development – Council Members

Legislative Reference: Pursuant to s5.128 of the Local Government Act 1995 the local government must prepare and adopt (by absolute majority) a Policy in relation to the continuing professional development of Council Members.

Relates to: Delegation NA Sub Delegation NA

Policy Objective:

This policy describes the Shire of Coolgardie's (the Shire) approach to enable Council Members to meet their statutory obligations in relation to Council member training and gives effect to the requirement to adopt a continuing professional development policy.

Part 5, Division 10 of the Local Government Act 1995 describes provisions related to the universal training of Council Members.

- under s5.126 of the Act, each Council member must complete training in accordance with the Regulations,
- under s5.127 of the Act, the CEO must publish a report on the local government's website within 1 month of the end of the financial year detailing the training completed by Council Members,
- under s5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of Council Members.

Policy Scope:

This Policy applies only to the Council Members of the Shire.

The CEO must publish an up-to-date version of the Professional Development policy on the local government's official website.

The Shire acknowledges its commitment to the professional development of Council Members to promote ongoing professional development, well informed decision making and enhance the quality of community representation.

In addition, the Shire supports the attendance of Council Members at relevant conferences and similar forums.

1.0 Continuing Professional Development

The Shire is committed to supporting Continuing Professional Development of Council Members to the benefit of Council, the Shire, and the community.

Continuing professional development may include training and attendance at conferences, workshops, and seminars in accordance with this policy.

Training that exceeds the allocated budget amount may be approved by resolution of Council.

Objectives

- To comply with the requirements of s5.128 of the Local Government Act 1995 by making and adopting (by absolute majority) a policy on professional development of Council Members.
- To provide guidance concerning the professional development of Council Members.
- To establish a process whereby the professional development needs of Council Members are identified and met, within budgetary and other limits.

Policy Statement

The Council acknowledges its commitment to the training and development of Council Members to assist the fulfilment of duties and responsibilities of public office and in the interests of effective representation.

Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well informed decision making.

This can be achieved by participating in programs and training courses specifically designed for professional development relating to their role and responsibilities in local government.

Such professional development programs are those developed by industry-recognised providers and (generally) delivered locally.

Access and participation in the identified professional development courses and programs is made available to all Council Members.

Professional development – needs assessment.

The Shire acknowledges that the development of an effective training and development plan for Council Members must be based on identifying the skills and knowledge required by Council Members to perform their roles and responsibilities effectively.

As well as standard requirements for professional skills sets, the Shire recognises that its Council Members may require specific skills to reflect environmental, social or economic challenges facing the local community and that a training and development program should address.

The Shire utilises a simple self-assessment checklist for Council Members to identify areas for knowledge and skills development.

The checklist can be used by Council Members to help them to prioritise areas to cover in an ongoing training and development program.

Such a checklist will be reviewed on a regular basis to check progress and identify any additional areas for training or development.

The self-assessment tool will be used in conjunction with other activities to collect information regarding the training and development needs of Council Members such as questionnaires, interviews, or workshops.

Once the council has determined and prioritised the skills and knowledge required, each council member will need to assess the level of their abilities and identify areas where they require training and development.

This should be done by both new and experienced Council Members. Experienced Council Members who have previously attended training on a specific topic or issue may still require additional training.

The gap between the skills and knowledge (or competencies) required by the council and those of individual Council Members or groups of Council Members will form the basis of a training and skills development plan that may be then implemented over time, according to priority and budget.

Skills and Knowledge Self-Assessment – matrix for Council Members

The following is a list of some of the key skills and knowledge areas of effective Council Members. This list identifies some possible training and developmental areas for Council Members and will assist council to prioritise the training and development opportunities provided to Council Members.

Each council member to check the relevant boxes if they consider that they possess the characteristic to a satisfactory level:

Important skills:

- Leadership skills,
- Relationship management,
- Communication skills including negotiating, conflict resolution, advocacy, and lobbying,
- Presentation skills,
- Problem solving and analytical skills,
- Teamwork skills,
- Organisational skills.

Knowledge of:

- Federal, State and Local Government relationships,
- How local government councils operate,
- Role of a council member,
- Council member, CEO, and employee relationships,
- Code of Conduct and conflict of interests,
- Key aspects of the Local Government Act 1995,
- Town planning and assessment processes,
- Environmental planning and assessment processes,
- Heritage planning and assessment processes,
- Whole of community representation,
- Social justice principles,

- Meeting Procedures and Regulations,
- Strategic management planning and reporting,
- Financial management requirements in the Local Government Act and Regulations and reporting processes,
- Asset management,
- Knowledge of the demographic profile of local government area and the social, environmental, and economic issues facing the community,
- Indigenous cultural and social issues – consultation techniques for effective engagement.

Prescribed training requirements

The Local Government (Administration) Regulations 1996 (the Regulations) requires Council Members to complete a 'Council Member Essentials' course consisting of five modules. Certain exemptions, specified in the Regulations, apply.

Training must be completed by all Council Members following their election within 12 months of taking office and is valid for five years.

The Regulations require that the course is completed through North Metropolitan TAFE, South Metropolitan TAFE, or WALGA.

In 2022 The Minister for Local Government proposed that non-compliance with the requirement to complete training would result in a Council Member being paid the minimum remuneration for the relevant SAT Band.

Following each ordinary election, Council Members will be provided with information on training options from the approved training providers.

Availability

Unless otherwise resolved by Council, training that a Council member is required to complete under s5.126 of the Act will be paid for separately by the Shire.

Accessing professional development

Requests for course participation may be initiated by a Council Member and should be forwarded to the Executive Assistant to the CEO in a reasonable time prior to enrolment or registration for preliminary assessment and evaluation and consideration by the CEO.

The CEO will consult with the Shire President (and if necessary, the council member) in relation to the request to determine that:

- the application is relevant and appropriate and addresses the council member's advised professional development needs,
- there are enough funds available for all costs likely to be incurred in the council member's proposed professional development,
- the proposed council member is the most appropriate to undertake the specific professional development,

- generally, no more than two Council Members may attend an event outside Western Australia at the same time, unless Council has resolved for additional Council Members to attend,
- approval of attendance at an event does not impede a quorum at any scheduled Council or Committee meetings.

No council member will be permitted to undertake professional development, other than in house training provided to all Council Members, in the last 6 months of their term of office, unless approved by Council.

All applications for professional development opportunities outside WA, must be determined by Council based on a joint report from the Shire President and CEO.

The CEO is authorised to approve requests from Council Members for professional development based on consultation with the Shire President and the applying council member and providing the course or conference is organised by an identified, industry recognised training provider.

In all other such cases Council must determine the application based on a joint report from the Shire President and CEO.

If the Shire President and CEO determine NOT to approve a request for professional development, the affected council member has the right to put the matter before Council for consideration, which determination shall be final.

The Chief Executive Officer shall maintain a Register of Professional Development attended by Council Members which is to be published at the Shire website, in accordance with s5.128 LGA.

Funding and completing training.

To enable attendance by Council Members at events, the following shall be considered when preparing the budget annually:

- An allocation for Council Members to cover costs associated with attendance at events relevant to the role and responsibilities of a council member that may include:
 - Events held in Australia,
 - The annual WALGA Convention, inclusive of, where requested, the council member's partner's attendance at the convention dinner,
 - Accredited training.

An annual budget allocation is provided for this purpose. This is determined as a "global amount" rather than notional, or specific "allocations" per council member.

Any approval for seminar or training programme attendance is always subject to budgetary funds being available.

Unexpended funds at the end of the financial year will not be carried over to the next financial year.

Council Members seeking to undertake training must provide the request to the Executive Assistant to the CEO to enable the training to be purchased in accordance with the Shire's procurement and purchasing rules.

Council Members wishing to complete a training program that spans across multiple financial years or that exceeds their annual funding allocation may apply to have their allocation allotted in advance.

An annual budget allocation is provided for the purpose of Council Member training. The training allocation is for a financial year and expires at the end of the financial year.

As the expenditure of funds from the Shire's budget can only be authorised by Council or through Council approved instrument of delegation, Council Members must obtain the necessary approvals set out in this policy prior to making any financial or other commitments on behalf of the Shire.

Unless authorised by Council, travel, accommodation, and associated costs are to be debited from a Council member's training allocation.

S5.57 of the Act defines a gift as the conferral of a financial benefit made by one person in favour of another person without adequate compensation. Under this definition, the provision of training to

Council Members for free or at a subsidised rate may be considered in a gift in certain circumstances.

Council Members should consult the Manager Executive Services before accepting offers of training or attendance at conferences.

Council Members must not receive personal ancillary benefits associated with travel to participate in training and conferences such as frequent flyer points.

Unless otherwise resolved by the Council:

- Council Members are not permitted to nominate for attendance at a training course or conference paid for by the Shire 6 months prior to their term of office expiring, unless the request is approved by Council,
- Council Members who do not complete training paid by the Shire will be required to repay the Shire for the training and associated costs; and
- Any amendments or cancellations to bookings resulting from a change in Council Members' personal circumstances shall be at the member's own cost. Any change or cancellation resulting from the Shire's operations shall be communicated to Council Members and paid for by the Shire. Training to be delivered to all Council Members may be paid from a separate allocation by Council resolution.
- A council member who has failed to fulfil the obligations of this policy in attending a prior event, namely:
 - Acquittal of cash advance expenditure in accordance with this Policy; or
 - Provision of a report arising from attendance at an interstate event, in accordance with this Policy shall be ineligible to attend any future event unless authorisation is granted by a resolution of Council.

Should a Council Member wish to extend their visit for personal reasons not associated with approved Shire business, any extended stay or additional costs associated with that stay are to be

met by the council member.

Expenses

Subject to approval being granted by the CEO, in consultation with the Shire President or Council to attend an event, the following expenses will be met:

- Travel - Where travel is involved, the cost of travel by the shortest most practical route to and from the event venue will be met by the Shire for the respective Council Member
 - All air travel shall be by Economy Class (unless otherwise determined by Chief Executive Officer). As far as is practicable, advantage should be taken of any available discount fares including advance purchase fares.
 - Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a delegate is unable to travel.
- Registration fees which may include, where applicable, event registration, dinners, technical tours, and accompanying workshops identified within the event program.
- Reasonable accommodation expenses for the council member for a room at or near the event venue
 - Where an event to be attended commences prior to midday, the Shire will meet the cost of accommodation on the night preceding the commencement of the event.
 - Where an event commences after midday and flights are available, the council member will be expected to travel on the day the event begins.
 - Where flights are not available to enable the council member to arrive in time for the commencement of the event, the Shire will meet the cost of accommodation on the night preceding the commencement of the event.
 - Except for international events, where an event concludes prior to 1pm and flights departing the location in which the event is held are available to enable the council member's return to Perth by 10pm on that day, the Shire will not meet the cost of accommodation on the night on which the event concludes.
- Meals, transport, and incidental expenses:
 - Funding for meals and incidental expenses will be provided in accordance with the State Public Service Award conditions of service and allowances,
 - Meal expenses shall be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch, and dinner where these are not provided at the event or in travel,
 - Claims for meals at venues other than the event will not be paid by the Shire when alternate meals are included and have been paid for in the registration fee.
- Incidental expenses shall be interpreted as reasonable expenses incurred by the delegate for telephone calls, newspapers, magazines, laundry, public transport and sundry food and beverages.
- Transport expenses to and from the airport and intra-Shire movement will be reimbursed.

- Accompanying Persons - entertainment expenses:
 - Where a council member chooses to invite an accompanying person to attend a conference event, the Shire will fund that person's attendance at the official conference dinner only.
 - The Shire may, where it may be reasonably facilitated, organise the arrangements for travel, accommodation, and registration of an accompanying person to attend a conference event.
 - The relevant council member is responsible for all costs associated with arrangements for the accompanying person, including penalties for cancellation or amendment of bookings if required. Such costs are to be reimbursed to the Shire at the time the arrangements are made.
 - The Shire will not reimburse or fund any other expenses incurred by an accompanying person.

Sharing of knowledge

In accordance with s5.127 of the Act, the Shire will publish a report on the local government's website within one month of the end of the financial year detailing the training completed by Council Members.

To complete the register, Council Members shall, following completion of the training, provide evidence of completion of the training to the Manager Governance and Compliance.

Council Members will be asked to confirm their completion or attendance as applicable prior to the publication of the register. The register will state:

- Council Member name,
- Each training course or module completed,
- The cost of training and any associated travel and accommodation paid for by the Shire,
- The training provider or conference name. For reporting purposes, the costs of training completed as a group will be apportioned to each Council member that was registered to attend. Council Members are encouraged to share learnings and insights from training, including conferences with Council.

Within a reasonable time (which period shall not exceed 60 days) of attendance at an interstate event the council member shall provide a written report or presentation (including copies of conference papers where appropriate) concerning the event for the information of other Council Members and for Shire records.

The CEO is to cause a copy of that report to be distributed to all other Council Members.

Responsible Department: Executive Services

Responsible Officer: CEO

Delegation link (if any):

Date First Adopted: 27 June 2017

Review dates: October 2020, November 2023

11.1.7 COUNCIL MEMBERS - ELECTRONIC ATTENDANCE AT MEETINGS

Location: Nil

Applicant: Nil

Disclosure of Interest: Nil

Date: 14th November 2025

Author: Rebecca Horan, Executive Manager Governance and Workplace

SUMMARY

The purpose of this report is to enable Council to consider adopting Policy 2.19 Electronic Attendance at Meetings.

COMMENT

The purpose of the policy is to ensure legislative compliance, but to also find the most appropriate way to facilitate attendance via electronic means.

Requests for electronic attendance at meetings must be made in accordance with Regulation 14c (2) of the Local Government (Administration) Regulations 1996.

“(2) A member of a council or committee may attend a meeting by electronic means—

(a) if—

- (i) a public health emergency or state of emergency exists, or a natural disaster has occurred; and*
- (ii) because of the public health emergency, state of emergency or natural disaster, the member is unable, or considers it inappropriate, to be present in person at the meeting; and*
- (iii) the member is authorised to attend the meeting by electronic means by the mayor, president or council;*

or

- (b) if the member is otherwise authorised to attend the meeting by electronic means by the mayor, president or council.*

CONSULTATION

- Elected Members
- Chief Executive Officer

STATUTORY ENVIRONMENT

- Local Government Act 1995
- Local Government (Administration) Regulations 1996. Regulation 14c and 14e
- Disability Services Act 1996 – section 3

POLICY IMPLICATIONS

Policy 2.19 – Council members – Electronic attendance at meetings will added to the Council Policy Manual if adopted.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS**Accountable and effective leaders**

High quality corporate governance, accountability and compliance

ATTACHMENTS

1. Policy 2.19 Council Members - Electronic Attendance at Meetings
2. Electronic attendance form

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council adopt Policy 2.19 – Council members – Electronic attendance at meetings.

COUNCIL RESOLUTION #196/2025

Moved: Cr Tammee Keast

Seconded: Cr Anthony Ball

That Council adopt Policy 2.19 – Council members – Electronic attendance at meetings.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

Policy Number 2.19. Council Members - Electronic attendance at meetings**Legislative Reference:**

Local Government Act 1995

r.14C-r14E Local Government (Administration) Regulations 1996

s3. Disability Services Act 1993

Relates to: NA

Policy Objective:

This Policy establishes guidelines and expectations for requests for electronic attendance at meetings of Council, and Committee members attending meetings electronically in relation to equipment and location.

The purpose of this policy is to:

- set the parameters which guide electronic attendance at meetings; and
- define the circumstances that Council considers suitable to permit electronic attendance at in-person meetings; and
- support good decision making, efficiency and effectiveness in Council's meeting processes.

Policy Scope:

Applies to all Council and Committee meetings, information sessions workshops, and gatherings of Council Members (noting that the legislative provisions only specifically apply to Council and Committee meetings).

Policy Statement:**Definitions**

Information means an information session of Council or an Information Session for an Ordinary Council Meeting.

Meeting means an Ordinary Council Meeting, Special Council Meeting, or Committee Meeting (including the Audit Committee) of the Shire of Coolgardie.

Natural Disaster includes fire, flood, lightning, movement of land and storm.

Relevant period means the period of 12 months ending on the day on which the proposed meeting is to be held.

Regulation means a regulation under the Local Government (Administration) Regulations 1996.

Introduction / background**1. Requests for Electronic Attendance at Meetings**

1.1 Requests for electronic attendance at meetings must be made in accordance with Regulation 14C(2):

2.19

A request for electronic attendance at an in-person meeting is to be made via the 'Request for

Electronic Attendance at a Meeting Form’:

- Is to be provided to the Shire President,
 - Where the Shire President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
 - Where the Shire President rejects a request, the requester may ask Council to re-consider the request; and
 - The Shire President may refer their own request to the Deputy Shire President, [S5.34 of the Act]; or alternatively, may refer the request to Council for decision.
- 1.2 Where a request meets the following criteria, approval will not be unreasonably withheld:
- The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)],
 - The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
 - The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].
- 1.3 Requests for electronic attendance at briefings and workshops are not legislated, however are covered by this Policy. If a Member intends to attend an unlegislated meeting such as a briefing or workshop, electronically, they do not need to ask for permission but should advise the CEO’s office at their earliest convenience to ensure the appropriate videoconferencing equipment is made available and tested prior to the meeting.
- 1.4 Requests for electronic attendance should be made preferably two business days prior to the meeting, briefing or workshop for which electronic attendance is being requested.
- 1.5 All requests for electronic attendance should specify the location from which the member wishes to attend the meeting and the equipment the member intends to use to attend the meeting.
- 1.6 Requests for electronic attendance at Ordinary Council Meetings are to be made by email to the Shire President and copied to the CEO, as early as possible, so that the application may be considered, and arrangements made to accommodate the request, if approval is given.
- 1.7 Requests for electronic attendance at Committee Meetings are to be made by email to the Shire President and copied to the Committee Chairperson and the CEO, as early as possible, so that the application may be considered, and arrangements made to accommodate the request, if approval is given.
- 1.8 Approval to attend a meeting electronically will be provided via return email from the Shire President, with a copy to all other Council Members, and relevant employees.
- 1.9 Should the application for electronic attendance at a meeting meet the requirements for approval as specified in this policy, and approval for electronic attendance is

denied by the Shire President, the member may seek approval of the Council.

- 1.10 Records of requests and decisions about requests must be retained:
- Where the Shire President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Shire's Recordkeeping Plan and Records Management Policy; and
 - Where Council makes the decision, the decision must be recorded in the minutes
 - The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the Shire President or during the meeting itself by Council for a Council meeting.
- 1.11 Where a request meets the following criteria, approval will not be unreasonably withheld:
- The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)],
 - The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
 - The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].

2. Requirements for Approval

- 2.1 There is no limit to the number of meetings that can be attended electronically due to a public health emergency, state of emergency or a natural disaster (regulation 14(2)(a)).
- 2.2 For Ordinary Council Meetings, Special Council Meetings and Committee Meetings, the member's electronic attendance at the proposed meeting under r14(2)(b) of the Regulations must not result in the member attending more than half of the meetings (including the proposed meeting) of the Council or Committee in the relevant period under an authorisation under r14(2)(b) of the Regulations. This cap does not apply to a member who is a person with a disability as defined in s3 of the Disability Services Act 1993.
- 2.3 There is no cap on electronic attendance for Information Sessions and workshops, however physical presence is encouraged, particularly for meetings that require a high level of collaboration and involvement.
- 2.4 The CEO's office will record electronic attendance on the Attendance register and will advise the Shire President or Council if the requester is eligible for electronic attendance based on the percentage of meetings the person has attended electronically under Regulation 14C(2)(b).
- 2.5 In approving the request, the Shire President or Council must have regard to whether the location from which the member wishes to attend the meeting and the equipment

the member intends to use to attend the meeting are deemed suitable for the member to be able to effectively engage in deliberations and communications during the meeting, in line with the provisions of this Policy.

2.5.1 Suitable Locations

- Locations within Australia and its Territories are suitable for electronic attendance.
- Due to increased cyber security risks with overseas communications networks, attendance from international locations generally will not be approved.
- The location from which the member attends must be indoors, quiet, and private.
- If other people are present at the location at the time of the meeting, the member must be able to close a door in order or take other measures required to minimise noise and maintain privacy

3. Electronic Means

- 3.1 The electronic means for all electronic meetings will be set up by the CEO's office, using a software or web-based application approved for use by the Shire.
- 3.2 CEO's office will include the details of how to connect to all meetings electronically on the Outlook calendar invite for that meeting.

4. Suitable Networks and Equipment

- 4.1 Members attending meetings electronically must connect through a suitable network and using suitable equipment.
- 4.2 Suitable networks include private home internet and WIFI, or a mobile hotspot from a trusted personal mobile device.
- 4.3 Due to increased cyber security risks, public WIFI is generally not considered to be a suitable connection for electronic attendance (this includes connections at cafes, airports, hotels, and restaurants).
- 4.4 Suitable equipment for attending electronic meetings includes Shire provided devices (e.g. tablet or laptop) or a personal computer or laptop with a video camera. Mobile phones are generally not considered to be suitable for attending meetings electronically.
- 4.5 It is recommended that remote participants use fully charged headphones with at least 3 hours talk time during the meeting.

5. Maintaining Confidentiality During the Meeting

- Regulation 14CA(5) requires that a 'Member must not attend the meeting or the closed part of the meeting unless, before the meeting, or the part of the meeting, is closed, the Member declares that the Member can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires)'.
- If the Member makes the declaration and subsequently cannot maintain confidentiality, the Member must leave the meeting or the closed part of the meeting (Regulation 14CA(6)).
- A Member's declaration must be recorded in the minutes of the meeting (Regulation 14CA(7)).

- 5.1 This declaration must be recorded in the minutes of the meeting and should be worded as follows: "I [Member Name], declare that I am able to maintain confidentiality during the closed part of this meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting."
- 5.2 Should the member make the above declaration and subsequently cannot maintain confidentiality; they must leave the meeting or the closed part of the meeting.
- 5.3 The declaration is to be made before the meeting goes behind closed doors.
- 5.4 Relevant clauses above apply to all attendees of meetings where the entire meeting is held by electronic means.

Responsible Department:

Governance

Responsible Officer: CEO

Delegation link (if any): 1.16



Request for Electronic Attendance at Meeting

Requestor:	
E-Attendance Meeting type:	Ordinary Meeting of Council Special Meeting of Council Information Session Workshop or other
E-Attendance Meeting Date:	
Date the request was submitted:	

COUNCIL MEMBER REQUEST DETAILS	
1. Detail the reason for your request to attend the meeting electronically or details of extenuating circumstances to be considered	
2. Provide details of where you will be located whilst attending the meeting electronically*	
3. Will any other person/s be located within proximity to you whilst you are attending the meeting?	
4. What is the electronic attendance method you will use? (eg, phone, laptop, iPad etc)	
5. Confirm you will always remain visible (on camera) throughout the meeting (unless required to leave the meeting due to a conflict of interest or unless acknowledged as leaving the meeting by the Presiding Member)	
6. Provide details of phone / internet connection (for example, hotel wifi, personal hotspot etc).	
7. How familiar are you with the reliability of the internet connection that you will be using?	
8. How will you ensure confidentiality is maintained during the electronic meeting?	
9. Other relevant information for consideration of this request.	

*** In accordance with the Policy, approval is unlikely to be given if the location is outside of Australia, however the Shire President, or Council may do so.**

ADMINISTRATION USE ONLY	
Date Request received by the Administration	
Would electronic attendance at this meeting result in the Member attending more than half of the relevant meetings in the relevant period (the preceding 12 months including the proposed meeting), in accordance with Regulation 14C(3)?	
Have any other Councillors been approved to attend this meeting electronically? If so, who/how many?	

DETERMINATION OUTCOME		
Approval Method	Details	Date
Council**		

** If the authorisation is to be determined by Council, the request will be submitted at the Council Meeting preceding the E-attendance Meeting date. In such case, this completed form will be provided to all Council Members prior to the meeting. A simple majority decision is required.

11.2 Operation Services

Deputy President, Anthony Ball and Cr Julie-Ann Williams declared a financial interest in item 11.2.1 Extension of Community User Agreement, Coolgardie RSL Subbranch and left the meeting at 5.27pm.

11.2.1 EXTENSION OF COMMUNITY USER AGREEMENT, COOLGARDIE RSL SUBBRANCH

Location: Reserve 41891, Lot 2248, 75 Syvester Street, Coolgardie, Western Australia 6429.

Applicant: Ann Meagher, Coolgardie RSL Subbranch

Disclosure of Interest: Nil

Date: 25 November 2025

Author: Sabine Taylor, Executive Manager of Community, Regulatory and Development Services

SUMMARY

For Council to consider an extension to the Community User Agreement (CUA) for the Coolgardie RSL Subbranch for Reserve 41891 Lot 2248, 75 Syvester Street, Coolgardie, Western Australia 6429. The Coolgardie RSL is asking for a 5 year extension with an option for another 5 years (5x5) to help them obtain a \$200,000.00 Department of Defence Grant. There is a current Community User Agreement (CUA) in place between the Shire of Coolgardie (SoC) and Coolgardie RSL. If approved by Council, the extension will only be issued if the Coolgardie RSL Subbranch is successful in obtaining the Department of Defence Grant.

BACKGROUND

The Coolgardie RSL Subbranch, originally formed after the Second World War and folded in 2019 due to falling membership. It was successfully reformed in August 2022 after gathering the minimum required number of ex-servicemen and women. The RSL obtained a CUA with the SoC in commencing 1 April 2025 and terminating on 31 March 2027.

The RSL Subbranch has undergone a significant transformation since its re-formation 2022, membership has grown to 74 and they secured 2 major grants:

1. A \$30,000 grant from the WA Government is being used to build a suitable shade structure with surrounds.
2. A \$300,000 grant from the WA Government is underway for resurfacing the bowling green.

Key events that the Coolgardie RSL Subbranch has held include:

- Successful Anzac Day event, grant funding received from RSL WA and Lotterywest
- Commemorating Mental Health Week in October 2023, sponsored by Department of Veteran Affairs
- Grant from Evolution Mining and Mineral Resources Limited for sporting and musical equipment

Hosting the Amalgamated Prospectors and Leaseholders Association (APLA) AGM, attending were 130 members in previous years and 180 members in 2025.

COMMENT

The Coolgardie RSL Subbranch is seeking a \$200,000 grant from the Department of Veteran Affairs, to completely reform the interior and exterior of the building currently under the CUA. The proposed work includes, installation of a commercial kitchen, updated memorabilia display, interior and exterior painting of walls, update of electrical system, installation of new benches, erection of a storage shed and shelves, new commercial flooring and new window treatments.

The extension of the CUA for a period of 5 years commencing on a date to be confirmed and expiring in 5 years after that date with an option of a further term of 5 years. The use of the premise under the lease terms is for the purpose of undertaking the operation of providing comprehensive support for veterans, their spouses and families, to hold Community activities and events.

The current annual income to SoC from the CUA is.

Year	Annual Community User Fee (Rent) (Excl GST)	Shared Outgoings Contribution (Excl GST)	Total Annual Income (Excl GST)
Year 1 (2025/26)	\$410.00	\$100.00	\$510.00
Year 2 (2026/27)	\$430.00	\$120.00	\$550.00

CONSULTATION

- Cr Tony Ball, President of Coolgardie RSL Subbranch
- Ann Meagher, Secretary of Coolgardie RSL Subbranch
- Colin Meagher, Member of Coolgardie RSL Subbranch
- CEO
- Executive Manager Governance and Workplace

STATUTORY ENVIRONMENT

- *S.358 Disposing of Property, Local Government Act 1995*
- *Regulation 30 Local Government (Functions and General Requirements) Regulations, 1996*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per current CUA

STRATEGIC IMPLICATIONS

A thriving local economy

Encouraging and attracting new investment and advocating for local employment

Accountable and effective leaders

Advocating for services that support our community needs

An inclusive, safe and vibrant community

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

Effective management of infrastructure, heritage and environment

Maintaining and renewing infrastructure and building assets

ATTACHMENTS

1. Community User Agreement Coolgardie RSL - Confidential

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. Authorise the Chief Executive Officer to extend the Community User Agreement between the Shire of Coolgardie and The Returned & Service League of Australia WA Branch Incorporated (RSLWA) & The Coolgardie RSL for the Reserve 41891, Lot 2248, 75 Sylvester Street Coolgardie, Western Australia, 6429 subject to the following terms:
 - a. The Community User Agreement will only be executed should the Coolgardie RSL be successful in their grant application of \$200,000 from the Department of Veteran Affairs.
 - b. An extension of 5 years commencing on the commencement date and expiring one day prior to the second anniversary of the commencement date with an option of a 5 year further term.
2. Should the Coolgardie RSL Subbranch be successful in their grant application of \$200,000 from the Department of Veteran Affairs the Council authorises the Chief Executive Officer to act as per Section 3.58 (3) of the Local Government Act, 1995.

MOTION

Moved: Cr Tracey Rathbone

Seconded: Cr Tammee Keast

That Council:

- a. Authorise the Chief Executive Officer to extend the Community User Agreement between the Shire of Coolgardie and The Returned & Service League of Australia WA Branch Incorporated (RSLWA) & The Coolgardie RSL for the Reserve 41891, Lot 2248, 75 Sylvester Street Coolgardie, Western Australia, 6429 subject to the following terms:
 - a. The Community User Agreement will only be executed should the Coolgardie RSL be successful in their grant application of \$200,000 from the Department of Veteran Affairs.
 - b. An extension of 5 years commencing on the commencement date and expiring one day prior to the second anniversary of the commencement date with an option of a 5 year further term.
- b. Should the Coolgardie RSL Subbranch be successful in their grant application of \$200,000 from the Department of Veteran Affairs the Council authorises the Chief Executive Officer to act as per Section 3.58 (3) of the Local Government Act, 1995.

COUNCIL RESOLUTION #197/2025

Moved: Cr Tracey Rathbone

Seconded: Cr Tammee Keast

That Council accept the alternative recommendation for consideration.

In Favour: Crs Paul Wilcox, Tracey Rathbone, Tammee Keast, Daphne Simmons and Corey Matthews

Against: Nil

CARRIED 5/0

ALTERNATIVE RECOMMENDATION**That Council:**

1. Authorise the Chief Executive Officer to extend the Community User Agreement between the Shire of Coolgardie and The Returned & Service League of Australia WA Branch Incorporated (RSLWA) & The Coolgardie RSL for the Reserve 41891, Lot 2248, 75 Sylvester Street Coolgardie, Western Australia, 6429 subject to the following terms:
 - a. The Community User Agreement will only be extended and executed should the Coolgardie RSL be successful in their grant application of \$200,000 from the Department of Veteran Affairs.
 - b. An extension of 5 years commencing on the commencement date and expiring one day prior to the second anniversary of the commencement date with an option of a 5 year further term.
2. Should the Coolgardie RSL Subbranch be successful in their grant application of \$200,000 from the Department of Veteran Affairs the Council authorises the Chief Executive Officer to act as per Section 3.58 (3) of the Local Government Act, 1995.

Cr Tracey Rathbone's reason for alternative recommendation:

To provide further clarity on point 1a.

COUNCIL RESOLUTION #198/2025

Moved: Cr Tracey Rathbone

Seconded: Cr Tammee Keast

That Council:

1. Authorise the Chief Executive Officer to extend the Community User Agreement between the Shire of Coolgardie and The Returned & Service League of Australia WA Branch Incorporated (RSLWA) & The Coolgardie RSL for the Reserve 41891, Lot 2248, 75 Sylvester Street Coolgardie, Western Australia, 6429 subject to the following terms:
 - a. The Community User Agreement will only be extended and executed should the Coolgardie RSL be successful in their grant application of \$200,000 from the Department of Veteran Affairs.
 - b. An extension of 5 years commencing on the commencement date and expiring one day prior to the second anniversary of the commencement date with an option of a 5 year further term.
2. Should the Coolgardie RSL Subbranch be successful in their grant application of \$200,000 from the Department of Veteran Affairs the Council authorises the Chief Executive Officer to act as per Section 3.58 (3) of the Local Government Act, 1995.

In Favour: Crs Paul Wilcox, Tracey Rathbone, Tammee Keast, Daphne Simmons and Corey Matthews

Against: Nil

CARRIED 5/0

Deputy President, Anthony Ball and Cr Julie-Ann Williams returned to the meeting at 5:34pm.

11.2.2 AMENDMENT NO.6 TO LOCAL PLANNING SCHEME 5: SHORT-TERM RENTAL ACCOMMODATION - CONSIDERATION OF ADVERTISING

Location: Shire of Coolgardie
Applicant: N/A
Disclosure of Interest: Nil
Date: 18 November 2025
Author: Jana Joubert, Town Planning Consultant

SUMMARY

For Council to consider Scheme Amendment No. 6 to Local Planning Scheme No.5 (LPS5), which is required to implement the State Government's planning reforms for short-term rental accommodation (STRA).

BACKGROUND

On 18 September 2024, the Department of Planning, Lands and Heritage (the DPLH) published amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations)* that facilitate changes for short-term rental accommodation (STRA).

The amendment LPS Regulations introduce the following new land use categories for STRA:

'Hosted short-term rental accommodation', where the owner or property manager lives on site while the property is used for STRA. This land use, which replaces the existing 'bed and breakfast' land use, is exempt from the requirement to obtain planning approval.

'Unhosted short-term rental accommodation', where a property is rented on a short-term basis with the landowner living offsite. This land use, which replaces the existing 'holiday house' land use, is exempt from the requirement to obtain planning approval if operating for 90 nights or less in a 12-month period, otherwise planning approval is required. Unhosted short-term rental accommodation permits a maximum of 12 guests per night.

The implementation of hosted and unhosted short-term rental accommodation have been incorporated to the 'deemed provisions' of the LPS Regulations, meaning that they automatically apply to all local planning schemes and are unable to be altered, varied or excluded by local governments.

These amendments are now in effect and local planning frameworks are required to be updated by 1 January 2026 to align with the LPS Regulations.

COMMENTState Government reforms

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, such as on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays.

The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the WAPC released Position Statement: Planning for Tourism and Short Term Rental Accommodation (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*.

This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market. Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to the LPS Regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint.

These amendments to the LPS Regulations, gazetted on 18 September 2024, have triggered the need for the Shire to amend its scheme to align with the state planning framework.

Amendments to LPS Regulations

Amendments to the LPS Regulations to facilitate the necessary planning changes of the State Government's STRA reform initiatives comprise:

- i. New 'deemed' land use classes of '*hosted short-term rental accommodation*' and '*unhosted short-term rental accommodation*' to ensure these accommodation types are classified as dedicated land use classes in planning schemes:
 - a. Hosted – where the host lives in the primary dwelling or ancillary dwelling on the property during the short-term stay.
 - b. Unhosted – where the guest/s have exclusive use of an entire dwelling (which may include a whole house, villa/townhouse or apartment).
- ii. New 'deemed' general terms to define '*short-term rental accommodation*' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register (managed by the Department of Local Government, Industry Regulation and Safety (LGIRS)).
- iii. A new 'model' land use class of '*tourist and visitor accommodation*' to differentiate these use types from STRA and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel').
- iv. A state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings).
- v. A 90-night (cumulative) exemption within a 12-month period for 'unhosted short-term rental accommodation' (only applies to the Perth metropolitan area). Local governments outside of the Perth Metropolitan area, including those in the Peel region, have the flexibility to determine planning approval requirements for unhosted STRA as applicable to the housing and tourism situation within their municipality. This is to ensure that rules for STRA are tailored to suit the tourism and housing conditions of specific locations.

Required Amendments to LPS5

The above amendments are prescribed in the WAPC's aforementioned position statement and associated guidelines.

Key to this is that '*hosted short-term rental accommodation*' should be listed as P use in all zones where any type of dwelling is capable of approval.

'Unhosted short-term rental accommodation' should be listed as a D or A use in zones where any type of dwelling is capable of approval.

Amendment 6 proposes to introduce, modify and delete various land uses and definitions in LPS5, to ensure consistency with the state planning framework associated with STRA.

The table below summarises the proposed amendments to LPS5.

New Land Use	Current Land Use	Current Permissibility in LPS5	Proposed Permissibility in LPS5
<i>Hosted STRA</i>	Bed and Breakfast (to be deleted and replaced by Hosted STRA).	Bed and Breakfast is: - an 'A' use in the Residential zone, - a 'D' use in the Commercial, Rural Townsite, Rural Residential, Light Industry and Rural zones; - a '#' use in the Settlement zone; and - an 'X' use in the General Industry zone.	<i>Hosted STRA</i> is exempt from development approval statewide and no discretion is available to the Shire. A 'P' use is therefore assigned to all zones apart from the General Industry and Settlement zones.
<i>Unhosted STRA</i>	Holiday House (to be replaced by Unhosted STRA).	Holiday House is: - an 'A' use in the Residential zone, - a 'I' use in the Commercial zone, - a 'D' use in the Rural Townsite, Rural Residential and Rural zones; - a '#' use in the Settlement zone; and - an 'X' use in all other zones (i.e. Industry and Settlement zones).	<i>Unhosted STRA</i> is subject to discretion by the Shire. It is recommended to retain an 'A' use permissibility for all Residential zones (including the Residential and Rural Residential zone), and amend land use permissibility in the Commercial, Rural Townsite and Rural zones to a 'D' use. An 'X' use should be retained for all other zones.

Note: The symbols used in the zoning table have the following meanings —

means development shall be permitted in accordance with an endorsed layout plan;

P means that the use is permitted if it complies with any relevant development standards and requirements of the Scheme;

I means that the use is permitted if it is consequent on, or naturally attaching, appertaining, or relating to the predominant use of the land and it complies with any relevant development standards and requirements of the Scheme;

D means that the use is not permitted unless the local government has exercised its discretion by granting development approval;

A means that the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the deemed provisions;

X means that the use is not permitted by the Scheme.

Introduction of Tourism and Visitor Accommodation Land Use

The amendment to the LPS Regulations includes replacing *Holiday Accommodation*, *Serviced Apartments*, *Motel* and *Tourist Development* land uses with *Tourism and Visitor Accommodation*, which is a model use class and not required to be introduced.

These existing land uses are varied and operate at different scales, and do not currently have a uniform land use permissibility in the LPS5 zoning table. Therefore, consolidating these uses into one single land use is not considered appropriate at this point without further investigation into appropriate land use permissibility and development provisions.

This land use is therefore not proposed to be introduced through Scheme Amendment No. 6, however, will be considered as part of a future revision of the Shire's local planning framework.

Consequential scheme text modifications

In addition to the Zoning Table and definitions of LPS5, 'Bed and breakfast' and 'Holiday House' are referenced throughout LPS5.

Amendment 6 also proposes consequential modifications to LPS5's scheme text, to delete reference to these superseded uses and replace with the new land uses where appropriate.

Conclusion

Amendment No. 6 is necessary to facilitate alignment with the amended LPS Regulations as well as with the intent of the WAPC Planning Bulletin 115/2024 – *Short-term Rental Accommodation – Guidance for local government (September 2024)*, to allow for any potential development approvals for STRA registrations to be obtained in early 2026.

OPTIONS

With respect to the proposal, the following options are available to Council:

Option 1: Initiate the scheme amendment for advertising.

Option 2: Refuse to initiate the scheme amendment.

CONSULTATION

External Consultation

Should Council resolve to adopt Amendment 6, the Shire will seek approval from the Minister for Planning to advertise the amendment in accordance with r. 46A of the LPS Regulations.

If approval is granted, the amendment will be advertised in accordance with r.47 of the LPS Regulations.

A 'standard' amendment is required to be advertised for a minimum of 42 days. Consultation will include notices in the local newspaper, online via the Shire's website, and at the Shire's Administration Centre.

STATUTORY ENVIRONMENT

Legislation

- *Planning and Development Act (s. 75, 83A, 84)*
- *Planning and Development (Local Planning Schemes) Regulations 2015 (r. 35, 46A, 47)*
- *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*
- *Short-term Rental Accommodation Act 2024*
- *Environmental Protection Amendment Regulations 2024 (s. 33C)*

Structure Plans/Activity Centre Plans

None

Detailed Area Plans/ Local Development Plans

None

Local Policies

None

Relevant Guidelines

None

POLICY IMPLICATIONS

The WAPC's Position Statement: *Planning for Tourism and Short-Term Rental Accommodation* encourages the development of a Local Planning Policy to provide further guidance on the consideration of STRA proposals.

A position statement on the preparation of a Local Planning Policy will be presented for the Council's consideration in due course.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

STRATEGIC IMPLICATIONS

A thriving local economy

Encouraging the development of local business education and support

Supporting local businesses in the Shire

Accountable and effective leaders

Developing strong partnerships with stakeholders for the benefit of our community

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

ATTACHMENTS**1. Scheme Amednment No. 6 Report****VOTING REQUIREMENT**

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. In accordance with s. 75 of the *Planning and Development Act 2005* and r. 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, initiates Amendment 6 to the Local Planning Scheme No.5 as set out in Attachment 1;
2. In accordance with r. 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, informs the Western Australian Planning Commission that the Council considers Amendment 6 to the Local Planning Scheme No. 5 (Attachment 1) to be a 'standard' amendment, for the following reasons:
 - a. the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
 - b. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
 - c. the amendment is not considered a complex or basic amendment;
3. In accordance with s. 83A of the *Planning and Development Act 2005* and r. 46A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, forwards Amendment 6 to Local Planning Scheme No. 5 (Attachment 1) to the Western Australian Planning Commission to seek approval from the Minister for Planning to advertise Amendment 6;
4. Delegates authority to the Chief Executive Officer to make minor modifications to Amendment 6 to Local Planning Scheme No. 5 (Attachment 1) that will not alter the overall intent of Amendment 6, as directed by the Western Australian Planning Commission, prior to advertising;
5. In accordance with s. 84 of the *Planning and Development Act 2005* and r. 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and subject to any minor modifications pursuant to resolution 4, advertises Amendment 6 to Local Planning Scheme No. 5 (Attachment 1) for not less than 42 days;
6. Further considers Amendment 6 to Local Planning Scheme No. 5, together with any submissions, following the conclusion of the statutory public advertising period.
7. Requests that Shire staff prepare and brief Councillors about a potential draft Local Planning Policy for Unhosted Short Term Rental Accommodation in early 2026.

COUNCIL RESOLUTION #199/2025**Moved:** Cr Tracey Rathbone**Seconded:** Cr Tammee Keast**That Council:**

1. In accordance with s. 75 of the *Planning and Development Act 2005* and r. 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, initiates Amendment 6 to the Local Planning Scheme No.5 as set out in Attachment 1;
2. In accordance with r. 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, informs the Western Australian Planning Commission that the Council considers Amendment 6 to the Local Planning Scheme No. 5 (Attachment 1) to be a 'standard' amendment, for the following reasons:
 - a. the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
 - b. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
 - c. the amendment is not considered a complex or basic amendment;
3. In accordance with s. 83A of the *Planning and Development Act 2005* and r. 46A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, forwards Amendment 6 to Local Planning Scheme No. 5 (Attachment 1) to the Western Australian Planning Commission to seek approval from the Minister for Planning to advertise Amendment 6;
4. Delegates authority to the Chief Executive Officer to make minor modifications to Amendment 6 to Local Planning Scheme No. 5 (Attachment 1) that will not alter the overall intent of Amendment 6, as directed by the Western Australian Planning Commission, prior to advertising;
5. In accordance with s. 84 of the *Planning and Development Act 2005* and r. 47 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and subject to any minor modifications pursuant to resolution 4, advertises Amendment 6 to Local Planning Scheme No. 5 (Attachment 1) for not less than 42 days;
6. Further considers Amendment 6 to Local Planning Scheme No. 5, together with any submissions, following the conclusion of the statutory public advertising period.
7. Requests that Shire staff prepare and brief Councillors about a potential draft Local Planning Policy for Unhosted Short Term Rental Accommodation in early 2026.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0



**Shire of Coolgardie
Local Planning Scheme No. 5**

Amendment No. 6

Summary of Amendment Details

Update scheme text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for short-term rental accommodation.

FORM 2A

**Planning and Development Act 2005
RESOLUTION TO ADOPT AMENDMENT
TO LOCAL PLANNING SCHEME**

***Shire of Coolgardie Local Planning Scheme No. 5
Amendment 6***

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. In clause 37, 'Terms Used':
 - A. Delete the definition for *short-term accommodation*.
 - B. Amend the general definition for *cabin* to:
means a building that -
 - (a) *is an individual unit other than a chalet; and*
 - (b) *forms part of -*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;**and*
 - (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*
 - C. Amend the general definition for *chalet* to:
means a building that —
 - (a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
 - (b) *forms part of –*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*
 - (c) *and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*
2. In clause 38, 'Land Use Terms Used':
 - A. Delete the definitions for:
 - o *bed and breakfast; and*
 - o *holiday house.*

- B. Amend the existing land use term for *road house* by deleting paragraph (d) and inserting:
 - (d) *accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*
- 3. In clause 17, 'Zoning Table' insert in alphabetical order the following land uses and permissibility:
 - A. *hosted-short term rental accommodation*; designate as 'P' uses in Residential, Commercial, Rural Townsite, Rural Residential, Light Industry and Rural zones; a '#' use in the Settlement zone and an 'X' use in the General Industry zone;
 - B. *unhosted short term rental accommodation*; designate as an 'A' use in the Residential and Rural Residential zone, a 'D' use in the Commercial, Rural Townsite and Rural zones; a '#' use in the Settlement zone and an 'X' use in the General and Light Industry zone;
- 4. In clause 17, 'Zoning Table', delete all references to:
 - A. *bed and breakfast*; and
 - B. *holiday house*;
- 5. In Schedule 3, 'Parking Requirements', delete all references to *bed and breakfast*.

The amendment is **standard** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following:

1. the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
2. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
3. the amendment is not considered a complex or basic amendment.

Dated this _____ day of _____ 20__

(Chief Executive Officer)

PLANNING AND DEVELOPMENT ACT 2005
Shire of Coolgardie

LOCAL PLANNING SCHEME NO. 5 – AMENDMENT NO. 6

Scheme Amendment Report

1. Introduction

The purpose of this amendment is to amend the Shire's local planning scheme to implement the State Government's planning reforms for short-term rental accommodation.

This amendment is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the state planning framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation', along with removal of superseded land uses. The following report provides further detail and background information on these changes, including specific implications for the Shire.

2. Background

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Shire to amend its scheme, aim to provide greater consistency across the state in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

The Shire's Local Planning Strategy was endorsed by the WAPC on 24 October 2016. The Strategy seeks to actively promote tourism in the region by ensuring tourism opportunities are appropriately catered for in a sustainable and responsible manner.

3. State Planning Framework

The State Government's planning reforms for short-term rental accommodation are being implemented predominantly through the *Planning & Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), which in turn have been informed by policy direction provided through the Position Statement.

Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for unhosted STRA within the Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

LPS Regulations

The LPS Regulations are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of these regulations have been made to facilitate the necessary planning changes of the State Government's short-term rental accommodation (STRA) reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

- i. new 'deemed' land use classes of 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;
- ii. new 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;
- iii. a new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;
- iv. a state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and
- v. a 90-night (cumulative) exemption within a 12-month period for 'unhosted' short-term rental accommodation in the Perth metropolitan area.

The implications for these changes to the Shire are detailed further in the following sections of this report.

4. Local Planning Context

Local Planning Strategy

The Shire's Local Planning Strategy (LPS) acknowledges that tourism is forecast to be a growth industry into the future – independent of the mining industry. It is therefore important that these sites and events be appropriately treated and recorded to provide a record of events and features that can be enjoyed and appreciated by tourists, including the Goldfields Woodlands, Boorabbin and other unique National Parks.

It is also acknowledged that an increasing population is likely to impact on accommodation, service infrastructure and social amenities. To this end, and in order to promote employment, business and tourism in the Shire, the LPS aims to -

- Ensure tourism opportunities are appropriately catered for in a sustainable and responsible manner.
- Enable the Shire to capitalise on the visitor economy.
- Ensure that these increasingly popular isolated landscapes are appropriately catered for in a sustainable and responsible manner.

The Local Planning Strategy is due to be reviewed within the next year. The review will include an assessment of tourism and short-term rental accommodation opportunities and challenges across the Shire.

Local Planning Scheme No. 5

LPS5 was gazetted on 8 March 2017 and includes the categories of STRA (excluding hotel) listed in the below table.

Land Use	Definition
Bed and breakfast	means a dwelling - (a) used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and (b) containing not more than 2 guest bedrooms.
Holiday Accommodation	means 2 or more dwellings on one lot used to provide short term accommodation for persons other than the owner of the lot.
Holiday House	means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.
Motel	means premises, which may be licensed under the Liquor Control Act 1988 - (a) used to accommodate guests in a manner similar to a hotel; and (b) with specific provision for the accommodation of guests with motor vehicles.
Serviced Apartment	means a group of units or apartments providing - (a) self-contained short-stay accommodation for guests; and (b) any associated reception or recreational facilities.
Tourist Development	means a building, or a group of buildings forming a complex, other than a bed and breakfast, a caravan park or holiday accommodation, used to provide - (a) short-term accommodation for guests; and

	(b) onsite facilities for the use of guests; and (c) facilities for the management of the development;
--	---

The land use permissibility of the above land uses are currently reflected in Table 3 – Zoning Table as below:

Use and Development Class	Zones							
	Residential	Settlement	Commercial	Rural Townsite	Light Industry	General Industry	Rural Residential	Rural
Bed and breakfast	A	#	D	D	X	X	D	D
Holiday Accommodation	A	#	D	D	X	X	D	D
Holiday House	A	#	I	D	X	X	D	D
Motel	X	#	D	D	X	X	D	X
Serviced Apartment	A	#	D	D	X	X	X	X
Tourist Development	A	#	D	D	X	X	D	D

5. Proposed Amendment

With the introduction of the new deemed land use classes into planning schemes associated with short-term rental accommodation, this scheme amendment relates to the introduction, modification and deletion of various land use and general definitions to the Shire's planning scheme.

The new exemptions are also 'deemed' and as such are already operative, however this amendment does include changes to the zoning table to reflect the hosted STRA exemption as a permitted use.

Deemed Short-Term Rental Accommodation Land Use Classes

Whilst the new 'deemed' land use classes are automatically read into the Shire's scheme through the LPS Regulations, along with the previously mentioned exemptions, these uses are being incorporated into scheme zoning tables to ensure absolute clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within the Shire's planning framework.

To implement the required changes, this amendment requires deletion of all references to the land use classes of *bed and breakfast* and *holiday house*, replaced with the new 'deemed' definitions of *hosted short-term rental accommodation* and *unhosted short-term rental accommodation*. This includes amending the Zoning Table and Definitions schedules of the scheme text accordingly.

In addition to the LPS Regulations, the Position Statement and Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes from a permissibility standpoint. To reflect these requirements, this amendment proposes the following designations for these new land use classes:

- *Hosted short-term rental accommodation* is proposed as a Permitted use in all zones where any type of 'dwelling' is capable of approval, to reflect the state-wide exemption in the 'deemed provisions'.

- *Unhosted short-term rental accommodation* is proposed to be designated as an 'A' use in the Residential and Rural Residential zone, a 'D' use in the Commercial, Rural Townsite and Rural zones; a '#' use in the Settlement zone and an 'X' use in the General and Light Industry zone.

The proposed new land use permissibility closely reflects the existing tourist-related permissibility as above.

Aside from the above, where the uses of *holiday house* and *bed and breakfast* are referenced in other sections of the scheme text, these are to be cross-referenced accordingly.

Model Tourist and Visitor Accommodation Land Use

A new model land use class of *tourist and visitor accommodation* has been introduced into the model provisions of the LPS Regulations to supersede various traditional accommodation land use types (excluding *hotel*) and provide a clearer delineation between these uses and *short-term rental accommodation*.

The updated *tourist and visitor accommodation* land use, if adopted, would replace the existing *holiday accommodation*, *motel*, *serviced apartment* and *tourist development* land uses in LPS5.

These existing land uses are varied and operate at different scales which do not currently have a uniform land use permissibility in the zoning tables of LPS5, therefore consolidating these uses into one single land use is not considered appropriate at this point without further investigation into appropriate land use permissibility and development provisions.

This land use is therefore not proposed to be introduced through this proposed scheme amendment however will be considered through the Shire's future local planning framework / Local Planning Strategy review.

New and Revised Land Use & General Definitions

As part of the LPS Regulations changes, amendments to some other model definitions were also introduced so as to not cause confusion or conflict with the new short-term rental accommodation land use terms. These include deletion of the definition for 'short-term accommodation', which has been removed to avoid confusion with new terms relating to 'short-term rental accommodation'. This has consequentially resulted in modifications to the general model terms of 'cabin' and 'chalet', as well as the land use term for 'road house'. The new model terms are proposed to be introduced into the scheme text through this amendment.

Through deletion of the general term 'short term accommodation' it is proposed to insert into the scheme text the deleted model definition in-full wherever referenced, to replicate the changes made in the model provisions; this being:

accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than 3 months in any 12-month period.

**Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME**

***Shire of Coolgardie Local Planning Scheme No. 5
Amendment 6***

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. In clause 37, 'Terms Used':
 - A. Delete the definition for *short-term accommodation*.
 - B. Amend the general definition for *cabin* to:
means a building that -
 - (d) *is an individual unit other than a chalet; and*
 - (e) *forms part of -*
 - (iii) *tourist and visitor accommodation; or*
 - (iv) *a caravan park;**and*
 - (f) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*
 - C. Amend the general definition for *chalet* to:
means a building that —
 - (c) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
 - (d) *forms part of –*
 - (iii) *tourist and visitor accommodation; or*
 - (iv) *a caravan park;*
 - (d) *and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*
2. In clause 38, 'Land Use Terms Used':
 - B. Delete the definitions for:
 - o *bed and breakfast; and*
 - o *holiday house.*
 - C. Amend the existing land use term for *road house* by deleting paragraph (d) and inserting:

- (e) *accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*
- 3. In clause 17, 'Zoning Table' insert in alphabetical order the following land uses and permissibility:
 - C. *hosted-short term rental accommodation*; designate as 'P' uses in Residential, Commercial, Rural Townsite, Rural Residential, Light Industry and Rural zones; a '#' use in the Settlement zone and an 'X' use in the General Industry zone;
 - D. *unhosted short term rental accommodation*; designate as an 'A' use in the Residential and Rural Residential zone, a 'D' use in the Commercial, Rural Townsite and Rural zones; a '#' use in the Settlement zone and an 'X' use in the General and Light Industry zone;
- 4. In clause 17, 'Zoning Table', delete all references to:
 - A. *bed and breakfast*; and
 - B. *holiday house*;
- 5. In Schedule 3, 'Parking Requirements', delete all references to *bed and breakfast*.

FORM 6A

COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Shire of Coolgardie at the Ordinary Meeting of the Council held on the **25th** day of **November**, 2025.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

By resolution of the Council of the Shire of Coolgardie at the Ordinary Meeting of the Council held on **25th** day of **November**, 2025, proceed to advertise this Amendment.

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for _____ by resolution of the Shire of Coolgardie at the Ordinary Meeting of the Council held on the _____ day of _____, 20____ and the Common Seal of the Shire of Coolgardie was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
**DELEGATED UNDER S.16 OF
THE P&D ACT 2005**

DATE

FORM 6A - CONTINUED

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....

11.2.3 LIST OF PAYMENTS - OCTOBER 2025

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

SUMMARY

For Council to receive the list of accounts for October 2025.

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.

Significant Payments for the month of October 2025 are: -

1. Sirrom Village Services – Management of Bluebush Village
2. LGIS WA – Annual Insurance 25/26 2nd Instalment
3. Water Corporation – Water Usage Various Locations

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 guidelines with regards to the purchase of goods or services provided.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS**Accountable and effective leaders**

Maintain integrated strategic and operational plans

High quality corporate governance, accountability and compliance

ATTACHMENTS**1. List of Payments - October 2025****VOTING REQUIREMENT**

Simple majority

OFFICER RECOMMENDATION

That Council:

1. Receive listing (attached) of accounts paid during the month of October 2025 by the Chief Executive Officer under delegated authority of Council.
 - a. Municipal accounts totalling \$1,541,484.66 on municipal vouchers EFT29664 – EFT29774, Cheque and Direct Debits
 - b. Credit Card totalling \$13,603.07
 - c. Fuel card payments totalling \$67,741.39
 - d. Woolworths Payment Total \$148.40

COUNCIL RESOLUTION #200/2025

Moved: Cr Anthony Ball

Seconded: Cr Daphne Simmons

That Council:

1. Receive listing (attached) of accounts paid during the month of October 2025 by the Chief Executive Officer under delegated authority of Council.
 - a. Municipal accounts totalling \$1,541,484.66 on municipal vouchers EFT29664 – EFT29774, Cheque and Direct Debits
 - b. Credit Card totalling \$13,603.07
 - c. Fuel card payments totalling \$67,741.39
 - d. Woolworths Payment Total \$148.40

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

Shire of Coolgardie
Payments by Delegated Authority
01 October to 31 October 2025
EFT's

EFT	Date	Name	Description	Amount
EFT29664	02/10/2025	Desert Inn Hotel	Gvroc Meeting - Accommodation For President and Deputy	\$ 320.00
EFT29665	09/10/2025	Water Corporation	Water Usage Sep 2025 - Various Locations (7 Invoices)	\$ 87,631.10
EFT29666	09/10/2025	3E Advantage Pty Ltd	Soc Printer Services Sep 2025	\$ 3,987.38
EFT29667	09/10/2025	Aerodrome Management Services	Kambalda Airport - Compliance Support Sep 2025 and Runway Upgrade Aug 2025	\$ 8,773.71
EFT29668	09/10/2025	Agent Sales And Service Pty Ltd	Coolgardie Sewerage - Chemical Supplies	\$ 2,035.00
EFT29669	09/10/2025	Air Liquide	Kambalda Depot (Brl202) - Sep 2025 Cylinder Rental	\$ 70.78
EFT29670	09/10/2025	Ast Transport	Dry Hire Prime Mover And Side Tipper Sep 2025	\$ 1,815.00
EFT29671	09/10/2025	Ampol	Fuel For Soc Fleet Sep 2025	\$ 8,760.48
EFT29672	09/10/2025	Boc Limited	A308 Depot Cylinder Rental Sep 2025	\$ 209.10
EFT29673	09/10/2025	Bp Australia Limited	Fleet Fuel Sep 2025	\$ 6,657.98
EFT29674	09/10/2025	Building And Energy Department Of	Bsl September 2025	\$ 2,000.21
EFT29675	09/10/2025	Bunnings Buildings Supplies	Coolgardie Meals On Wheels - Eskies	\$ 327.00
EFT29676	09/10/2025	Cleanaway Pty Ltd	Soc Residential Bin Collection Sep 2025 - Various Locations (5 Invoices)	\$ 33,833.82
EFT29677	09/10/2025	Cloud Collections Pty Ltd	Agent Service Fee - Wa Regional	\$ 88.00
EFT29678	09/10/2025	Container Refrigeration Pty Ltd	Bbv Container Hire Sep 2025	\$ 3,613.50
EFT29679	09/10/2025	Damon James Axcell	Annual Rates Prize Draw, 2nd Place	\$ 1,500.00
EFT29680	09/10/2025	Davric Australia	Coolgardie Visitors Centre - Stock for Resale	\$ 153.56
EFT29681	09/10/2025	Dean'S Auto Glass	P364 Supply and Fit Windscreen	\$ 1,170.00
EFT29682	09/10/2025	Eagle Petroleum	Bbv September Fuel Tank Hire and Fuel Charges 16,446 Ltrs (4 invoices)	\$ 32,359.29
EFT29683	09/10/2025	Ess Kambalda Village	Meals On Wheels - Sep 2025	\$ 5,199.92
EFT29684	09/10/2025	Eurofins Arl Pty Ltd	Water Aalysis - Emyjor Septic Waste Samples Sep 2025	\$ 303.60
EFT29685	09/10/2025	Geoffrey Harcombe	Environmental Health Consultancy & Site Visit Aug - Oct 2025	\$ 6,520.99
EFT29686	09/10/2025	Gibson Soak Water Co	Kambalda Soc Facilities Water Supplies Sep 2025	\$ 57.00
EFT29687	09/10/2025	Goldfields Truck Power	P352 Parts and Repairs	\$ 924.07
EFT29688	09/10/2025	Ingenua Pty Ltd	Engineering Support 08 - 26 Sep 2025	\$ 3,185.60
EFT29689	09/10/2025	Integrated Ict	IT and Software Management Sep 2025 (5 Invoices)	\$ 21,600.97
EFT29690	09/10/2025	Jason Stewart Hiscock	Annual Rates Prize Draw, 1st Place	\$ 2,000.00
EFT29691	09/10/2025	Jobfit Health Group	Pre-Employment Medicals Plant Operator and Development Officer	\$ 569.80
EFT29692	09/10/2025	Jointly Planning And Mapping	Planning Consultant - Town Planning Sep 2025	\$ 3,036.00
EFT29693	09/10/2025	Kalgoorlie Quarry Products Pty Ltd	Kambalda Depot Stock Supply 450T Dust	\$ 9,890.10
EFT29694	09/10/2025	Kra	Korf Function Room Fridge Inspection and Service	\$ 429.00
EFT29695	09/10/2025	Kambalda Community Christmas Tree	Sponsorship - Kambalda Community Christmas Tree 2025	\$ 20,000.00
EFT29696	09/10/2025	Kennards Hire Pty Ltd	Warden Finnerty'S Portaloo Hire 09.09.2025 - 23.09.2025	\$ 123.20
EFT29697	09/10/2025	Leeson Electrical Contracting	Replacement Split System - 4 Eucalypt Court, Kambalda	\$ 2,487.08
EFT29698	09/10/2025	Moleods Lawyers	Legal Services - Advice Following Revaluation	\$ 382.80
EFT29699	09/10/2025	Napa Kalgoorlie	Mechanical Supplies - Various Assets	\$ 71.25
EFT29700	09/10/2025	Omnicom Media Group Australia	Bbv Advertising - Eoi Disposal Sep 2025	\$ 3,317.41
EFT29701	09/10/2025	Plumbing Gas And Electrical	Soc Various location Services and Repairs Sep 2025	\$ 12,165.59
EFT29702	09/10/2025	Pryce Mining Services Pty Ltd	Kambalda Hall Repairs Nov 2024 (Nov Storm), Bbv Genset Hire Sep 2025 (2 Invoices)	\$ 41,233.87
EFT29703	09/10/2025	Public Transport Authority (WA)	Transwa Ticket Sales - Korf Sep 2025	\$ 606.51
EFT29704	09/10/2025	Repco	P376 and P361 Parts and Repairs	\$ 203.92
EFT29705	09/10/2025	Ryan Kippin Mechanical Pty Ltd	P382 and P294 Repairs and Maintenance	\$ 4,499.00
EFT29706	09/10/2025	Sheree Kathleen Forward	Reimbursement - Coolgardie Function	\$ 31.40
EFT29707	09/10/2025	Shire Of Coolgardie	Transwa Commission - Korf Sep 2025	\$ 122.04
EFT29708	09/10/2025	Sirrom Village Services Pty Ltd	Bbv Management Sep 2025	\$ 504,911.60
EFT29709	09/10/2025	Site Ware Group	Ppe Ranger Management	\$ 100.54
EFT29710	09/10/2025	Sykes Transport Wa	Coolgardie Sewerage Freight Sep 2025	\$ 1,100.55
EFT29711	09/10/2025	Synergy	Electricity Various Soc Locations Jul - Sep 25	\$ 17,244.28
EFT29712	09/10/2025	Team Global Express Pty Ltd	Freight Expense Samples & Stationery Sep 2025	\$ 107.94
EFT29713	09/10/2025	Telstra Limited	Telephone Expenses - Aug 2025 Grouped Mobiles	\$ 1,183.03
EFT29714	09/10/2025	Uniqco International Pty Ltd	Procurement Support Rft Management Sep 2025	\$ 7,810.00
EFT29715	09/10/2025	Versatile Plant & Contracting Pty Ltd	Coolgardie Truck Bay - Noise Mitigation (Road Maintenance)	\$ 35,354.00
EFT29716	09/10/2025	Western Airport Services	Kambalda Airport Baggage Handling Sep 2025	\$ 45,540.00
EFT29717	09/10/2025	Westrac Pty Ltd	P382 7000Hr Service Cat Loader	\$ 9,622.01
EFT29718	09/10/2025	Wml Consultants	Preparation For The Rrg Funding Application 26/27	\$ 4,455.00
EFT29719	09/10/2025	Woolworths Ltd	Staff Amenaties - Kambalda Tip	\$ 148.40
EFT29720	22/10/2025	Kathryn Ann Lindup	Final Councillor Payment 01 - 21 October 2025	\$ 1,325.70
EFT29721	22/10/2025	Malcolm Raymond Cullen	Final Councillor Payment 01 - 21 October 2025	\$ 4,432.05

Shire of Coolgardie
Payments by Delegated Authority
01 October to 31 October 2025
EFT's

EFT	Date	Name	Description	Amount
EFT29722	22/10/2025	Rose Mitchell	Final Councillor Payment 01 - 21 October 2025	\$ 1,325.70
EFT29723	22/10/2025	Sherryl Leanne Botting	Final Councillor Payment 01 - 21 October 2025	\$ 1,325.70
EFT29724	23/10/2025	Aerodrome Management Services	Safety and Technical Inspection, Operations Officer Training Nov	\$ 11,686.95
EFT29725	23/10/2025	Atf Services Pty Ltd	Fencing Hire 11 Oct - 08 Nov 2025 (Ladyloch Rd)	\$ 805.18
EFT29726	23/10/2025	Australia Post	Postage & Handling - Coolgardie and Kambalda Sep 2025	\$ 213.62
EFT29727	23/10/2025	Bidfood Kalgoorlie	Crpf Morning Tea and Refreshment Supplies	\$ 117.59
EFT29728	23/10/2025	Blackwoods - J. Blackwood & Son	P352 Parts and Repairs	\$ 73.55
EFT29729	23/10/2025	Bunnings Buildings Supplies	Krcf - Trestle Tables	\$ 429.28
EFT29730	23/10/2025	Cannon Hygiene Australia Pty Ltd	Hygeine Solutions - Coolgardie Sep 2025	\$ 583.31
EFT29731	23/10/2025	Connies Cafe & Cakes	Catering - Information Session 14/10/2025	\$ 237.60
EFT29732	23/10/2025	Eagle Petroleum	Bbv Oct Fuel Charges 11,101 Ltrs (2 Invoices)	\$ 21,732.42
EFT29733	23/10/2025	Eurofins Arl Pty Ltd	Wwtp Analysis - Water Samples Oct 2025	\$ 1,009.25
EFT29734	23/10/2025	Foxtel Management Ptt Ltd	Krcf Subscription Oct 25	\$ 155.00
EFT29735	23/10/2025	Gibson Soak Water Co	Kambalda Facilities - Supply Spring Water Oct 2025	\$ 44.00
EFT29736	23/10/2025	Golden City Motors - Kalgoorlie	P362 - Key Programmed & Coded	\$ 209.00
EFT29737	23/10/2025	Goldfields Engraving	Youth Program Awards Oct 2025	\$ 195.25
EFT29738	23/10/2025	Goldfields Locksmiths	Coolgardie Post Office Lock Install and LV's Key Cut and Coded	\$ 3,474.16
EFT29739	23/10/2025	Goldfields Printing Co - Jemo Pty Ltd	Bbv - Tax Invoice/Receipt Books	\$ 330.00
EFT29740	23/10/2025	Goldfields Valuation Services Pty Ltd	Professional Fees - Post Office Rental Assessment	\$ 3,850.00
EFT29741	23/10/2025	Gregory John Lucas	25/26 Annual Rates Prize 3rd Place	\$ 1,000.00
EFT29742	23/10/2025	Hse Collective	Whs Consultant Services Sep 2025	\$ 1,080.00
EFT29743	23/10/2025	Jll - Jones Lang Lasalle (Wa) Pty Ltd	Monthly Outgoings 01/10 - 31/10 2025	\$ 4,969.08
EFT29744	23/10/2025	Jobfit Health Group	Pre Employment Medical - Finance Officer	\$ 1,171.50
EFT29745	23/10/2025	Kambalda West District High School	Donation - Eoy Presentation	\$ 500.00
EFT29746	23/10/2025	Kennards Hire Pty Ltd	Portaroo Hire 23/09 - 07/10 2025	\$ 1,003.20
EFT29747	23/10/2025	Landgate	Annual Slip Subscription	\$ 2,732.68
EFT29748	23/10/2025	Leeson Electrical Contracting	Bbv - Electrical Appliance Maintenance	\$ 13,605.89
EFT29749	23/10/2025	Lg Corporate Solutions Pty Ltd	Preparation Of Draft Financial Recovery Plan	\$ 9,075.00
EFT29750	23/10/2025	Lgis Wa	Annual Lgis Insurance 25/26 (2nd Installment)	\$ 291,498.25
EFT29751	23/10/2025	M.O.G Fresh	Catering - Minister Meeting 13/10/2025	\$ 310.00
EFT29752	23/10/2025	Napa Kalgoorlie	P353 - Parts & Maintenance	\$ 1,111.23
EFT29753	23/10/2025	New Harmony Trading Pty Ltd	Bbv Consulting Sep 2025	\$ 1,567.50
EFT29754	23/10/2025	Nov Australia Pty Ltd	Generator Hire Sep 2025	\$ 1,017.50
EFT29755	23/10/2025	Plumbing Gas And Electrical Services	Soc Location Repairs and Maintenance Oct 2025 (18 Inv)	\$ 36,520.13
EFT29756	23/10/2025	Pool Robotic Perth	Soc Pool Appliance Maintenance	\$ 533.75
EFT29757	23/10/2025	Project37 Contracting	Coordinate Goodenia Crt Construction Jun-Sep 2025	\$ 3,146.00
EFT29758	23/10/2025	Ray White Kambalda	Water Usage - 42 Silver Gimlet	\$ 63.62
EFT29759	23/10/2025	Repco - Gpc Pacific Pty Ltd	P273 - Maintenance/Service Parts	\$ 176.00
EFT29760	23/10/2025	Resources Trading Hub	Coolgardie - Sewerage Maintenance Supplies	\$ 950.00
EFT29761	23/10/2025	Signature Security Group	Soc Security - 01/10 - 31/12 2025	\$ 828.40
EFT29762	23/10/2025	Site Ware Group	Ppe Ranger Management	\$ 89.98
EFT29763	23/10/2025	Synergy	Electricity - Truck Bay Aug - Oct 2025	\$ 3,285.32
EFT29764	23/10/2025	Talis Consultants	Professional Fee - Tender Waste Facility Coolgardie Trench Design	\$ 12,199.00
EFT29765	23/10/2025	Tania Phelps	Krcf - Seniors & Care Events	\$ 62.82
EFT29766	23/10/2025	Taps Industries Pty Ltd	Coolgardie Sewerage - Service & Maintenance	\$ 1,865.82
EFT29767	23/10/2025	Taylor Hill Scarves	Stock For Resale - Coolgardie Visitor Centre	\$ 488.60
EFT29768	23/10/2025	Team Global Express Pty Ltd	Samples and Stationery Freight	\$ 49.63
EFT29769	23/10/2025	The Animal Hospital	Vet Fees - Animal Control Oct 2025	\$ 110.25
EFT29770	23/10/2025	Total Green Recycling	E Waste Removal Sep 2025	\$ 7,323.72
EFT29771	23/10/2025	Tquip	P315 & P257 Parts & Maintenance	\$ 499.35
EFT29772	23/10/2025	Uon Pty Ltd	Generator Hire Sep 2025	\$ 4,726.51
EFT29773	23/10/2025	Westrac Pty Ltd	P357 - Parts & Maintenance	\$ 1,288.73
EFT29774	23/10/2025	Winc Australia Pty Ltd	Stationery & Office Supplies Oct 2025	\$ 78.71
				\$ 1,420,327.86

Shire of Coolgardie
Payments by Delegated Authority
01 October to 31 October 2025
Direct Debits

Chq/EFT	Date	Name	Description	Amount
DD10108.1	01/10/2025	Australian Taxation Office	Payg For Period 17.09.2025 - 30.09.2025 Payrun # 275	\$ 42,182.00
DD10108.2	01/10/2025	Beam Clearing House	Superannuation For Payrun #275 Ppe 30.09.2025	\$ 20,515.26
DD10114.1	14/10/2025	Fleetcare	Payroll Deductions/Contributions	\$ 798.63
DD10116.1	14/10/2025	Australian Taxation Office	Payg For Period 01.10.2025 - 14.10.2025 #276	\$ 37,250.00
DD10116.2	15/10/2025	Beam Clearing House	Superannuation For Period 01.10.2025 - 14.10.2025 #276	\$ 19,910.91
				<u>\$ 120,656.80</u>

Shire of Coolgardie
Payments by Delegated Authority
01 October to 31 October 2025
Cheque Payments

Chq	Date	Name	Description		Amount
2	22/10/2025	Shire Of Coolgardie - Cheque	Kambalda Pool Season 25/26 - Float	\$	500.00
					<u>\$500.00</u>

Shire of Coolgardie
Payments by Delegated Authority
01 October to 31 October 2025
Credit Cards

Date	Description	Value	Card
26/09/2025	CPC Convention Centre - Parking For CEO leaving Car Whilst Attending Local Government Week Convention 22/09/2025 - 24/09/2025	\$ 85.31	2875
27/10/2025	Wisons Parking - Parking Fee Meeting With The Department Of Local Government 24/10/2025	\$ 22.30	2875
26/09/2025	Adina Hotels - Accommodation For Acting CEO To Attend Local Government Week In Perth 22/09/2025 - 24/09/2025	\$ 661.14	2859
26/09/2025	Adina Hotels - Accommodation For Acting CEO To Attend Local Government Week In Perth 22/09/2025 - 24/09/2025	\$ 600.42	2859
29/09/2025	Virgin Australia - Flights Kalgoorlie To Perth For CEO 02/10/2025 - 13/10/2025	\$ 393.95	2859
2/10/2025	Illion Tender Link - Advertising Of Disposal Of Blue Bush Village On Tneder Link	\$ 194.70	2859
2/10/2025	Sqaure Australia - Monthly Subscription	\$ 109.00	2859
6/10/2025	Virgin Australia - Flights Kalgoorlie To Perth Return for Executive Manager Community Development and Regulatory Services 16/10-20/10/2025	\$ 393.95	2859
6/10/2025	Virgin Australia - Flights Kalgoorlie To Perth return for Executive Manager Community Development and Regulatory Services 09/10 - 13/10/2025	\$ 403.06	2859
7/10/2025	Kambalda Carpet & Tile Cleaning - Carpet Cleaning for 42 Silver Gimlet Kambalda	\$ 244.14	2859
9/10/2025	Seek Australia - Advertising of Community Services Officer position	\$ 555.50	2859
9/10/2025	Virgin Australia - Flights Perth - Kal (Return) HSE Collective - Attend Site for WHS Purpose 20/10 - 23/10	\$ 727.13	2859
13/10/2025	BWS Kambalda - Beverages for Council Fridge	\$ 120.00	2859
10/10/2025	Starlink WIFI - Coolgardie Depot WIFI Monthly Charge	\$ 99.00	2859
10/10/2025	Starlink WIFI - Kambalda Airport WIFI Monthly Charge	\$ 139.00	2859
10/10/2025	Starlink WIFI - Coolgardie Tip WIFI Monthly Charge	\$ 99.00	2859
10/10/2025	Starlink WIFI - Kambalda Tip WIFI Monthly Charge	\$ 99.00	2859
10/10/2025	Starlink WIFI -Coolgardie TV Antenna WIFI Monthly Charge	\$ 139.00	2859
13/10/2025	Virgin Australia - Flights Kalgoorlie To Perth Return For CEO 20/10/2025 - 27/10/2025	\$ 384.83	2859
13/10/2025	Woolworths Kambalda - After Hours Business Meeting - Coolgardie Rec Centre	\$ 54.08	2859
13/10/2025	Reject Shop Kalgoorlie - Gift Bags & Supplies for Citizenship Ceremony	\$ 46.00	2859
16/10/2025	Virgin Australia - Flights Kalgoorlie To Perth Return For Executive Manager Community Development And Regulatory Services 24/10/2025 - 27/10/2025	\$ 384.83	2859
16/10/2025	Virgin Australia - Flights Kalgoorlie To Perth Return For Executive Manager 02/10/2025 - 06/10/2025	\$ 393.95	2859
20/10/2025	SEEK Australia - Advertising of Aquatic Technical Officer	\$ 412.50	2859
21/10/2025	Seek Australia - Advertising For Visitor Centre Officer Position	\$ 401.50	2859
22/10/2025	Woolworths Kambalda - Charging Block And Cord For Ipad	\$ 42.00	2859
22/10/2025	Seek Australia - Advertising For Works Supervisor Position	\$ 621.50	2859
23/10/2025	Dropbox - Monthly subscription	\$ 167.08	2859
24/10/2025	Woolworths Kambalda - Biscuits For Councillor Induction Training	\$ 15.65	2859
27/10/2025	Mailchimp - Monthly Subscription	\$ 20.17	2859
27/10/2025	Thermal Roll Shop - EFTPOS Rolls For All EFTPOS Terminals	\$ 275.00	2859
3/10/2025	Coyle Mower And Chainsaw Centre - New Blowers For The Works Crew	\$ 698.00	2842
9/10/2025	Office National - Stationary Supplies	\$ 39.27	2842
10/10/2025	Bunnings Kalgoorlie - General Purpose And Yard	\$ 50.58	2842
13/10/2025	Resource Trading - PPE For Staff	\$ 239.98	2842
16/10/2025	Bunnings Kalgoorlie - Supplies For Tree Planting Day	\$ 153.36	2842
26/09/2025	Virgin Australia - Flight Perth To Kalgoorlie For Team Leader Ranger Services 30/09/2025	\$ 196.97	2147
26/09/2025	Virgin Australia - Flight Kalgoorlie To Perth For Team Leader Ranger Services 06/10/2026	\$ 196.98	2147
26/09/2025	Virgin Australia - Flights Kalgoorlie To Perth Return For Team Leader Ranger Services 28/10/2025 - 03/11/2025	\$ 196.98	2147
26/09/2025	Virgin Australia - Flights Kalgoorlie To Perth Return For Team Leader Ranger Services 28/10/2025 - 03/11/2025	\$ 196.97	2147
3/10/2025	Ramp Champ - Dog Ramps For Ranger Vehicles	\$ 435.50	2147
3/10/2025	Ramp Champ - Dog Ramps For Ranger Vehicles	\$ 435.50	2147

Shire of Coolgardie
Payments by Delegated Authority
01 October to 31 October 2025
Credit Cards

7/10/2025	Discovery Parks - Accommodation For Ranger To Attend Course In Perth 03/11/2025 - 08/11/2025	\$	882.87	2147
27/10/2025	Virgin Australia - Flights Kalgoorlie To Perth Return For CEO 29/10/2025 - 10/11/2025	\$	393.76	2147
27/10/2025	Virgin Australia - Flights Kalgoorlie To Perth Return For CEO 13/11/2025 - 24/11/2025	\$	393.76	2147
3/10/2025	Virgin Australia - Flight Perth To Kalgoorlie For Team Leader Ranger Services 28/10/2025	\$	196.97	2147
3/10/2025	Virgin Australia - Flight Kalgoorlie To Perth For Team Leader Ranger Services 03/11/2025	\$	196.98	2147
26/09/2025	Virgin Australia - Flights Kalgoorlie To Perth Return For Ranger To Attend Course In Perth 24/11/2025 - 29/11/2025	\$	393.95	2147
		\$	13,603.07	

Shire of Coolgardie
Payments by Delegated Authority
01 October to 31 October 2025
Fuel Cards

Supplier	Ampol	Plant #	Fuel Card #	Registration	Plant Description	Usage Litres	Amount
Invoice Date	30/09/2025	P273	7071 3400 9146 6523	Small Plant	Mowers, brushcutters, chainsaws (various)	86.45	\$ 157.76
Invoice Paid	9/10/2025	P273	7071 3400 8231 1282	Small Plant	Mowers, brushcutters, chainsaws (various)	43.44	\$ 77.18
		P315	7071 34008 168 1867	1E1Y029	Toro Mower	64.76	\$ 119.80
		P346	7071 3400 8364 1646	CG144	Volkswagen Amarok	53.60	\$ 99.47
		P349	7071 3400 8758 6631	KBC596D	Hyundai I Load Van	46.27	\$ 86.19
		P351	7071 3400 8746 7253	CG6152	Prime Mover -Hino 700 Series	458.13	\$ 833.34
		P355	7071 3400 9628 2891	1GSR486	Kooya - Hino 500	132.20	\$ 240.47
		P362	7071 3400 9072 1803	CG6196	LV62 Ford Ranger Super CC XL	55.55	\$ 102.71
		P365	7071 3400 9189 1902	CG6159	Toyota Rav 4	100.93	\$ 180.30
		P370	7071 3400 9610 8476	CG479	Mitsubishi Triton Glx Ute	202.10	\$ 374.25
		P372	7071 3400 9471 1842	1HGY906	Ford Ranger	124.27	\$ 230.57
		P373	7071 3400 9471 4382	1HGL412	Ranger 2021	195.29	\$ 363.02
		P374	7071 3400 9500 2688	CG6234	Mitsubishi Triton Glx	66.33	\$ 122.97
		P376	7071 3400 9540 6756	1HJB260	Ford Ranger	126.07	\$ 233.10
		P385	7071 3400 9969 4282	1HTZ098	Volkswagen Dual Cab Ute	104.53	\$ 193.28
		P388	7071 3401 0020 0335	1HVC502	Ford Escape	46.39	\$ 82.40
		P391	7071 3401 0118 8570	Hamm Roller	CW34 Caterpillar Pneumatic Tire Roller	308.58	\$ 567.58
		P395	7071 3401 0355 5529	CG6270	Mazda BT Coolgardie Works	302.24	\$ 561.50
		P397	7071 3401 0355 5727	CG6272	Mitsubishi Triton - Coolgardie Works	111.47	\$ 206.61
		T1013	7071 3401 0567 1522	Hire Genset	Hire Genset Coolgardie	369.06	\$ 685.68
		P398	7071 3401 0355 5776	CG6211	Mitsubishi Triton - Coolgardie Works	176.00	\$ 326.74
		P393	7070 3400 9321 1927	Articulated truck	Caterpillar 826K Compactor	182.12	\$ 331.28
		P216	7071 3400 9321 1927	1DOT173	Caterpillar 930H Wheel Loader	180.43	\$ 328.20
		P377	7071 3400 9321 1927	Generator	Mosa Generator (Coolgardie Refuse Site)	182.70	\$ 332.33
		P383	7073 3400 9321 1927	Compactor	Caterpillar 826K Compactor	521.44	\$ 957.66
		P382	7074 3400 9321 1927	Loader	Caterpillar 962M Wheel Loader	529.70	\$ 966.09
						\$	8,760.48

Supplier	BP	Plant #	Fuel Card #	Registration	Vehicle	Usage Litres	Amount
Invoice Date	30/09/2025	P273	7050 15304261 00999	Small Plant	Mowers, BrushCutters, Chainsaws	78.53	\$ 134.34
Invoice Paid	9/10/2025	P216	7050 90000774 51762	1DOT173	CAT 930H Loader	227.38	\$ 398.06
		P293	7050 15304261 00791	1EBB757	Fuso 2012 Tip Model	111.02	\$ 195.83
		P305	7050 15304261 00825	1EFH177	Kubota Tractor	19.68	\$ 34.31
		P317	7050 15304261 01518	1E1Y151	ToroX-Maste Mower Kambalda	9.43	\$ 16.63
		P344	7050 15304261 01039	CG6097	VW Amorok	67.67	\$ 119.37
		P345	7050 15304261 01229	CG6103	Caterpillar Loader HV033	992.78	\$ 1,736.87
		P357	7050 15304261 01138	CG6142	Caterpillar 262DAC	134.04	\$ 236.43
		P360	7050 15304261 01161	CG6084	Isuzu Tip Truck	203.67	\$ 357.42
		P361	7050 15304261 01179	CG6183	Ford Ranger	170.59	\$ 299.78
		P362	7050 15304261 01187	CG6196	Ford Ranger	157.69	\$ 276.46
		P364	7050 15304261 01534	CG6177	Toyota RAV4	269.11	\$ 449.18

Shire of Coolgardie
Payments by Delegated Authority
01 October to 31 October 2025
Fuel Cards

P365	7050 15304261 01328	CG6159	Toyota RAV 4	95.16	\$	159.79
P370	7050 15304261 01393	CG479	Mitsubishi Triton	97.30	\$	171.63
P372	7050 15304261 01344	1HGY906	Ford Ranger	186.78	\$	323.25
P389	7050 15304261 01526	1HVE647	TORO Mower	24.37	\$	43.60
P386	7050 15304261 01484	CG5961	Ford Ranger	103.35	\$	182.30
P394	7050 15304261 01559	CG6260	Mazda BT-50	53.06	\$	92.51
P396	7050 15304261 01575	CG6256	Mitsubishi Triton GLX	180.69	\$	316.45
10932500	7050 15304261 01500		BBV Works	636.23	\$	1,113.77
				3818.53	\$	6,657.98

Supplier	Eagle Petroleum	Invoice	Invoice Date	Invoice Paid	Location	Litres	Amount
		B68912	24/09/2025	9/10/2025	Kambalda Bluebush Village	6,946	\$ 13,338.96
		B68757	16/09/2025	9/10/2025	Kambalda Bluebush Village	5,000	\$ 8,495.00
		B70580	30/09/2025	9/10/2025	Kambalda Bluebush Village	4,500	\$ 8,756.55
		B70662	14/10/2025	23/10/2025	Kambalda Bluebush Village	5,200	\$ 10,060.91
		B70653	7/10/2025	23/10/2025	Kambalda Bluebush Village	5,998	\$ 11,671.51
							\$ 52,322.93

Shire of Coolgardie
Payments by Delegated Authority
01 October to 31 October 2025
Woolworths Cards

Invoice Date	Invoice No	Description	Card	Amount
10/09/2025	TI 03B72 178DCD	Supplies - Seniors Staying Connected	Kambalda	\$ 72.50
30/09/2025	TI-03B72-178DCE	Kambalda Tip Staff Amenatties	Kambalda	\$ 75.90
				<u>\$ 148.40</u>

11.2.4 MONTHLY FINANCIAL STATEMENTS FOR THE MONTH ENDED 31 OCTOBER 2025

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

SUMMARY

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 October 2025 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 01 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 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 October 2025, 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.

CONSULTATION

Nil

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

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

STRATEGIC IMPLICATIONS**Accountable and effective leaders**

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

High quality corporate governance, accountability and compliance

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

ATTACHMENTS

1. **Monthly Financial Statements - October 2025**
2. **Major Undertakings - October 2025**
3. **Management Report - October 2025**

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council receive the Monthly Financial Activity Statement for the period 01 July 2025 to 31 October 2025.

COUNCIL RESOLUTION #201/2025

Moved: Cr Corey Matthews

Seconded: Cr Tammee Keast

That Council receive the Monthly Financial Activity Statement for the period 01 July 2025 to 31 October 2025.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

SHIRE OF COOLGARDIE**MONTHLY FINANCIAL REPORT**

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 October 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF COOLGARDIE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

Note	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	14,863,651	15,120,846	15,064,577	(56,269)	(0.37%)	
Grants, subsidies and contributions	2,353,700	1,020,306	755,204	(265,102)	(25.98%)	▼
Fees and charges	12,910,361	5,312,632	6,588,854	1,276,222	24.02%	▲
Interest revenue	111,600	40,564	105,496	64,932	160.07%	▲
Other revenue	371,371	100,457	111,008	10,551	10.50%	▲
	30,610,683	21,594,805	22,625,139	1,030,334	4.77%	
Expenditure from operating activities						
Employee costs	(7,156,837)	(2,310,524)	(1,699,343)	611,181	26.45%	▲
Materials and contracts	(11,450,564)	(4,001,770)	(3,329,665)	672,105	16.80%	▲
Utility charges	(1,837,710)	(616,362)	(549,050)	67,312	10.92%	▲
Depreciation	(8,790,851)	(2,936,104)	(2,708,029)	228,075	7.77%	
Finance costs	(1,583,240)	(772,627)	(504,536)	268,091	34.70%	▲
Insurance	(613,000)	(613,000)	(569,843)	43,157	7.04%	
Other expenditure	(1,357,616)	(404,612)	(2,057,233)	(1,652,621)	(408.45%)	▼
	(32,789,818)	(11,654,999)	(11,417,699)	237,300	2.04%	
Non cash amounts excluded from operating activities 2(c)	8,840,851	2,936,104	2,708,029	(228,075)	(7.77%)	
Amount attributable to operating activities	6,661,716	12,875,910	13,915,469	1,039,559	8.07%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	5,865,534	440,000	91,769	(348,231)	(79.14%)	▼
	5,865,534	440,000	91,769	(348,231)	(79.14%)	
Outflows from investing activities						
Payments for property, plant and equipment	(898,716)	(642,905)	(348,282)	294,623	45.83%	▲
Payments for construction of infrastructure	(8,193,668)	(2,297,584)	(357,348)	1,940,236	84.45%	▲
	(9,092,384)	(2,940,489)	(705,630)	2,234,859	76.00%	
Amount attributable to investing activities	(3,226,850)	(2,500,489)	(613,861)	1,886,628	75.45%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	0	0	0	0	0.00%	
Transfer from reserves	0	0	0	0	0.00%	
	0	0	0	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(1,816,539)	(499,574)	(439,304)	60,270	12.06%	▲
Transfer to reserves	(359,600)	(3,200)	(3,509)	(309)	(9.66%)	
	(2,176,139)	(502,774)	(442,813)	59,961	11.93%	
Amount attributable to financing activities	(2,176,139)	(502,774)	(442,813)	59,961	11.93%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year 2(a)	(1,258,727)	(1,258,727)	(3,544,610)	(2,285,883)	(181.60%)	▼
Amount attributable to operating activities	6,661,716	12,875,910	13,915,469	1,039,559	8.07%	
Amount attributable to investing activities	(3,226,850)	(2,500,489)	(613,861)	1,886,628	75.45%	▲
Amount attributable to financing activities	(2,176,139)	(502,774)	(442,813)	59,961	11.93%	▲
Surplus or deficit after imposition of general rates	0	8,613,920	9,314,185	700,265	8.13%	

KEY INFORMATION

- ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 ▲ Indicates a variance with a positive impact on the financial position.
 ▼ Indicates a variance with a negative impact on the financial position.
 Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COOLGARDIE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 OCTOBER 2025

	Actual 30 June 2025	Actual as at 31 October 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,663,724	12,418,257
Trade and other receivables	2,535,152	3,910,385
Other financial assets	257,825	261,333
Inventories	156,263	156,190
Other assets	19,302	0
TOTAL CURRENT ASSETS	6,632,266	16,746,165
NON-CURRENT ASSETS		
Trade and other receivables	264,610	264,610
Other financial assets	99,524	99,524
Property, plant and equipment	37,945,268	37,828,867
Infrastructure	113,181,809	111,717,997
Right-of-use assets	4,850,265	4,428,079
Investment property	17,290,000	17,290,000
TOTAL NON-CURRENT ASSETS	173,631,476	171,629,077
TOTAL ASSETS	180,263,742	188,375,242
CURRENT LIABILITIES		
Trade and other payables	5,357,317	1,962,715
Other liabilities	2,089,524	2,796,076
Lease liabilities	1,816,538	1,377,235
Bank Overdraft	0	0
Employee related provisions	432,031	432,031
Other provisions	2,040,179	1,979,824
TOTAL CURRENT LIABILITIES	11,735,589	8,547,881
NON-CURRENT LIABILITIES		
Lease liabilities	249,475	249,474
Borrowings	25,463,497	25,463,497
Employee related provisions	114,684	114,684
Other provisions	4,484,467	4,484,467
TOTAL NON-CURRENT LIABILITIES	30,312,123	30,312,122
TOTAL LIABILITIES	42,047,712	38,860,003
NET ASSETS	138,216,030	149,515,239
EQUITY		
Retained surplus	47,021,450	58,317,150
Reserve accounts	257,825	261,334
Revaluation surplus	90,936,755	90,936,755
TOTAL EQUITY	138,216,030	149,515,239

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 15 November 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

2 NET CURRENT ASSETS INFORMATION

	Amended Budget Opening	Actual as at	Actual as at
Note	1 July 2025	30 June 2025	31 October 2025
	\$	\$	\$
(a) Net current assets used in the Statement of Financial Activity			
Current assets			
Cash and cash equivalents	3,813,651	3,663,724	12,418,257
Trade and other receivables	2,614,416	2,535,152	3,910,385
Other financial assets	0	257,825	261,333
Inventories	161,479	156,263	156,190
Other assets	1,637	19,302	0
	6,591,183	6,632,266	16,746,165
Less: current liabilities			
Trade and other payables	(4,736,527)	(5,357,317)	(1,962,715)
Contract Liabilities	(2,180,489)	(2,089,524)	(2,796,076)
Lease liabilities	(1,816,539)	(1,816,538)	(1,377,235)
Bank Overdraft	0	0	0
Employee related provisions	(460,866)	(432,031)	(432,031)
Other provisions	(214,203)	(2,040,179)	(1,979,824)
	(9,408,624)	(11,735,589)	(8,547,881)
Net current assets	(2,817,441)	(5,103,323)	8,198,284
Less: Total adjustments to net current assets	2(b) 1,558,714	1,558,713	1,115,901
Closing funding surplus / (deficit)	(1,258,727)	(3,544,610)	9,314,185
(b) Current assets and liabilities excluded from budgeted deficiency			
Adjustments to net current assets			
Less: Reserve accounts	(257,825)	(257,825)	(261,334)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	1,816,539	1,816,538	1,377,235
Total adjustments to net current assets	2(a) 1,558,714	1,558,713	1,115,901
	Amended Budget Estimates	YTD Budget Estimates	YTD Actual 31 October 2025
	30 June 2026	31 October 2025	
	\$	\$	\$
(c) Non-cash amounts excluded from operating activities			
Adjustments to operating activities			
Add: Depreciation	8,790,851	2,936,104	2,708,029
Movement in current employee provisions associated with restricted cash	50,000	0	0
Total non-cash amounts excluded from operating activities	8,840,851	2,936,104	2,708,029

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF COOLGARDIE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	(265,102)	(25.98%)	▼
CDC Support Hub & Haulage Contributions			
Fees and charges	1,276,222	24.02%	▲
Bluebush Village (\$1,473k), Kambalda Aerodrome (\$118k), Other (\$75k)			
Interest revenue	64,932	160.07%	▲
Rates Instalment , Penalty Interest & Interest on Term Deposit			
Other revenue	10,551	10.50%	▲
Workers Compensation Claim			
Expenditure from operating activities			
Employee costs	611,181	26.45%	▲
2024-25 Wages Accrual (costs included in 25/26 budget) & not all budgeted positions filled to date			
Materials and contracts	672,105	16.80%	▲
Lower maintenance costs relating to roads, airport, waste, plant and other operating activity efficiencies identified. Additional costs have been incurred for the Bluebush Village management which are offset from higher rental income received.			
Utility charges	67,312	10.92%	▲
Water & Electricity Charges			
Finance costs	268,091	34.70%	▲
2024-25 Interest Accrual (costs included in 25/26 budget)			
Insurance	0	0.00%	
Workers Compensation less than budgeted			
Other expenditure	(1,652,621)	(408.45%)	▼
Rates write off			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(348,231)	(79.14%)	▼
Funding received but held in capital grant liabilities as works for related projects have not commenced			
Outflows from investing activities			
Payments for property, plant and equipment	294,623	45.83%	▲
Plant Replacement Program			
Payments for construction of infrastructure	1,940,236	84.45%	▲
Road Renewal Program			
Outflows from financing activities			
Payments for principal portion of lease liabilities	60,270	12.06%	▲
Surplus or deficit at the start of the financial year	(2,285,883)	(181.60%)	▼
Refer to Note 2(a) for detail of variances.			
Surplus or deficit after imposition of general rates	0	0.00%	
As per the above explanations			

SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	(\$1.26 M)	(\$1.26 M)	(\$3.54 M)	(\$2.29 M)
Closing	\$0.00 M	\$8.61 M	\$9.31 M	\$0.70 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$12.68 M	% of total
Unrestricted Cash	\$9.44 M	74.5%
Restricted Cash	\$3.24 M	25.5%
Refer to 3 - Cash and Financial Assets		

Payables		
	\$1.96 M	% Outstanding
Trade Payables	\$1.25 M	
0 to 30 Days		70.5%
Over 30 Days		29.4%
Over 90 Days		25.0%
Refer to 8 - Payables		

Receivables		
	\$1.93 M	% Collected
Rates Receivable	\$1.98 M	87.6%
Trade Receivable	\$1.93 M	% Outstanding
Over 30 Days		31.0%
Over 90 Days		18.8%
Refer to 6 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$6.66 M	\$12.88 M	\$13.92 M	\$1.04 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$15.06 M	% Variance
YTD Budget	\$15.12 M	(0.4%)

Grants and Contributions		
YTD Actual	\$0.76 M	% Variance
YTD Budget	\$1.02 M	(26.0%)
Refer to 12 - Grants and Contributions		

Fees and Charges		
YTD Actual	\$6.59 M	% Variance
YTD Budget	\$5.31 M	24.0%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.23 M)	(\$2.50 M)	(\$0.61 M)	\$1.89 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.00 M	%
Amended Budget	\$0.00 M	

Asset Acquisition		
YTD Actual	\$0.36 M	% Spent
Amended Budget	\$8.19 M	(95.6%)
Refer to 5 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.09 M	% Received
Amended Budget	\$5.87 M	(98.4%)
Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.18 M)	(\$0.50 M)	(\$0.44 M)	\$0.06 M
Refer to Statement of Financial Activity			

Borrowings		
Principal repayments	\$0.00 M	
Interest expense	(\$0.49 M)	
Principal due	\$25.46 M	
Refer to 9 - Borrowings		

Reserves		
Reserves balance	\$0.26 M	
Net Movement	\$0.00 M	
Refer to 4 - Cash Reserves		

Lease Liability		
Principal repayments	(\$0.44 M)	
Interest expense	(\$0.01 M)	
Principal due	\$1.63 M	
Refer to Note 10 - Lease Liabilities		

This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

2 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Restricted	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
CBA Municipal Cash at Bank / Overdraft Facility - GEN	Cash and cash equivalents	2,953,371	0	2,953,371	0	CBA	N/A	N/A
Municipal Cash at Bank	Cash and cash equivalents	464,495	0	464,495	0	ANZ	Variable	N/A
Cash On Hand	Cash and cash equivalents	840	0	840	0	ANZ	N/A	N/A
CBA - Term Deposit Reserves	Financial assets at amortised cost		261,334	261,334	0	CBA	N/A	N/A
CBA Muni Restricted Cash at Bank	Cash and cash equivalents	12,737	0	12,737	0	CBA	Variable	N/A
CBA - Short Term Deposit Road Funding	Cash and cash equivalents	0	657,248	657,248	0	CBA	3.50%	31/09/2025
CBA Trust Cash at Bank	Cash and cash equivalents	0	181,212	181,212	0	CBA	N/A	N/A
CBA - Short Term Deposit 02	Cash and cash equivalents	1,500,000		1,500,000		CBA	4.06%	3/11/2025
CBA - Short Term Deposit 03	Cash and cash equivalents	1,500,000		1,500,000		CBA	4.07%	10/11/2025
CBA - Short Term Deposit 04	Cash and cash equivalents	3,009,526		3,009,526		CBA	3.83%	09/10/2025
Unspent Grants Term Deposit	Cash and cash equivalents	0	2,138,828	2,138,828		CBA	3.80%	01/12/2025
Total		9,440,969	3,238,622	12,679,591	0			
Comprising								
Cash and cash equivalents		9,440,969	2,977,288	12,418,257	0			
Cash and cash equivalents		0	261,334	261,334	0			
		9,440,969	3,238,622	12,679,591	0			

KEY INFORMATION

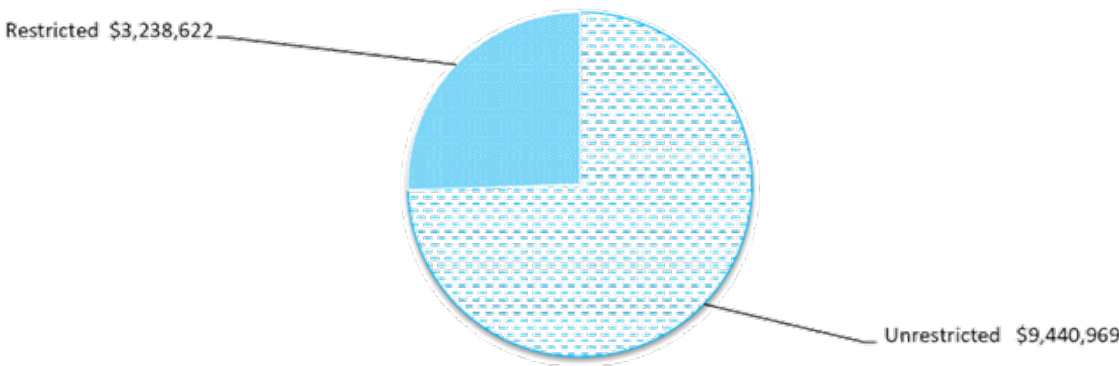
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 7 - Other assets.



SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Plant & Equipment	76,901	52,863	0	129,764	76,901	1,046	0	77,947
Sewerage	59,725	82,224	0	141,949	59,725	813	0	60,538
Infrastructure Renewal	88,677	53,302	0	141,979	88,677	1,207	0	89,884
Aged Accommodation	32,522	31,211	0	63,733	32,522	443	0	32,965
Leave Entitlements	0	50,000	0	50,000	0	0	0	0
Road Contributions	0	40,000	0	40,000	0	0	0	0
Landfill Remediation	0	50,000	0	50,000	0	0	0	0
	257,825	359,600	0	617,425	257,825	3,509	0	261,334

SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - specialised	695,000	475,000	347,647	127,353
Furniture and equipment	53,716	17,905	0	17,905
Plant and equipment	150,000	150,000	635	149,365
Acquisition of property, plant and equipment	898,716	642,905	348,282	294,623
Infrastructure - Roads	7,043,668	1,777,584	344,027	1,433,557
Infrastructure - Footpaths	230,000	0	0	0
Infrastructure - Drainage	200,000	0	0	0
Infrastructure - Sewerage	75,000	50,000	0	50,000
Infrastructure - Parks & Ovals	75,000	0	0	0
Infrastructure - Other Infrastructure	570,000	470,000	13,321	456,679
Acquisition of infrastructure	8,193,668	2,297,584	357,348	1,940,236
Total of PPE and Infrastructure.	9,092,384	2,940,489	705,630	(2,234,859)
Total capital acquisitions	9,092,384	2,940,489	705,630	2,234,859
Capital Acquisitions Funded By:				
Capital grants and contributions	5,865,534	440,000	91,769	348,231
Contribution - operations	3,226,850	3,380,489	613,861	(2,766,628)
Capital funding total	9,092,384	3,820,489	705,630	(2,418,397)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

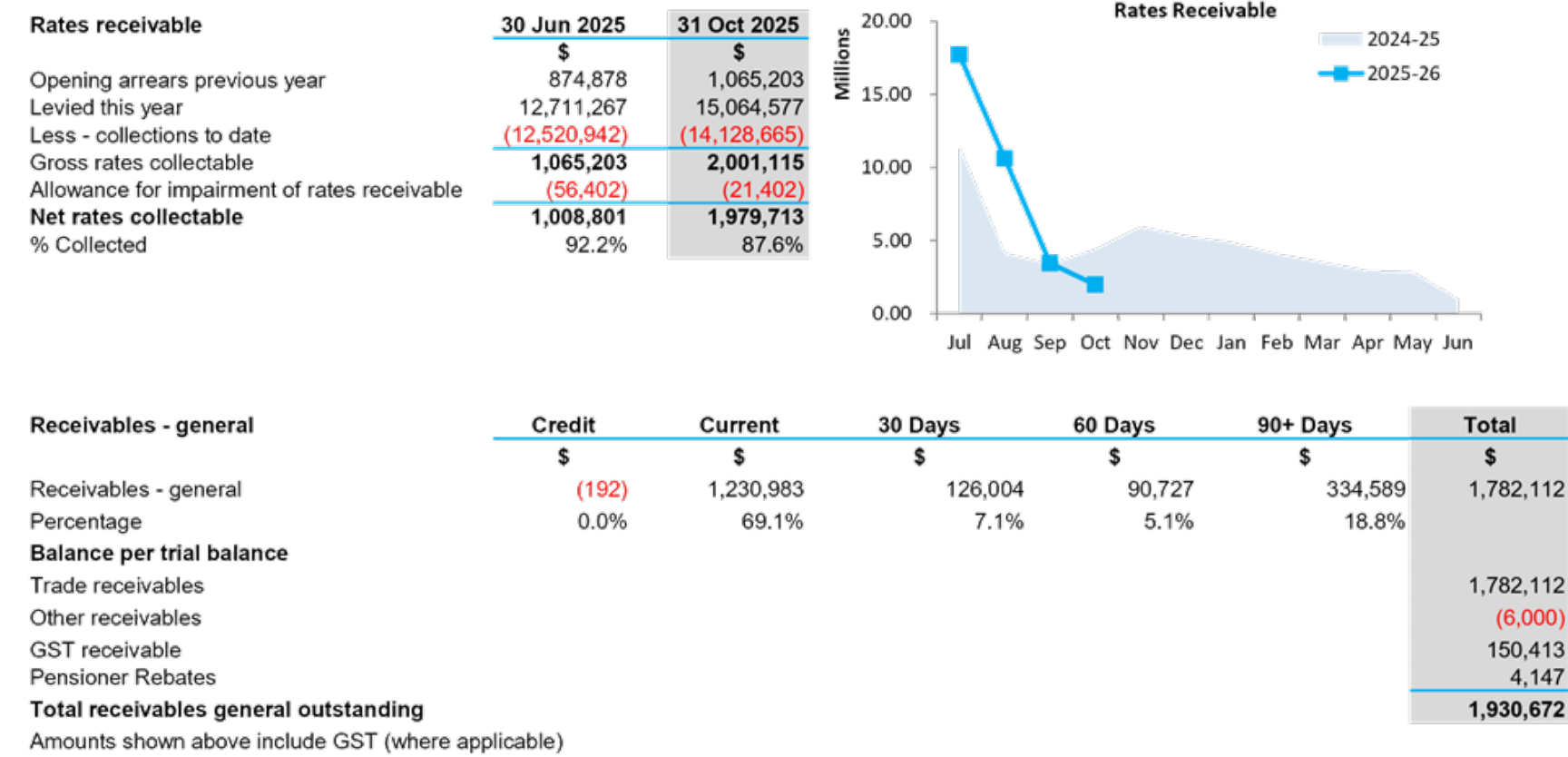
Account Description		Amended		YTD Actual	Variance Under/(Over)
		Budget	YTD Budget		
Non Specialised Buildings					
Nil		0	0	0	0
Total Non Specialised Buildings		0	0	0	0
Specialised Buildings					
■ C13179 Kambalda Youth Facility		100,000	0	0	0
■ C13122A 11 Goodenia Court - Construction Of 3 Units		475,000	475,000	347,647	127,353
■ C11073 Kcrf Building Upgrades And Renewals		20,000	0	0	0
■ C11150 Kambalda Recreation Centre - Stadium Floor		30,000	0	0	0
■ C11032 Coolgardie Recreation Centre		50,000	0	0	0
■ C13039 Coolgardie Cultural & Community Hub		20,000	0	0	0
Total Specialised Buildings		695,000	475,000	347,647	127,353
Furniture & Equipment					
■ C04003 It Upgrades And Replacements		53,716	17,905	0	17,905
Total Furniture & Equipment		53,716	17,905	0	17,905
Plant & Equipment					
■ C13078 Small Plant Purchases		30,000	30,000	635	29,365
■ C12065 Parks & Gardens Truck		120,000	120,000	0	120,000
Total Plant & Equipment		150,000	150,000	635	149,365
Roads					
■ R002 Coolgardie North Road Construction		312,000	78,000	0	78,000
■ R153 Bayley Street		25,000	0	0	0
■ RRG002A 23-24 Rrg Coolgardie North Rd - Slk 14.90 To Slk 17.10		1,279,811	319,953	0	319,953
■ RRG002B 24-25 Rrg Coolgardie North Rd - Slk 10.91 To 11.51		188,145	47,036	0	47,036
■ RRG002C 24-25 Rrg Coolgardie North Rd - Slk 18.10 To 26.90		477,084	119,271	0	119,271
■ RRG002D 24-25 Rrg Coolgardie North Rd - Slk 13.40 To 17.50		314,472	78,618	0	78,618
■ RRG002E 25-26 Rrg Coolgardie North Rd - Slk 6.35 To 9.76		285,000	71,250	0	71,250
■ RRG002F 25-26 Rrg Coolgardie North Rd - Slk 22.20 To 26.90		600,000	150,000	0	150,000
■ RRG004A 25-26 Rrg Nepean Rd - Slk 1.90 To 4.30		270,000	67,500	0	67,500
■ RRG005B 25-26 Rrg Victoria Rock Rd - Slk 0.75 To 1.75		150,000	37,500	0	37,500
■ RRG005A 24-25 Rrg Victoria Rock Rd - Slk 0.15 To 0.75		255,341	63,835	0	63,835
■ RRG052 Regional Road Group - Jaurdi Hills Road		345,000	86,250	344,027	(257,777)
■ RTRCOOL Rtr Coolgardie Projects - Budget Purposes Only		418,484	104,621	0	104,621
■ RTRKAM Rtr Kambalda Projects - Budget Purposes Only		425,331	106,333	0	106,333
■ FD001 Flood Damage General		275,000	91,667	0	91,667
■ R039 Durkin Road Construction		168,000	42,000	0	42,000
■ R053 Ladyloch Road Construction		1,000,000	250,000	0	250,000
■ RTR022B Rtr - Lefroy Street (Bayley To Sylvester) Slk 0.00 To 0.11		60,000	15,000	0	15,000
■ RTR022C Rtr Lefroy Street (Woodward To Bayley) - Slk 0.00 To 0.07		45,000	11,250	0	11,250
■ RTR034A Ford Street (Woodward To Bayley Street) Slk 0.00 To 0.12		150,000	37,500	0	37,500
Total Roads		7,043,668	1,777,584	344,027	1,433,557
Footpaths					
■ RF002 Footpath Renewal - Coolgardie		100,000	0	0	0
■ RF003 Footpath Renewal - Kambalda		130,000	0	0	0
Total Footpaths		230,000	0	0	0
Drainage					
■ RD200 Drainage Renewal - Coolgardie		75,000	0	0	0
■ RD100 Drainage Renewal - Kambalda		125,000	0	0	0
Total Drainage		200,000	0	0	0
Sewerage					
■ C10007 Coolgardie Sewerage - Water Re-Use System		75,000	50,000	0	50,000

 Total Sewerage	75,000	50,000	0	50,000
Parks & Gardens				
 PO100 Park Infrastructure Renewal - Kambalda	37,500	0	0	0
 PO200 Park Infrastructure Renewal - Coolgardie	37,500	0	0	0
 Total Parks & Gardens	75,000	0	0	0
Other Infrastructure				
 C13143 Kambalda Dog Pound	50,000	50,000	0	50,000
 C13178 Coolgardie Park Lighting	60,000	60,000	0	60,000
 C11104 Coolgardie Satellite Television Broadcasting Service	30,000	30,000	0	30,000
 C13180 Cool Truck Bay Bund Wall	80,000	80,000	2,231	77,769
 RS004 Kambalda Refuse Site	100,000	0	0	0
 C1015 Coolgardie Tip - New Cell	250,000	250,000	11,090	238,910
 Total Other Infrastructure	570,000	470,000	13,321	456,679
Investment Property				
Nil	0	0	0	0
Total Investment Property	0	0	0	0
 TOTAL CAPITAL EXPENDITURE	9,092,384	2,940,489	705,630	2,234,859

SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

OPERATING ACTIVITIES

6 RECEIVABLES



KEY INFORMATION

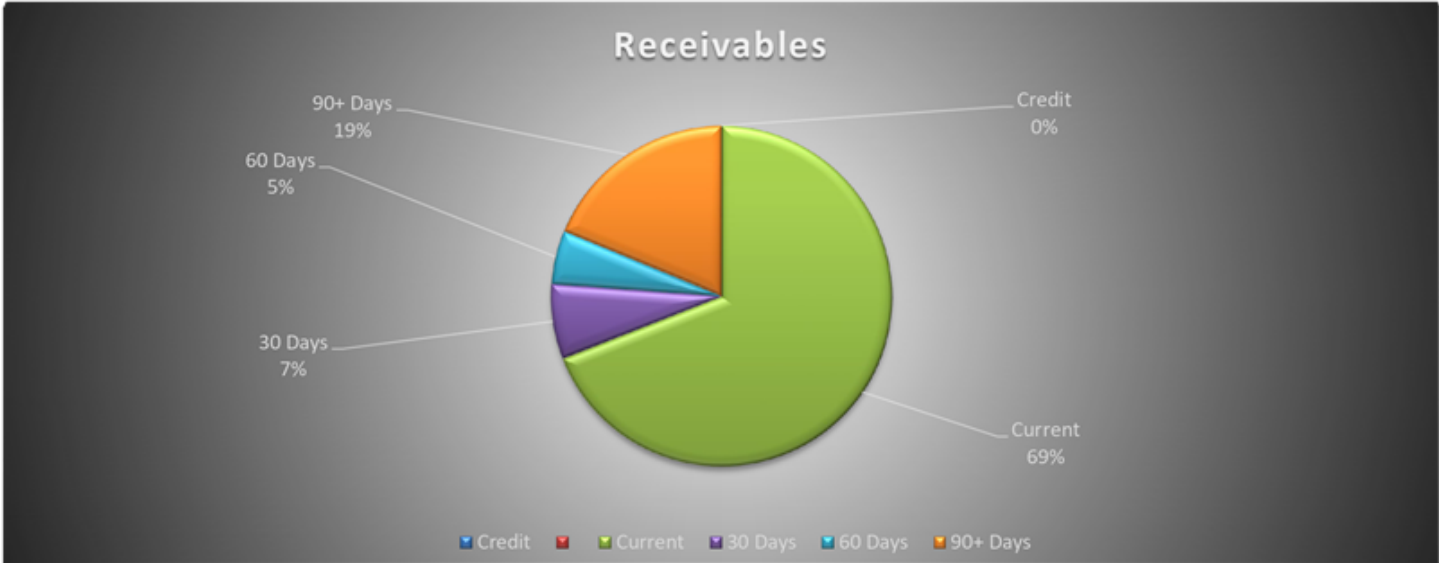
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

OPERATING ACTIVITIES

7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 October 2025
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Term Deposit Reserves	257,825	3,508	0	261,333
Inventory				
Visitor Centre Stock	7,539	0	(73)	7,466
Gravel Basecourse	148,724	0	0	148,724
Other assets				
Accrued income	19,302	0	(19,302)	0
Total other current assets	433,390	3,508	(19,375)	417,523
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

OPERATING ACTIVITIES

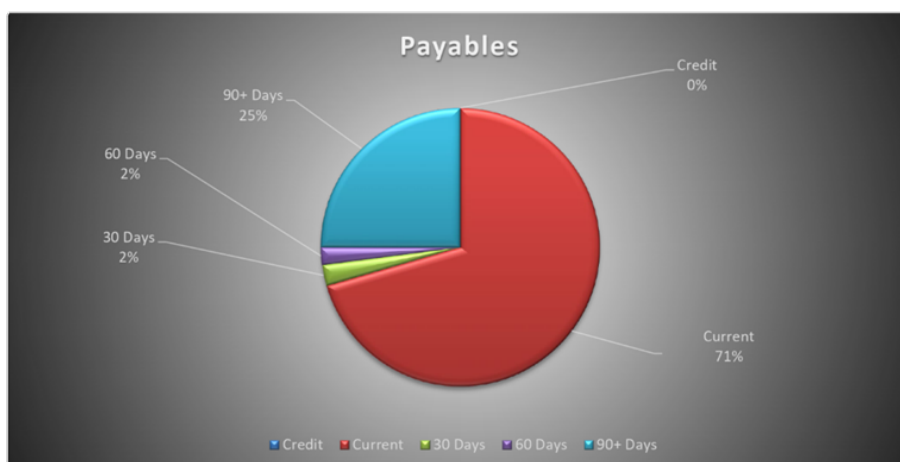
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	884,509	30,634	25,664	313,265	1,254,072
Percentage	0.00%	70.50%	2.40%	2.00%	25.00%	
Balance per trial balance						
Sundry creditors						1,254,071
Accrued salaries and wages						17,769
ATO liabilities						152,780
Prepaid Rates						130,189
ESL Levy						218,437
Bonds & Deposits						188,221
Accrued Expenses						1,248
Total payables general outstanding						1,962,715

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

FINANCING ACTIVITIES

9 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Institution	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Bluebush Village - Stage 1 Buildings (CBA Refinanced)	CBA	125	7,287,029	0	0	0	0	7,287,029	7,287,029	(33,559)	(390,484)
Bluebush Village - Stage 2 Construction (CBA Refinanced)	CBA	125	1,834,724	0	0	0	0	1,834,724	1,834,724	(37,780)	(98,316)
Bluebush Village - Stage 1 Executive Rooms (CBA Refinanced)	CBA	125	316,757	0	0	0	0	316,757	316,757	(128,360)	(17,157)
Goodenia Court Units (CBA Refinanced)	CBA	125	847,827	0	0	0	0	847,827	847,827	(14,884)	(45,248)
Coolgardie Aquatic Facilities (CBA Refinanced)	CBA	125	77,782	0	0	0	0	77,782	77,782	(1,366)	(4,168)
Kambalda Aquatic Facilities (CBA Refinanced)	CBA	125	1,085,793	0	0	0	0	1,085,793	1,085,793	(19,118)	(58,183)
Kambalda Aquatic Facilities (CBA Refinanced)	CBA	125	368,687	0	0	0	0	368,687	368,687	(6,486)	(19,757)
Coolgardie Post Office (CBA Refinanced)	CBA	125	332,758	0	0	0	0	332,758	332,758	(6,077)	(17,831)
CBA Overdraft Facility (CBA Refinanced)	CBA	125	812,140	0	0	0	0	812,140	812,140	(13,566)	(41,106)
Bluebush Village - Stage 1 Construction (ANZ Refinanced)	CBA	126	4,646,000	0	0	0	0	4,646,000	4,646,000	(85,942)	(278,760)
Coolgardie Class III Waste Facility (ANZ Refinanced)	CBA	126	1,463,100	0	0	0	0	1,463,100	1,463,100	(27,054)	(87,786)
Kambalda Aerodrome Refurbishment (ANZ Refinanced)	CBA	126	439,000	0	0	0	0	439,000	439,000	(8,134)	(26,340)
Bluebush Village - Stage 2 Construction (ANZ Refinanced)	CBA	126	1,874,995	0	0	0	0	1,874,995	1,874,995	(34,695)	(112,500)
Cashflow Assistance	CBA	126	4,076,905	0	0	0	0	4,076,905	4,076,905	(75,403)	(244,614)
Overdraft Facility	CBA	N/A	0	0	0	0	0	0	0	0	(27,500)
Total			25,463,497	0	0	0	0	25,463,497	25,463,497	(492,424)	(1,469,750)
Current borrowings			0					0			
Non-current borrowings			25,463,497					25,463,497			
			25,463,497					25,463,497			

Bank overdrafts and bank loans are secured by a floating charge over the rates of the Shire of Coolgardie.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

FINANCING ACTIVITIES

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases		New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Hino 700 Series (P351)	6320171	66,576	0	0	(6,245)	(66,576)	60,331	0	(421)	(280)
Hino 700 Series (P355)	6344997	66,169	0	0	(5,598)	(66,169)	60,571	0	(542)	(1,142)
BENQ Whiteboards	2073290	10,714	0	0	(3,838)	(10,714)	6,876	0	(282)	(328)
Meraki IT Equipment	190006130	18,162	0	0	(4,654)	(14,164)	13,508	3,998	(230)	(489)
TechnoGym - Kambalda Gym 1	147-0106194-002	44,651	0	0	(6,542)	(27,761)	38,109	16,890	(925)	(2,137)
TechnoGym - Kambalda Gym 2	187-1185-187-003	20,726	0	0	(5,971)	(10,816)	14,755	9,910	(681)	(1,653)
TechnoGym - Coolgardie Gym	187-1185-187-002	41,837	0	0	(3,513)	(10,634)	38,324	31,203	(665)	(1,923)
Vestone - Loader	COO01052022-YG-01	150,998	0	0	(26,059)	(80,034)	124,939	70,964	(3,167)	(7,642)
Vestone - Compactor	COO01052022-YG-01	247,908	0	0	(42,784)	(131,399)	205,124	116,509	(5,199)	(12,547)
Vestone - Kambalda 120 Person Camp	CAS-109046-NOW	1,398,272	0	0	(334,100)	(1,398,272)	1,064,172	0	0	(85,349)
Total		2,066,013	0	0	(439,304)	(1,816,539)	1,626,709	249,474	(12,112)	(113,490)
Current lease liabilities		1,816,538					1,377,235			
Non-current lease liabilities		249,475					249,474			
		2,066,013					1,626,709			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025**

OPERATING ACTIVITIES

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		10,000	0	0	0	10,000
Capital grant/contributions liabilities		2,079,524	0	798,321	(91,769)	2,786,076
Total other liabilities		2,089,524	0	798,321	(91,769)	2,796,076
Employee Related Provisions						
Provision for annual leave		267,086	0	0	0	267,086
Provision for long service leave		164,945	0	0	0	164,945
Total Provisions		432,031	0	0	0	432,031
Other Provisions						
Casair Dispute		200,793	0	0	(60,355)	140,438
Provision for Rates Disputes		1,839,386	0	0	0	1,839,386
Total Other Provisions		2,040,179	0	0	(60,355)	1,979,824
Total other current liabilities		4,561,734	0	798,322	(152,124)	5,207,932

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2025	Liability	Liability	31 Oct 2025	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Grants and subsidies								
General Purpose Funding								
Financial Assistance Grants - General Purpose	0	0	0	0	0	294,245	73,561	69,461
Governance								
Law, Order & Public Safety								
DFES - Bushfire Grant	0	0	0	0	0	12,790	4,395	8,395
Education & Welfare								
Kambalda Community Resource Centre	0	0	0	0	0	132,558	46,186	65,421
Kambalda Recreation Centre	0	0	0	0	0	9,300	3,100	3,147
Coolgardie Community Resource Centre	0	0	0	0	0	127,201	44,401	62,716
Kambalda Community Resource Centre								0
Recreation & Culture								
Youth Services Grant	0	0	0	0	0	10,000	10,000	0
Transport								
Main Roads - Direct Grant	0	0	0	0	0	194,516	194,516	194,516
Financial Assistance Grants - Roads	0	0	0	0	0	344,590	86,148	87,399
Economic Services								
CDC Support Hub	0	0	0	0	0	360,000	225,000	0
	0	0	0	0	0	1,485,200	687,307	491,055
Contributions								
General Purpose Funding								
Governance								
Donations	0	0	0	0	0	2,000	500	4,545
Health								
Goldfields - Womens Health Care	0	0	0	0	0	35,000	0	0
Education & Welfare								
Goldfields - Meals on Meals	0	0	0	0	0	50,000	12,500	45,455
Community Amenities								
Sewerage Contributions	0	0	0	0	0	0	0	81,818
Transport								
Mining Contributions	0	0	0	0	0	0	0	0
Mining Haulage Funds	0	0	0	0	0	780,000	320,000	132,331
Economic Services								
Donations	0	0	0	0	0	1,500	0	0
Recreation & Culture								
Evolution - Youth Futures Lifeguard Program	10,000	0	0	10,000	10,000	0	0	0
	10,000	0	0	10,000	10,000	868,500	333,000	264,149
TOTALS	10,000	0	0	10,000	10,000	2,353,700	1,020,306	755,204

SHIRE OF COOLGARDIE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2025

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2025	Current Liability 31 Oct 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Recreation and Culture								
Kambalda Youth Centre Facility	0	0	0	0	0	100,000	0	0
Transport								
Main Roads - Heavy Vehicle Safety & Productivity Program	0	0	0	0	0	1,239,986	0	0
Main Roads - Regional Road Group	1,011,910	650,363	(91,769)	1,570,504	1,570,504	2,776,569	440,000	91,769
Main Roads - Black Spot	280,000	0	0	280,000	280,000	1,068,979	0	0
Department of Infrastructure - Roads to Recovery	55,101	0	0	55,101	55,101	0	0	0
LRCI - Phase 4 Roads	218,401	0	0	218,401	218,401	0	0	0
	1,565,412	650,363	(91,769)	2,124,006	2,124,006	5,185,534	440,000	91,769
Capital contributions								
General Purpose Funding								
Transport								
Road Haulage Funds	514,112	147,957	0	662,069	662,069	680,000	0	0
	514,112	147,957	0	662,069	662,069	680,000	0	0
TOTALS	2,079,524	798,320	(91,769)	2,786,075	2,786,075	5,865,534	440,000	91,769



Background

The Shire of Coolgardie has made significant investment in the development of Bluebush Village, Kambalda Aerodrome and the Coolgardie Waste Facilities. These projects were undertaken as part of a broader strategy to strengthen the Shire's economic base and reduce reliance on traditional rating income.

The purpose of these investments was to:

- Address critical accommodation shortages within the mining industry;
- Unlock economic growth opportunities that align with and complement the mining sector;
- Generate new and sustainable revenue streams from non-rateable sources;
- Reduce the Shire's reliance on rates and external funding sources;
- Support the continued delivery of quality services and infrastructure to the community; and
- Enhance the Shire's long-term financial sustainability through diversification of income sources.

Financial Analysis

The below represents a financial snapshot of the three new revenue streams including;

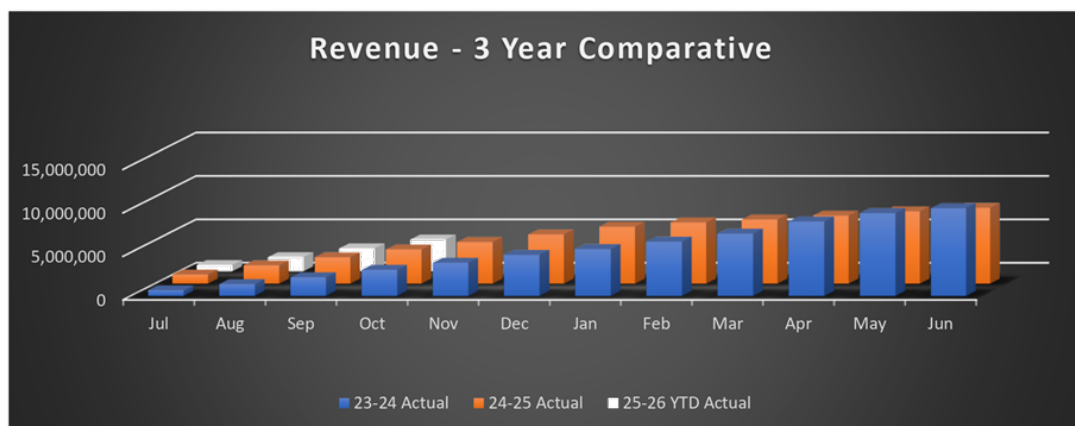
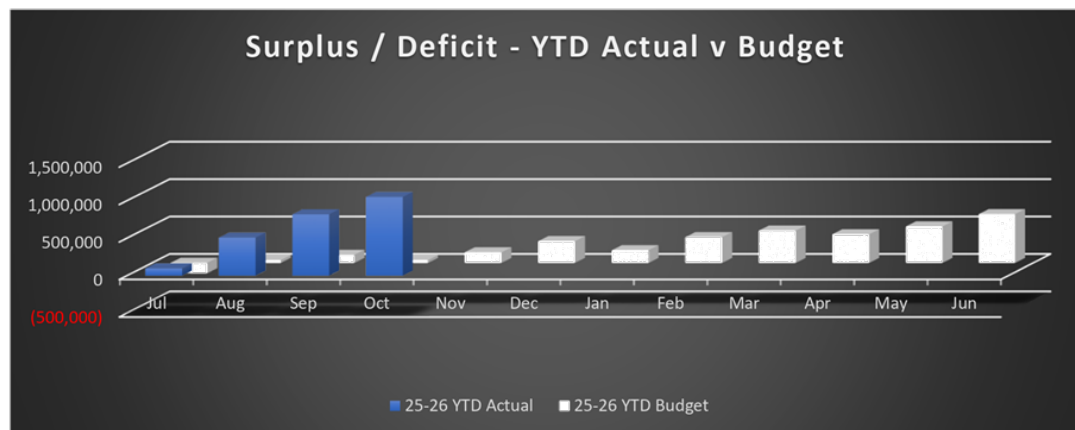
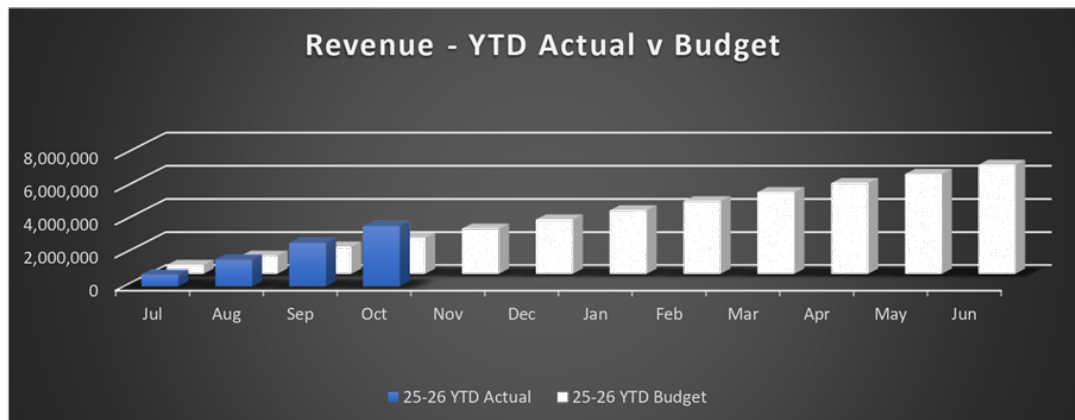
- Revenue generated as a percentage of total operating revenue;
- Revenue as a percentage to rates revenue generated;
- Actual v Budgeted Revenue for the current financial year;
- Actual v Budgeted Net Result for the current financial year;
- 3 Year Comparative of revenue generated;

All financial information is for the period ended 31 July 2025 with some estimates shown for the FY26 budget.

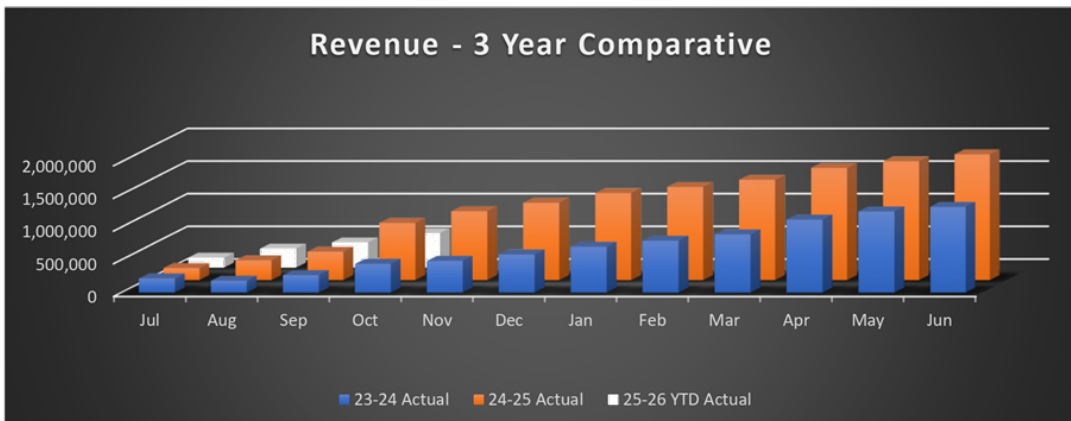
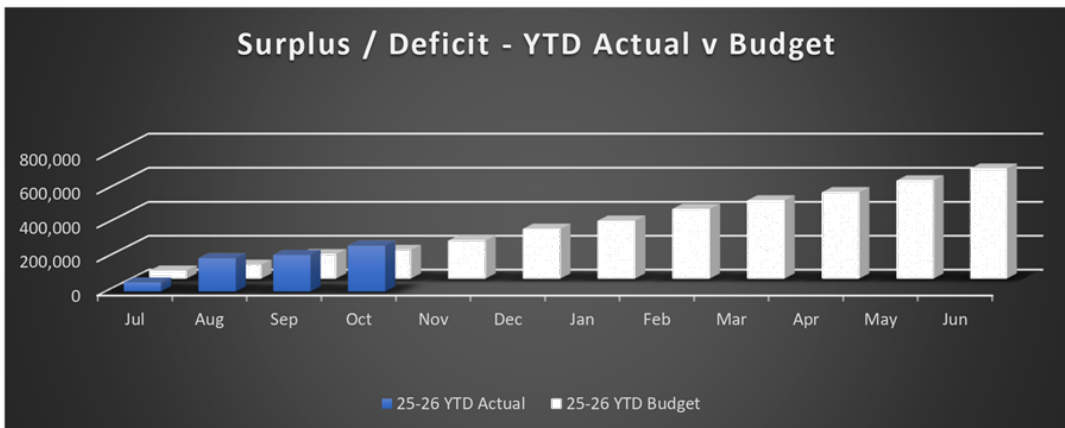
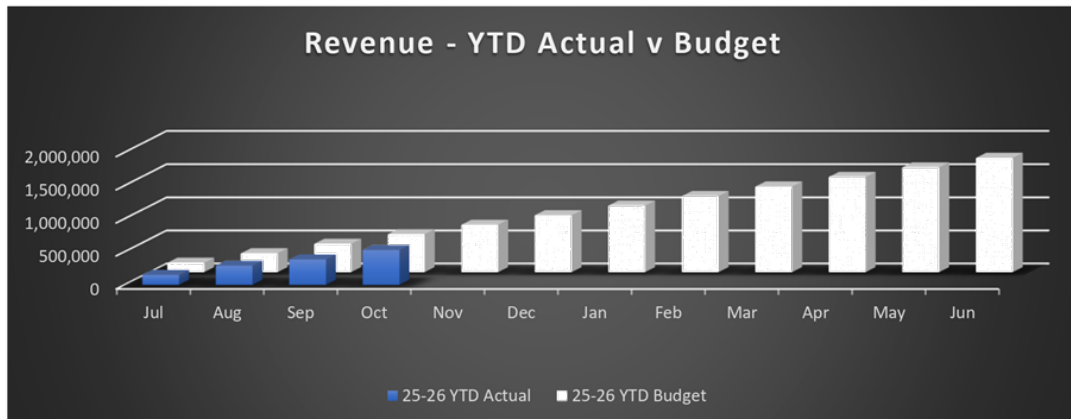
Below is a summary of all three operations;

	Bluebush Village	Waste Facilities	Kambalda Aerodrome	TOTAL
Statement of Financial Activity				
Revenue from operating activities	3,672,848	529,889	500,264	4,703,001
Expenditure from operating activities				
Operational Costs	(2,302,102)	(218,162)	(340,387)	(2,860,651)
Depreciation	(317,919)	(320,278)	0	(638,197)
Interest Expenses	(320,336)	(27,054)	(8,134)	(355,524)
Other	(300)	(14,274)	0	(14,574)
Total Expenditure	(2,940,657)	(579,768)	(348,521)	(3,868,946)
Non cash amounts excluded from operating activities	317,919	320,278	0	638,197
Amount attributable to operating activities	1,050,110	270,400	151,743	1,472,252
Financing activities				
Proceeds from borrowings	0	0	0	0
Loan principal repayments	0	0	0	0
Lease principal repayments	(334,100)	0	0	(334,100)
Amount attributable to financing activities	(334,100)	0	0	(334,100)
Surplus / (Deficit)	716,010	270,400	151,743	1,138,152

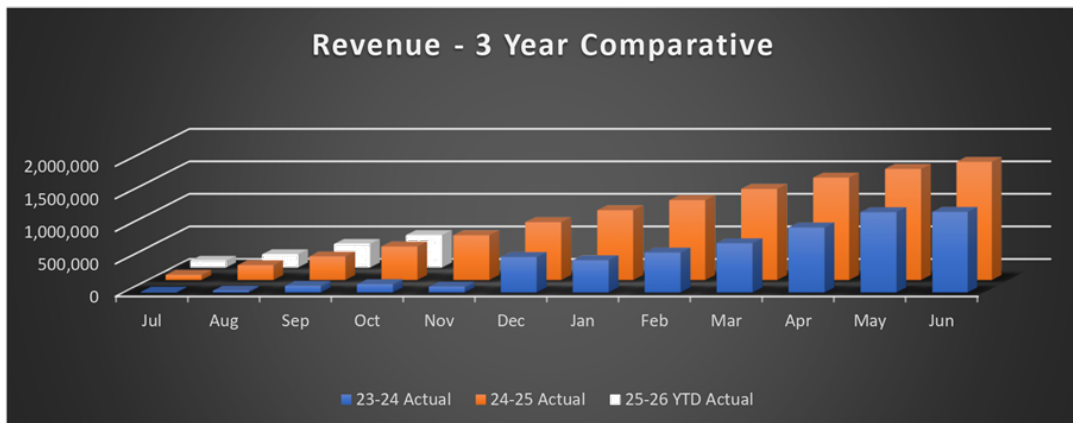
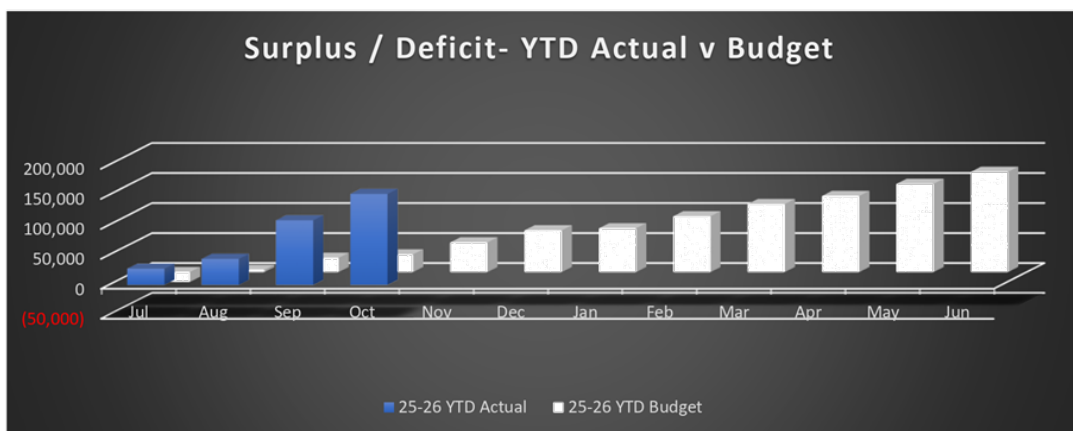
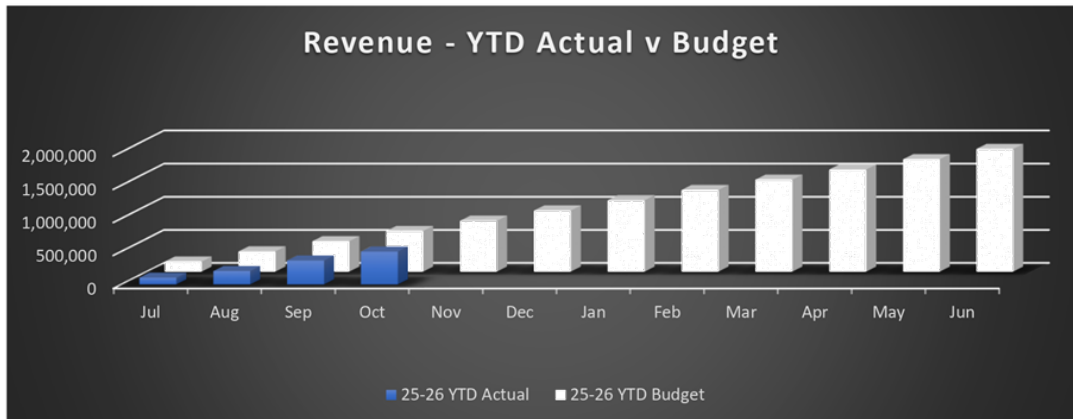
Bluebush Village Facilities



Waste Facilities



Kambalda Aerodrome



Shire of Coolgardie

Matters Identified for the period ended 31 October 2025

Topic	Matter Raised	Date Identified	Date Reviewed	Explanation	Action Required	Priority	Management Comment	Status
Going Concern	Net current liability	Jan-25	Oct-25	The Shire reported a net current surplus position of \$8,198,284 at 31 October 2025 (Sep-25: \$10,351,657 Surplus).	Management to continually monitor the current position to ensure all short term commitments can be met.	HIGH	Management are continually reviewing all facets of the organisation for efficiencies. It should be noted that the net position is \$9.8m better than the position 12 months prior at 31 October 2024.	Ongoing
Going Concern	Cash Position	Jan-25	Oct-25	For the period ended 31 October 2025 the Shire's cash & cash equivalent position is \$12,418,257 (Sep-25: \$11,712,562). Trade Receivables are \$3,910,385 (Sep-25: \$5,237,532) while Trade Payables are \$1,962,715 (Sep-25: \$2,145,447).	Rates & Trade Receivables need to be reviewed to assess the likelihood of outstanding balances being received.	HIGH	Management have rigorously assessed all trade receivables with provisions made for unlikely payments. Again, it should be noted that the Shire's cash position is \$9.9m better than October 2024.	Ongoing
Subsidiary Ledgers	Capital Grants & Subsidies Liability	Jan-25	Oct-25	There is currently a balance of \$2,796,076 (Sep-25: \$2,877,845) in Capital Grants & Contract Liabilities.	Management to carefully monitor the current position to ensure all short term commitments can be met.	HIGH	Completion of funded projects have been included in the 2025/26 Draft Budget. Capital projects have commenced in Q2 of the 25/26 financial year and once obligations have been met the revenue will be recognised.	In Progress
Liabilities	Trade Payables	Jan-25	Oct-25	Sundry Creditors are \$1,254,072 (Sep-25: \$1,265,696) at 31 October 2025. \$313,265 or 25% (Sep-25: \$330,529 & 26%) of these creditors have been outstanding for 90+ days.	Management need to manage short term cash flow to allow payment of creditors to maintain good working relationships current suppliers.	MEDIUM	Of the \$330,529 sitting in 90+ days, \$280,993 relates to amounts currently in dispute.	In Progress
Current Assets	Inventories	Jan-25	Oct-25	Road base stockpile worth \$148,724 purchased in August & September 2024 needs to be reconciled during the month when/if allocated to various works programs.	Management need to ensure measures are in place to accurately track stock movements during the month.	MEDIUM	Road base will be allocated to road projects in the coming months.	In Progress

11.3 Commercial 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**

Executive Manager Community Development and Regulatory Services, Sabine Taylor declared a financial interest in item 13.2.1 Establishment of CEO Selection Panel and left the meeting at 5.39pm.

OFFICER RECOMMENDATION

That the following item, 13.2.1 Establishment of CEO Selection Panel be considered as new business of an urgent nature.

COUNCIL RESOLUTION #202/2025**Moved:** Cr Tammee Keast**Seconded:** Cr Julie-Ann Williams

That the following item, 13.2.1 Establishment of CEO Selection Panel be considered as new business of an urgent nature.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0**COUNCIL RESOLUTION #203/2025****Moved:** Cr Tracey Rathbone**Seconded:** Cr Tammee Keast

That Council closes the meeting for confidential discussion.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

The meeting closed to the public at 5.43pm.

13.2.1 ESTABLISHMENT OF CEO SELECTION PANEL

Location: Nil
Applicant: Aaron Cook, Chief Executive Officer
Disclosure of Interest: Nil
Date: 24 November 2025
Author: Aaron Cook, Chief Executive Officer

SUMMARY

To consider the establishment of a CEO Selection Panel, appointment of Council members to the Panel and engagement of a suitably qualified consultant so that the process of recruitment can commence.

BACKGROUND

The Former CEO Mr Trail was suspended from his role as the CEO in November 2024 pending an investigation which resulted in his eventual termination from his role as the CEO in July 2025. During this period Council appointed Mr Cook, initially as the Acting CEO for up to a 6-month contract. Due to the investigation not being completed within this time, Mr Cook was offered a further short contract of up to the 31 December 2025. It was always Councils intent to commence seeking a replacement CEO, however due to the issues that Council was facing and the Caretaker Period from the Election, the commencement of this process was delayed.

In June 2017 Council adopted Policy 1.10 CEO Standards and Performance Review Processes which also includes CEO Recruitment. This Policy was last reviewed in November 2023.

As such appointed Panel will ensure it utilises the Policy, in conjunction with meeting the Legislative Requirements as part of the process.

The Standards require that Council establish a Selection Panel to work through the recruitment process. A copy of the adopted Standards is provided as an appendix. The recruitment process must be conducted in accordance with the requirements of the Standards.

COMMENT**Establishment of Selection Panel**

The appointment of the Selection Panel is an integral part of the process of recruiting the next Chief Executive Officer and it is considered vital to have the Panel in place as a matter of urgency. It should be noted that timeframes involved with the various processes may well necessitate the calling of both Special Council and Panel meetings at short notice.

The number of elected members appointed to the Panel is to be decided by Council, but membership must include at least 1 independent person who is not a council member, an employee of the local government or a human resources consultant engaged by the local government. Whilst the Standards don't impose any limit on the number of Councillors to be appointed as members, it is considered that more than 3 or 4 would make the Panel unwieldy and nonproductive.

It is therefore recommended that Council appoint a Selection Panel of 4 Councillors, plus one independent Panel member who is to be recommended to Council by the Selection Panel following a public call for expressions of interest. Whilst not mandatory, it is usual for the President to be a member of a CEO Selection Panel given the close working relationship between the positions of President and CEO as mandated under the Local Government Act 1995 and it is strongly recommended that Council follow this practice.

It is also recommended that serious consideration be given to appointing the Deputy President as a Panel member. It is not envisaged that the Selection Panel will have any delegated decision-making powers. Rather it will provide recommendations with respect to the various components of the recruitment process to Council for determination.

As soon as Council appoints its representatives to the Panel, an urgent meeting will be called to consider and make recommendations to Council with respect to:

1. The process to be followed and the selection criteria to be applied to the appointment of the required independent Panel member; and
2. Commence engagement with an appointed consultant to facilitate the recruitment process.

The Panel will assess applications received for the independent Panel member position and make a recommendation to Council with respect to the preferred applicant. As soon as the position is filled, a Panel meeting will be called to progress the recruitment process.

The first task of the panel, with the assistance of the appointed consultant, will be to draft a position description for the position of CEO which sets out the duties and responsibilities of the position and the selection criteria for the position. This position description must then be adopted by an absolute majority decision of Council.

Following the conclusion of the application period, the Selection Panel will, with the assistance of the appointed consultant, conduct the assessment of applicants and provide to Council a summary of its assessment of each applicant and a recommendation as to which applicant is considered suitable to be appointed to the position of CEO.

Alternatively, if the Panel considers that none of the applicants are suitable for the position, then it must recommend that a new recruitment and selection process be carried out, together with the changes (if any) that the Panel considers should be made to the duties and responsibilities of the position or the selection criteria.

The process of recruitment once the recruitment consultant is appointed will take an estimated minimum of 8 weeks. In reality an allowance should be made for 10 weeks taking into account negotiations and contract preparations. It would then be expected that the successful applicant would be required to provide 12 weeks' notice to their current employer from the date of contract signing. Based on a recruitment process of 20-22 weeks, the estimated start date for a new CEO is 23 August 2024. Therefore, the sooner the process is commenced the better.

Appointment of Council Members to CEO Selection Panel

On the assumption that one of the Panel member positions will be filled by the President, there will be 3 vacancies to be filled by Councillors (if Council elects not to appoint the Deputy President). Councillors will be asked to indicate their interest in being appointed to the Panel, and if more nominations than vacancies are received, then an informal "first past the post" election process will be conducted at the meeting with the results being included in the recommendation for formal endorsement.

Engagement of Consultant

Upon request of the Shire President quotes were sought from three consultants that work in the Local Government sector. All consultants are professionals in the local government sector and are suitably qualified to undertake the process. The quotes are attached as confidential for Council consideration and appointment.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

- *Local Government Act 1995 Part 5 - Administration Division 4 - Local government employees S. 5.39A Model standards for CEO recruitment, performance and termination*
- *Local Government (Administration) Regulations 1996 - Part 4 Local government employees Reg. 18FA Modal standards for CEO recruitment, performance and termination (Act s.5.39A(1))*
- *Local Government (Administration) Regulations 1996 Schedule 2 Model standards for CEO recruitment, performance and termination*

POLICY IMPLICATIONS

Policy 1.10 – CEO Standards and performance review processes

FINANCIAL IMPLICATIONS

There are no direct financial implications as there is an allocation in the Budget for this process to be facilitated.

STRATEGIC IMPLICATIONS**Accountable and effective leaders**

High quality corporate governance, accountability and compliance

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

ATTACHMENTS

1. **Proposal 1 - Confidential**
2. **Proposal 2 - Confidential**
3. **Proposal 3 - Confidential**
4. **Policy 1.10 - CEO Standards and performance review processes**
5. **CEO Recruitment and selection, performance review and termination Guidelines**

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Agree to establish a CEO Selection Panel consisting of 4 Councillors (including the Shire President and Deputy Shire President) and 1 independent member to oversee the engagement of a successful candidate to the position of CEO of the Shire of Coolgardie; and
2. Confirm the appointment of the following 4 Councillors to the CEO Selection Panel:
 - a. Councillor Wilcox;
 - b. Councillor Ball;
 - c. Councillor _____; and
 - d. Councillor _____; and
3. Agree to engage the consultant _____ to facilitate the CEO recruitment process for the quoted cost of _____ (ex GST).

MOTION

Moved: Cr Paul Wilcox

Seconded: Cr Tracey Rathbone

That Council:

1. Agree to establish a CEO Selection Panel consisting of 4 Councillors (including the Shire President and Deputy Shire President) and 1 independent member to oversee the engagement of a successful candidate to the position of CEO of the Shire of Coolgardie; and
2. Confirm the appointment of the following 4 Councillors to the CEO Selection Panel:
 - a. Councillor Wilcox;
 - b. Councillor Ball;
 - c. Councillor _____; and
 - d. Councillor _____; and
3. Agree to engage the consultant _____ to facilitate the CEO recruitment process for the quoted cost of _____ (ex GST).

COUNCIL RESOLUTION #204/2025

Moved: Cr Anthony Ball

Seconded: Cr Tracey Rathbone

That Council accept the alternative recommendation for consideration.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

ALTERNATIVE RECOMMENDATION

That Council:

1. Agree to establish a CEO Selection Panel consisting of 6 Councillors (including the Shire President and Deputy Shire President) and 1 independent member to oversee the engagement of a successful candidate to the position of CEO of the Shire of Coolgardie; and
2. Confirm the appointment of the following 6 Councillors to the CEO Selection Panel:
 - a. Councillor Wilcox;
 - b. Councillor Ball;
 - c. Councillor _____;
 - d. Councillor _____;
 - e. Councillor _____; and
 - f. Councillor _____; and
3. Agree to engage the consultant _____ to facilitate the CEO recruitment process for the quoted cost of _____ (ex GST).

Reason: To allow more Councillors on the panel.

COUNCIL RESOLUTION #205/2025**Moved: Cr Paul Wilcox****Seconded: Cr Tracey Rathbone****That Council:**

- 1. Agree to establish a CEO Selection Panel consisting of 6 Councillors (including the Shire President and Deputy Shire President) and 1 independent member to oversee the engagement of a successful candidate to the position of CEO of the Shire of Coolgardie; and**
- 2. Confirm the appointment of the following 6 Councillors to the CEO Selection Panel:**
 - a. Councillor Wilcox;**
 - b. Councillor Ball;**
 - c. Councillor Williams;**
 - d. Councillor Rathbone;**
 - e. Councillor Keast; and**
 - f. Councillor Simmons; and**
- 3. Agree to engage the consultant Beilby Downing Teal to facilitate the CEO recruitment process for the quoted cost of \$18,800.00 (ex GST).**

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0**COUNCIL RESOLUTION #206/2025****Moved: Cr Tracey Rathbone****Seconded: Cr Tammee Keast****That Council moves out of Closed Council into Open Council.**

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

The meeting was reopened to the public at 5.59pm.

Policy Number 1.10 CEO Standards and performance review processes

Legislative Reference: Local Government Act 1995, Part 5, Division 4, s5.38, Division D Local Government (Administration) Regulations 1996, Salaries and Allowances Act 1975 (Salary and Allowances Tribunal), Shire of Coolgardie CEO Standards.

Relates to: Delegation NA Sub Delegation NA

Policy Objective:

To ensure the Shire of Coolgardie complies with s5.38 of the Local Government Act 1995, and the Shire of Coolgardie CEO Standards which requires that the performance of the Chief Executive Officer be reviewed at least once in relation to every year of employment.

To also describe the processes and procedures for annual, mid-term and interim reviews of the CEO's performance.

Policy Scope:

The process of undertaking a performance and salary review of the Chief Executive Officer must be formalised to ensure equity in assessment against Key Performance Indicators (KPIs) established in the Chief Executive Officer's Contract of Employment, and/or in the immediately previous performance assessment.

Adoption of this process by Council ensures a consistent approach to the Shire of Coolgardie's Chief Executive Officer performance and salary review.

This Policy ensures a collaborative, constructive process, designed to enhance performance and to provide guidance for the forthcoming review period.

Council Members should take a corporate view and regard the process as an opportunity to build relationships, increase the effectiveness of individuals, systems, and processes, whilst offering improved performance and profile of the Shire of Coolgardie.

Division 1 — Preliminary provisions

1. Citation

These are the Shire of Coolgardie Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995,

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b),

applicant means a person who submits an application to the local government for the position of CEO,

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO,

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act,

job description form means the job description form for the position of CEO approved by the local government under clause 5(2),

local government means the Shire of Coolgardie,

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and\

(b) the selection criteria for the position determined in accordance with subclause (1).\

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) Council Members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications, and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
- (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications, and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description forms previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the

negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day,

And

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

- (a) informing the CEO of the CEO's rights, entitlements, and responsibilities in relation to the termination process; and
- (b) notifying the CEO of any allegations against the CEO; and
- (c) giving the CEO a reasonable opportunity to respond to the allegations; and
- (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has –
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

CEO Performance and Salary Review

Council will establish a committee to be titled the "Chief Executive Officer - Performance and Salary Review Committee" (the Committee) for the purpose of undertaking the probationary, and annual performance and salary review of the Shire's Chief Executive Officer.

Establishment of the Committee will be in accordance with Part 5, Division 2, Subdivision 2 of the Local Government Act 1995.

Part 5, Division 2, s5.9(4) of the Act determines that if Council were to form such a committee, and the Shire President informs Council Members of his/her wish to be a member of that Committee, the local government is to appoint the Shire President to the Committee.

The undertaking of performance and salary reviews will be in accordance with the Local Government Act 1995, the Local Government (Administration) Regulations 1996, Salaries and Allowances Act 1975 (Salary and Allowances Tribunal), The CEO Standards and the Chief Executive Officer's Contract of Employment.

The Committee will comprise the Shire President and all Council Members.

Where possible, the CEO will endeavor to arrange for all Council Members to undertake the relevant Chief Executive Officer Performance Review training provided by the Western Australian Local Government Association (WALGA), or by another suitable provider prior to commencement of the process of reviewing the CEO performance.

If for any reason this is not possible, it does not invalidate the process or outcomes.

The Shire President is authorised to source a suitably qualified external professional to facilitate the review process.

Probationary and Annual/Mid-Year Reviews

- An initial review will be undertaken following completion of the designated probationary period.
- Annual reviews will be undertaken in accordance with the start dates of the CEO Contract.

Mid-Year:

- Shire President to arrange meeting with Council Members to discuss the mid-year progress of the CEO's Annual Action Plan and provide feedback and guidance,
- Council will meet with the CEO to discuss work-in-progress on the Annual Action Plan and provide feedback and guidance,
- CEO to present a report on the mid-year progress of his Annual Action Plan and provide supporting materials to assist the Shire President and Council Members with their deliberations,
- Shire President and Council Members have an opportunity to provide specific feedback to the CEO on each activity/KPI and make recommendations detailing any change of priorities including change of resources and professional development,
- Shire President and Council Members are to complete their Council member Feedback Form following the meeting with the CEO and the Manager Executive Services is to collect the Council member Feedback Forms and compile the Council Feedback Form, providing the CEO with performance feedback and guidance,

- Council Members will have an opportunity to clarify the CEO's progress against each activity/KPI before they finalise their Council Member Feedback Form – noting there is no rating of CEO's performance at Mid-Year,
- A Strategic Issues Briefing may be scheduled to provide all Council Members with the opportunity to provide input to the review process,
- The Committee will report and make recommendation(s) to Council following each review.

End-of-Year:

- Council to meet with CEO to discuss performance results, review the Annual Action Plan and provide performance feedback and guidance as well as recommendations on any salary/bonus variation,
- Shire President to arrange meeting with Council Members to discuss the end-of-year results of the CEO's Annual Action Plan and provide feedback and guidance,
- CEO to present a report on the end-of-year results of his Annual Action Plan and provide supporting materials to assist the Shire President and Council Members with their deliberations,
- Shire President and Council Members will have an opportunity to clarify the CEO's progress against each activity/KPI before they finalise their Council member Feedback Form,
- Shire President and Council Members to complete their Council member Feedback Form following the meeting with the CEO,
- Manager Executive Service to collect the Council member Feedback Forms and compile the Council member Feedback Form, providing the CEO with performance feedback and guidance as well as recommendations on any salary/bonus variations.

Key Performance Indicators and Annual Action Plan

- CEO is to prepare a draft Annual Action Plan that details key strategic initiatives – activity and KPIs – using the Community Strategic Planning, Corporate Business Plan, and the latest Budget,
- CEO is to present the draft Annual Action Plan to the Shire President and Council Members for: – consideration of key strategic initiatives – development of quality standards as may be required – adoption of KPIs,
- CEO's Annual Action Plan is the foundation document on which the CEO's annual performance will be considered,
- CEO is to develop and present to Council the proposed Annual Action Plan and proposed KPIs,
- Council is to consider and agree on CEO's Annual Action Plan and KPIs,

- KPIs must refer to the Chief Executive Officer's Contract of Employment, the Corporate Business Plan and/or the Strategic Community Plan,
- KPIs must contain a balance of both tactical and strategic indicators, define realistic milestones and reporting requirements, mirror expectations of Council and the community, and acknowledge leadership,
- KPIs are reviewed annually and are to be agreed upon by the Chief Executive Officer and the Council after each review period,
- The Chief Executive Officer will provide a self-assessment to the Committee of his/her performance against the relevant KPIs prior to the commencement of each.
- Interim Reviews and informal discussions
- If Council has concerns about the performance of the Chief Executive Officer, at Council's request, the Shire President will ask the Committee to undertake an interim performance review,
- The Chief Executive Officer is to be advised in writing by the Shire President if there is to be an interim review, advising the areas of concern, and providing a minimum of one week's notice of the timing of the review,
- Shire President is to arrange two informal performance discussions with the CEO – one between the End-of-Year Review (previous) and Mid-Year Review (current) – one between the Mid-Year Review and End-of-Year Review,
- The agenda for the ongoing performance dialogue sessions will come from earlier performance discussions,
- Ongoing performance dialogue sessions should be used to implement the CEO's agreed Action Plan – amend the CEO's contract if required – discuss the CEO's professional development needs – progress the CEO's performance direction in line with the Council's desires,
- These informal sessions should be documented to reflect the discussions and any agreements, which may be a variation to earlier agreements/direction – where there are significant variations to what has previously been agreed, the Shire President and CEO should report to Council.

Responsible Department: Executive Services Responsible

Officer: CEO

Delegation link (if any):

Date First Adopted: June 2017

Review dates: May 2017, August 2019, October 2020, November 2023



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

Local government operational guidelines

CEO recruitment and selection,
performance review and termination

Local Government (Administration)
Regulations 1996

May 2022



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Preface

The Local Government Legislation Amendment Act 2019 included a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms intend to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the Local Government (Administration) Amendment Regulations 2021.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (DLGSC), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Pro). The Department gratefully acknowledges the participation and contribution of these representatives.

The DLGSC notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the Local Government Act 1995 (the Act) lists several general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the State Records Act 2000 (WA).

It is a requirement that a local government gives Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered
- details of the place where applications are to be submitted
- the date and time applications close
- the duration of the proposed contract
- a web address where the JDF can be accessed
- contact details for a person who can provide further information
- any other relevant information.

To attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website
- posting on online jobs boards (e.g. SEEK)
- sharing the advertisement via professional networks
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government
- former elected members (such as a Mayor or Shire President) or staff members of another local government
- a prominent or highly regarded member of the community
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of Schedule 2 of the Local Government (Administration) Regulations 1996. A policy should include important information that outlines:

- the primary functions of the panel
- roles and responsibilities of panel members
- composition of the panel
- duration of term
- desirable criteria for appointment to the panel
- a requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role
- any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resource professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF
- development of selection criteria
- development of assessment methods in relation to the selection criteria
- drafting of the advertisement
- executive search
- preliminary assessment of the applications
- shortlisting
- drafting questions for interview
- coordinating interviews
- preparing the selection summary assessment and recommendation
- arranging for an integrity check and/or police clearance
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the Employment Agents Act 1976 (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. To manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews – as this should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of several selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect – if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee
- requesting that an applicant obtains a national police clearance as part of the application process
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee, such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria, and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance)
- quality of application
- referee reports
- verification and sighting of formal qualifications and other claims provided by the applicant
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract
- the performance review criteria
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. Advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to that particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the DLGSC and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan
- budget compliance
- organisational capability
- operational and project management
- financial performance and asset management
- timeliness and accuracy of information and advice to councillors
- implementation of council resolutions
- management of organisational risks
- leadership (including conduct and behaviour) and human resource management
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criterion. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement.

The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria
- preparing the performance agreement
- collecting performance evidence
- writing the performance appraisal report
- facilitating meetings between the performance review panel
- assisting with the provision of feedback to the CEO
- formulating plans to support improvement (if necessary)
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the council as part of regular reporting. These sources include:

- achievement of key business outcomes
- interactions with the council and progress that has been made towards implementing the council's strategic vision

- audit and risk committee reports
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate)
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances)
- organisational survey results
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks)
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. Whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason, performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO regarding their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance
- misconduct
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all
- not following workplace policies, rules or procedures
- unacceptable conduct and behaviour at work
- disruptive or negative behaviour at work
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control
- not complying with an agreed plan to address performance issues
- failing to comply with the provisions of the Local Government Act 1995 and other relevant legislation
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government
- behaves unlawfully or corruptly
- deliberately behaves in a way that is inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the Corruption, Crime and Misconduct Act 2003
- theft
- fraud
- assault

- falsification of records
- being under the influence of drugs or alcohol at work
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the Corruption, Crime and Misconduct Act 2003 (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council.

The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a

breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.

Executive Manager Community Development and Regulatory Services, Sabine Taylor returned to the meeting at 6.00pm.

14 MATTERS BEHIND CLOSED DOORS

OFFICER RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

14.1 Request To Waive Legal Fees

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

COUNCIL RESOLUTION #207/2025

Moved: Cr Tracey Rathbone

Seconded: Cr Corey Matthews

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

14.1 Request To Waive Legal Fees

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

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

The meeting closed to the public at 6.00pm.

14.1 REQUEST TO WAIVE LEGAL FEES

OFFICER RECOMMENDATION

That Council WAIVE the outstanding legal fees in accordance with Section 6.12(1)(c) of the *Local Government Act 1995*, after consideration of the circumstances and the ongoing resources that would be required to recover this debt.

COUNCIL RESOLUTION #208/2025**Moved:** Cr Tracey Rathbone**Seconded:** Cr Tammee Keast

That Council WAIVE the outstanding legal fees in accordance with Section 6.12(1)(c) of the *Local Government Act 1995*, after consideration of the circumstances and the ongoing resources that would be required to recover this debt.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0**OFFICER RECOMMENDATION**

That Council moves out of Closed Council into Open Council.

COUNCIL RESOLUTION #209/2025**Moved:** Cr Tracey Rathbone**Seconded:** Cr Tammee Keast

That Council moves out of Closed Council into Open Council.

In Favour: Crs Paul Wilcox, Anthony Ball, Tracey Rathbone, Tammee Keast, Daphne Simmons, Corey Matthews and Julie-Ann Williams

Against: Nil

CARRIED 7/0

The meeting reopened to the public at 6.03pm.

15 CLOSURE OF MEETING

The Meeting closed at 6.04pm.