



# **A G E N D A**

**OF THE**

**ORDINARY COUNCIL MEETING**

**26 May 2020**

**6.00pm**

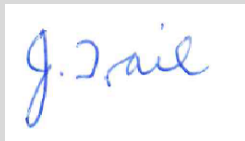
**Electronic Meeting  
ID: 879 0253 1440**

**SHIRE OF COOLGARDIE**

**NOTICE OF ORDINARY MEETING OF COUNCIL**

Dear Elected Member

The next Ordinary Meeting of the Shire of Coolgardie will be held on Tuesday 26 May 2020 in the Electronic Meeting, commencing at 6:00pm.

A handwritten signature in blue ink, appearing to read 'J. Trail', is enclosed in a white rectangular box.

**JAMES TRAIL**  
**CHIEF EXECUTIVE OFFICER**

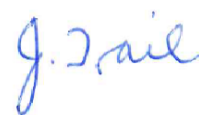
## ORDINARY COUNCIL MEETING

**26 May 2020**

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

The dates, times and locations of the Ordinary Council Meetings for 2020 are listed hereunder. This month's meeting is highlighted.

Tuesday	January 2020	6.00pm	No Meeting
Tuesday	25 February 2020	6.00pm	Kambalda
Tuesday	24 March 2020	6.00pm	Coolgardie
Tuesday	28 April 2020	6.00pm	Kambalda
Tuesday	26 May 2020	6.00pm	Coolgardie
Tuesday	23 June 2020	6.00pm	Kambalda
Tuesday	28 July 2020	6.00pm	Coolgardie
Tuesday	25 August 2020	6.00pm	Kambalda
Tuesday	22 September 2020	6.00pm	Coolgardie
Tuesday	27 October 2020	6.00pm	Kambalda
Tuesday	24 November 2020	6.00pm	Coolgardie
Tuesday	15 December 2020	6.00pm	Kambalda



James Trail  
**Chief Executive Officer**

**DISCLAIMER**

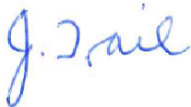
INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

**PLEASE NOTE:**

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

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

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



James Trail  
**CHIEF EXECUTIVE OFFICER**

## COUNCIL MEETING INFORMATION NOTES

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

***Written notice of each question should be given to the Chief Executive Officer prior to 12:30pm on the day of the meeting. A summary of each question and response is included in the Minutes.***

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

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

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

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

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

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

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

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

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

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

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

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

**Local Government (Administration) Regulations 1996**

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

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

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

Reg 6

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is fifteen (15) minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

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

## Local Government (Administration) Regulations 1996

### Reg 7

- (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6 (1) are to be determined:
  - (a) by the person presiding at the meeting; or
  - (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of members,  
  
having regard to the requirements of sub regulations (2) and (3).
- (2) The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Nothing in sub regulation (3) requires:
  - (a) A council to answer a question that does not relate to a matter affecting the local government;
  - (b) A council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
  - (c) A committee to answer a question that does not relate to a function of the committee.

## 10. Public Inspection of Unconfirmed Minutes (Reg 13)

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

**NOTE:**

**10.3 Unopposed Business**

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



**QUESTION TIME FOR THE PUBLIC**

*(Please Write Clearly)*

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**QUESTIONS TO THE PRESIDENT:-**

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

ITEM NO: \_\_\_\_\_ PAGE NO: \_\_\_\_\_

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

## SHIRE OF COOLGARDIE

### DISCLOSURE OF INTERESTS

#### TO THE CHIEF EXECUTIVE OFFICER:

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

**TUESDAY** \_\_\_\_\_ **2020**

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

(Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

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

ITEM	PAGE No.	TYPE	REASON

For inclusion for interest declaration

Interests Affecting Impartiality: Disclosing Statement

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



## APPLICATION FOR LEAVE OF ABSENCE

I Cr, \_\_\_\_\_ hereby request leave of absence for the following

Dates, From \_\_\_\_\_ to \_\_\_\_\_

Signed Cr: \_\_\_\_\_

Date \_\_\_\_\_

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- 6 APPLICATIONS FOR LEAVE OF ABSENCE
  - 6.1 *Councillor Lindup has requested Leave of Absence from 13 May 2020 to 29 May 2020*  
**Attachment:** 6.1.1 Application for leave - Cr Lindup 13-29 May 2020
- 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
  - 7.1 *Special Council Minutes 5 May 2020*
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  - 7.6 *Audit Committee Minutes 30 July 2019*

## **8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

### **8.1 *President's Report***

#### **President's Report**

**May 2020**

Following the National Cabinet meeting last week, WA Premier Mark McGowan announced a further relaxing of restrictions with regard to social gatherings in WA, with the intra state borders being reduced to 4 zones. Whilst the Goldfields - Esperance Region continues to be isolated from other zones including Perth with travel restriction still in place unless an exemption has been approved, there is some good news for our regional communities.

Travel to Esperance is now allowed and gatherings of up to 20 people indoors and 30 outdoors are allowed, however social distancing of 1.5 metres or 4 square metres continues to apply. Camping and family gatherings are allowed, pubs and restaurants are opened with Local Governments being asked to allow more flexible rules for alfresco dining, however many sporting activities including skateparks and playgrounds continue to be banned.

The Premier indicated that provided there are no further outbreaks of the Coronavirus, Phase 3 of the WA Covid -19 recovery roadmap will be implemented. This would include further relaxing of regional border travel, increasing numbers of social gatherings, and reopening of Gymnasiums, skateparks and playgrounds which will be great for our children.

During the past two weeks our CEO and Staff have been working tirelessly in preparing the Shire Covid-19 Recovery Plan to ensure that when we open Shire facilities we can be sure the facility will be opened with all Covid-19 Health and Safety protocols in place for the wellbeing of both our staff and community members whilst participating in events and functions in these facilities. As to be expected, there will be changes to the way we do business and provide services into our communities from now on, however we will continue to provide regular information on the Shire Website as well posted throughout such facilities.

Council is pleased that projects continue to progress during these very uncertain times. These include the completion of the Kambalda Pool rebuild, completion of the Coolgardie Truck Park (which is already being utilised by the heavy vehicles travelling east - west), the new facility to house the St John Ambulance and Community Transport vehicle on the old playing courts at the rear of the Kambalda

Recreation Centre has started ,and Ben Prior Park and Post Office Precinct restoration projects are in the final design and scoping stages

Works on the Shire road network continue to progress, with maintenance grading of gravel roads, reconstruction of parts of Jaurdi Hills Road, and major reconstruction and upgrades of Coolgardie North Road being planned in the coming weeks to cater for the increasing use by the mining industry transporting ore to nearby processing plants. With the strong Gold prices being experienced at the present time, the Shire is in a fortunate position to have a mining industry within in our Shire that is providing many employment opportunities during these uncertain and unprecedented times.

Repair works on the Coolgardie Recreation Centre have finally commenced last week with the first stage being replacement of external cladding and painting of interior ceilings. Staff are hopeful of being back in the building by mid-June, with the Stadium floor being replaced in July, we should see a fully operational Centre once again. Other storm damaged buildings under repair include the Administration Offices, Coolgardie Pool, Youth Club, Park Gazebos and Bowling Green facilities.

Councillors and Staff have commenced this coming years Budget workshops in and endeavour to bring down an early Budget. Our Finance Staff are working hard to ensure all the Information is being prepared and presented to Councillors so they have a full understanding of the Budget process, and what measures will be required to sustain provision of services and stability in our Shire. During these discussions Council is conscious of minimising any increases to rates and fees and charges to our residents and ratepayers during the following twelve months. We are also endeavouring to ensure the Shire maintains a solid financial position during this time.

Meetings and Workshops attended this period:

- Ordinary Council meeting May 28th.
- Zoom meeting with GEDC and Department of Regional Development Re Camel Industry Analysis Strategy.
- WALGA Infrastructure Policy Team video meeting. May 30th.
- Zoom meeting with Department of Communities and Mia Hicks Re Community Housing requirements in Shire.
- GVROC Zoom Meeting May 1st to discuss WALGA State Council Agenda.
- WALGA Regional Road Group Chairs Zoom Forum.



- May 5th Council Budget workshop and Special Council Zoom meeting.
- WALGA State Council Zoom meeting.
- Zoom meeting with CEO, Staff, Moore Stephens and a Director of Auditor General Re audit functions under the direction of the OAG in
- Future years. Moore Stephens and Staff are working on conducting the annual audit in September.
- May 12th Council Briefing Forum draft Budget workshop.
- GVROC Zoom meeting.

Malcolm Cullen

Shire President.

## 9 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

### 10 REPORTS OF COMMITTEES

#### 10.1 Risk - March Audit Committee

<b>Location:</b>	Nil
<b>Applicant:</b>	Nil
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	9 March 2020
<b>Author:</b>	Manager Executive Services, Bec Horan

#### **Summary:**

That the audit committee receive the risk report as attached and recommend that the report be received by Council.

#### **Background:**

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

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

The Audit Committee on the 17<sup>th</sup> March 2020 recommended;

**Moved: Councillor, T Rathbone**

**Seconded: Councillor, N Karafilis**

**That the Audit Committee receive the risk report as attached and recommend the report be received by Council**

**CARRIED ABSOLUTE MAJORITY 7/0**

#### **Comment:**

A large number of risks have been added into the system however at this stage our reporting focus will be high level risks.

#### **Attachments:**

{attachment-list-do-not-remove}

#### **Consultation:**

Management Team  
Staff

**Statutory Environment:**

Local Government (Audit) Regulation 17

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

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

**Policy Implications:**

Policy no 042 Infrastructure Policy – Asset Management

Policy no 21 Risk Management

**Financial Implications:**

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

**Strategic Implications:****Accountable and Effective Leaders**

High quality corporate governance, accountability and compliance

**Voting Requirement:** Simple Majority

**Officer Recommendation:**

**That Council receive the risk report as attached.**

## **10.2 List of Credit Card Payment July to December 2019 - March 2020 Audit Committee**

<b>Location:</b>	Nil
<b>Applicant:</b>	Nil
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	James Trail has a financial interest in this item. In accordance with section 5.70(2) of the Local Government Act 1995, I declare a financial interest in the agenda item 5.3 List of credit card payments. The interest is in relation to CEO credit card vouchers.
<b>Date:</b>	10 March 2020
<b>Author:</b>	Finance Manager, Nav Kaur

### **Summary:**

For the Audit Committee to receive the list of credit card payments from 1st July 2019 to 31st December 2019 for the Chief Executive Officer.

### **Background:**

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

The Audit Committee on the 17<sup>th</sup> March 2020 recommended;

### **COMMITTEE RESOLUTION AND OFFICER RECOMMENDATION:**

**Moved: Councillor, T Rathbone**  
**Seconded: Councillor, S Botting**

**That the Audit Committee,**

- **Receive listing (attached) of credit card invoices totalling \$45,042.43 paid from 1st July 2019 to 31<sup>st</sup> December 2019 by the Chief Executive Officer under delegated authority of Council.**
- **Recommend the Council receive the listing of credit card invoices totalling \$45,042.43 paid from the period 1st July 2019 to 31<sup>st</sup> December 2019 by the Chief Executive Officer under delegated authority**
- **Recommend to Council the Shire President authorize the credit card vouchers totalling \$45,042.43 paid from the period 1st July 2019 to 31<sup>st</sup> December 2019 by the Chief Executive Officer under delegated authority**
- **That the CEO be invoiced for credit card transactions with no receipt.**

**CARRIED ABSOLUTE MAJORITY 7/0**

**Comment:**

The schedule of payments made under delegated authority as summarised below and recommended to be received by the audit committee, has been checked and is supported by vouchers and invoices which have been duly certified as to the receipt of goods and provision of services, and verification of prices and costings. It is deemed prudent that all Chief Executive Officer credit card vouchers now be presented to the Audit Committee for consideration and recommendation to Council. This is particularly the case given the authorisation required for the Chief Executive Officer credit card.

An invoice has been raised to the CEO for \$455.65.

**Attachments:**

{attachment-list-do-not-remove}

**Consultation:**

Manager Executive Services  
Shire President

**Statutory Environment:**

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

**Policy Implications:**

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

**Financial Implications:**

Nil

**Strategic Implications:****Accountable and Effective Leaders**

High quality corporate governance, accountability and compliance

**Voting Requirement:** Simple Majority

**Officer Recommendation:**

That Council,

- Receive listing (attached) of credit card invoices totalling \$45,042.43 paid from 1st July 2019 to 31st December 2019 by the Chief Executive Officer under delegated authority of Council.
- Receive the listing of credit card invoices totalling \$45,042.43 paid from the period 1st July 2019 to 31st December 2019 by the Chief Executive Officer under delegated authority.
- Endorse the Shire President to authorise the credit card vouchers totalling \$45,042.43 paid from the period 1st July 2019 to 31st December 2019 by the Chief Executive Officer under delegated authority.
- Endorse the audit committee recommendation for the CEO to be invoiced for credit card transactions with no receipt.

## 11 REPORTS OF OFFICERS

### 11.1 Chief Executive Officer

#### 11.1.1 Office of Auditor General (OAG) - Reports and Advice

<b>Location:</b>	Shire of Coolgardie
<b>Applicant:</b>	Nil
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	16 May 2020
<b>Author:</b>	Steven Tweedie, Governance Consultant

#### **Summary:**

That Council;

1. Note the assessments provided by the CEO in relation to the recent OAG Reports:
  - a. Audit Results – Annual 2018-19 Financial Audits of local Government Entities,
  - b. Letter to all WA Mayors and Shire Presidents regarding the risk environment during the pandemic,
  - c. Local Government Contract Extensions and Variations
2. That the CEO provide a further report to the Audit Committee, and Council, regarding action taken by the CEO to address and implement recommendations relevant to the Shire administration.
3. That the CEO provide a further report to the Audit Committee, and Council, regarding action that needs to be taken by the Council to address and implement recommendations.

#### **Background:**

Some of the issues and recommendations in the OAG letter and Reports are matters for the CEO to address and implement, consistent with the duties and functions of the CEO, especially pursuant to reg 5 Local Government (Financial Management) regulations 1996.

#### Audit Results Report – Annual 2018-19 Financial Audits of Local Government Entities

The Report identifies (in relation to local government audits):

- Audit Opinions on Annual Financial Reports – 4 issues/recommendations
- Material matters of non-compliance with legislation – 1 issue/recommendation
- Bank reconciliation process incomplete – 1 issue/recommendation
- Quotes not obtained or no evidence retained - 1 issue/recommendation
- Procurement without purchase orders - 1 issue/recommendation
- Financial ratios not reported – 2 issues/recommendations

- Review not performed of financial management systems and procedures - 1 issue/recommendation
- Review not performed of risk management, internal control and legislative compliance - 1 issue/recommendation
- No review and authorisation of changes to master files - 1 issue/recommendation
- Miscellaneous findings - 7 issues/recommendations
- Financial management controls - 13 issues/recommendations
- Recommendations - 9 issues/recommendations
- Related Parties - 1 issue/recommendation
- Quality of financial reports submitted for audit - 2 issues/recommendations
- Opportunities to improve the efficiency of financial reporting, and the effectiveness of internal audit - 1 issue/recommendation
- The cost and benefit of performing valuations of non-current assets - 1 issue/recommendation
- Internal audit - 1 issue/recommendation
- Upcoming changes to accounting standards and the local government regulations - 1 issue/recommendation
- Financial performance of local government entities - 1 issue/recommendation
- Timeline of communications between auditors, management and council members- 1 issue/recommendation

Several of the issues and recommendations raised in the Report are not relevant to the Shire of Coolgardie – they relate specifically to the DLGSCI.

An assessment of how the Shire of Coolgardie compares with the issues and recommendations is attached.

It is proposed that the CEO will provide a further Report to the Audit Committee (and then Council) regarding the steps taken to address any issues/recommendations of relevance to the Shire.

#### Letter to all WA Mayors and Shire Presidents regarding the risk environment during the pandemic

The Auditor General has written to all Mayors/Presidents and CEOs:

*“I wish you and your teams well during this period. I recognise the increased tempo and demands on all of you as you focus on addressing the strain across our communities and in your workforce, and the role of our frontline and central agencies in particular.*

*I would like to provide some guidance that my office has developed relevant to the risk environment of the current situation.*

*While the focus of this period must be on delivering initiatives that support community wellbeing, in times of heightened pressure and uncertain circumstances, it is easy for key financial management, governance and information security controls to slip. Yet it is also in these disrupted times that we must be extra vigilant, as there are those who seek to take advantage of distracted staff and gaps in control mechanisms.*

***Good control during this period means that entities and senior decision makers will be better prepared to resume normal operations when the situation is over. It also means you won't be left dealing with the ramifications of fraud, error or decisions taken in haste that may be regretted when conditions are calmer...”***

The OAG Report identifies:

- Contextual issues - 11 issues/recommendations
- Assets – Risk of misappropriation, unauthorised purchases, or disposals - 7 issues/recommendations
- Expenditure – Risk of unauthorised or invalid payments, incorrect or invalid suppliers, and increased risk of fraudulent payments 8 issues/recommendations
- Security considerations for remote working arrangements – 16 issues/recommendations

An assessment of how the Shire of Coolgardie compares with the issues and recommendations is attached.

It is proposed that the CEO will provide a further Report to the Audit Committee (and then Council) regarding the steps taken to address any issues/recommendations of relevance to the Shire.

#### Local Government Contract Extensions and Variations Report

In the Report OAG noted:

- **Contract management processes at local governments need improving**
- **The audit found contract management policies and procedures at most of the sampled local government entities lacked appropriate guidance for staff to correctly and consistently process extensions and variations.**
- **Some contract variations were not approved by delegated officers, contract registers were missing key information required for effective contract management and for some contracts there was no evidence of review of contractor performance prior to contract extension.**

The Report noted 7 issues and proposed a range of better practise principles which should be reflected in local government delegations, policies, and procedures.

This Report highlights some gaps in practices and procedures at the Shire, which need to be addressed. In some cases, the best practice advice might be current, but it is not formalised and documented in delegations, policies, or procedures, in other cases it is not specifically addressed at all. An assessment of how the Shire of Coolgardie compares with the issues and recommendations has resulted in the development of policies to both reflect current practices and procedures and address the best practice approaches recommended by the OAG. This document is attached.

The CEO will consider incorporating these matters into the Council Policy Manual and/or CEO Management Policy Manual.

It is proposed that the CEO will provide a further Report to the Audit Committee (and then Council) regarding progressing the adoption and implementation of these policies.

The CEO has advised Shire staff are considering a cloud-based solution to be delivered via Microsoft Azure, which will provide extensive capabilities around procurement sourcing, contract, category, and supplier management. The solution provides complete transparency on all contract activities within an organisation and helps prevent contract leakage, ensure timely and compliant renewals, analyse historical changes, manage contract portfolio risk, and provides strong auditability across contract management.



**Comment:**

The Office of the Auditor General (OAG) has produced several reports of specific relevance to local government, and therefore the Shire of Coolgardie:

- Audit Results Report – Annual 2018-19 Financial Audits of local Government Entities - tabled March 2020
- Letter to all WA Mayors and Shire Presidents regarding the risk environment during the pandemic – April 2020
- Local Government Contract Extensions and Variations Report - tabled May 2020

With the Shire audit to be overseen by the OAG from 2020/21, it is important that the Shire considers any issues arising in the Reports and which are directly relevant to the Shire of Coolgardie.

The CEO has caused an assessment of all 3 documents to be undertaken and in some cases, there are matters to be addressed and gaps to be filled.

This Report serves to advise how the current Shire of Coolgardie delegations, policies and practices/procedures measure up, what gaps have been identified and how/when they will be filled.

**Attachments:**

1. LG Contract Extensions and Variations [11.1.1.1 - 8 pages]
2. OAG Financial Report Audit Results [11.1.1.2 - 10 pages]
3. OAG General Advice - SOC Responses [11.1.1.3 - 8 pages]
4. Draft Policy Model components of procedures regarding contract extensions and variations [11.1.1.4 - 3 pages]

**Consultation:**

Chief Executive Officer  
Manager Executive Services

**Statutory Environment:**

Reg 5 Local Government (Financial Management) regulations 1996.

**Policy Implications:**

There are likely to be changes recommended to Council Policies, and possibly delegations to reflect the best practice recommendations of the OAG, and to address shortcomings identified during the assessment.

The CEO may amend the CEO Management Policy Manual and introduce processes and procedures without reference to Council, but the further report to the Audit Committee, and Council, as recommended with ensure Council is aware of the actions taken by the CEO.

**Financial Implications:**

Nil

**Strategic Implications:****Accountable and Effective Leaders**

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

**Voting Requirement:** Simple Majority

**Officer Recommendation:**

**That Council;**

- 1. Note the assessments provided by the CEO in relation to the recent OAG Reports:
  - a. Audit Results – Annual 2018-19 Financial Audits of local Government Entities,**
  - b. Letter to all WA Mayors and Shire Presidents regarding the risk environment during the pandemic,**
  - c. Local Government Contract Extensions and Variations****
- 2. That the CEO provide a further report to the Audit Committee, and Council, regarding action taken by the CEO to address and implement recommendations relevant to the Shire administration.**
- 3. That the CEO provide a further report to the Audit Committee, and Council, regarding action that needs to be taken by the Council to address and implement recommendations.**

### 11.1.2 List of Payments - April 2020

<b>Location:</b>	Nil
<b>Applicant:</b>	Nil
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	18 May 2020
<b>Author:</b>	Manager Finance, Nav Kaur

#### **Summary:**

For council to receive the list of accounts for April 2020.

#### **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 April include Cloud Payment Group – Debt Collection; Roadtech Construction - Coolgardie Truck Bay - Roadtech Variation #4; Built By Geoff Fencing - Kambalda Perimeter Fence Replacement.

#### **Attachments:**

1. April 2020 List of Payments [11.1.2.1 - 8 pages]

#### **Consultation:**

Nil

#### **Statutory Environment:**

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

**Policy Implications:**

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

**Financial Implications:**

Nil

**Strategic Implications:**

**Accountable and Effective Leaders**

High quality corporate governance, accountability and compliance

Maintain integrated strategic and operational plans

**Voting Requirement:** Absolute Majority

**Officer Recommendation:**

**That Council, receive listing (attached) of accounts paid during the month of April 2020 by the Chief Executive Officer under delegated authority of Council.**

- 1. Municipal accounts totalling \$635,521.96 on Municipal vouchers EFT18446 – EFT18570, cheques 52328 - 52330, and direct payments made during the month of April 2020.**
- 2. Trust payments totalling \$5626.19 on cheques 2271 - 2273 for the month of April 2020.**
- 3. Credit card payments totalling \$1353.82 for the month of April 2020.**

### 11.1.3 Post COVID-19 - What Does the Future Look Like

<b>Location:</b>	Shire Coolgardie
<b>Applicant:</b>	Nil
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	18 May 2020
<b>Author:</b>	External Consultant, John Ravlic

#### **Summary:**

That Council,

1. Receive the Post Covid-19 – What Does the Future Look Like Report and;
2. Adopt the CEO's revised KPIs as attached, noting they will be reviewed quarterly;

#### **Background:**

The unprecedented disruption by the COVID-19 pandemic has thrown business-as-usual into turmoil, which now requires review and confirmation of the Shire's direction and review of CEO's KPIs.

It is critical for Council and its CEO to be on the same page as they move forward to respond to the challenges COVID-19 presents to the Shire and the community. To that end this report will:

- review the relevance of the CEO's KPIs for the period of COVID-19; and
- propose new projects/activity and KPIs for the period post COVID-19.

Escalation of COVID-19 protocols has seen the introduction of social distancing and lockdown measures to prevent the spread of the coronavirus. Prime Minister Scott Morrison said in a statement "Australians should expect these measures to be in place for at least six months". Since that time Premier McGowan has made regular announcements on social distancing and lockdown measures. The WA Government has gone to great lengths to restrict the movement of our communities and reduce person-to-person contact to slow the spread of the virus by locking down State borders and restricting movement to within local regions.

Most of Australia's COVID-19 positive cases have been contracted abroad including many who have returned from cruise ships. Community transfer, to this point in time, has been minimal due to the success of lockdown and social distancing measures introduced by State Governments. This has been vital in contributing to sound controls to ensure no, or very limited spread within isolated, disadvantaged indigenous communities, many of which would face devastation if a case emerged from within.

This pandemic crisis has come on the back of drought, fires and floods, which have decimated some regional, rural and remote communities across Australia. Many Local Governments fatigued by disaster and recovery, and with limited funds, are now finding themselves in the middle of another storm as they withdraw services, close facilities and stand down staff as a direct response to escalating COVID-19 protocols. Once the social distancing protocols were announced, Local Governments had no choice but to act on their occupational health and safety obligations to ensure staff and community safety.

### **Global Coronavirus Impact**

The spread of COVID-19 globally has now resulted in some 4.8 million infections and 317,000 deaths. As countries implement necessary quarantine and social distancing practices to contain the pandemic, the world around us has been put into lockdown. The magnitude and speed of collapse in activity that has followed is unlike anything experienced in our lifetimes.

**In mid-April, the International Monetary Fund projected in its World Economic Outlook that the global economy would contract 3% in 2020.**

Advice from global business advisors is to separate out essential operations and services, focusing on high-priority customers and clients, and implementing operational and financial preparations consistent with a two-to-three-quarter recession.

### **Domestic Impact**

Australia is likely to experience the greatest economic contraction since the Great Depression, according to the Reserve Bank of Australia (RBA), and has already lost 800,000 jobs and suffered a 6.7% reduction in take-home pay, according to the Australian Bureau of Statistics.

RBA provided an economic update predicting a 10% decline in national output in the first half of 2020, a “staggeringly large” 20% reduction in hours worked and unemployment to hit 10% by June.

The RBA showed some optimism by suggesting if restrictions are eased by mid-year, and most are lifted by year’s end, except for the ban on international travel, GDP could grow by 6% to 7% in 2021. It is anticipated that the Federal Government and more particularly the State Governments will respond with significant stimulus packages to kick off the economic recovery and job creation.

### **Local Coronavirus Impact**

The Shire’s tasks over coming months will focus on:

- Survival – doing all things to save lives in the community;
- Support – doing all things to support those in self-isolation and lockdown, particularly the vulnerable; and
- Recovery – doing all things possible to influence local economic development and job creation.

The Shire’s task to date has been focused on “Survival” doing all things necessary to save lives in the community by implementing social distancing and lockdown measures which included:

- Cancellation/postponement of events and gatherings – including sporting activity at all levels;
- Withdrawal of non-essential services – including library services; and
- Closure of facilities – including recreation/community centres.

The Shire’s current task is focused on “Support” – assisting the community, particularly the vulnerable (frail, aged and aboriginal communities) with self-isolation and quarantine, providing all the things they’ll need to get through the self-isolation/quarantine and lockdown phase including:

- access to meals;
- telephone wellness checks; and
- development of COVID-19 portal to provide access to virtual services, events and information.

An important factor and priority have been the adoption of supportive policies to assist staff retention and redeployment during the pandemic. The CEO quickly identified that stand downs, or redundancies among staff may lead to their (and their family) loss from the district and may make “gearing” back up post Covid 19 difficult with the need to source skillsets lost as a result.

Accordingly, the CEO attached great priority to engaging with staff and providing a supportive framework, including flexibility with leave entitlements to reassure them, wherever possible.

As part of the Support phase the Shire has established a COVID-19 Community Page on its website, where relevant information has been curated for the community to stay on top of social distancing and lockdown measures and what support is available.

### **Lifting the Restrictions**

As we flatten the curve and the daily case numbers continue to fall, pressure will be on for life to return to normal, whatever that may look like, to reignite the domestic economy and employment. Recent experience from Singapore has shown that we cannot wind back the restrictions too soon as that may result in increased rates of infections.

The National Cabinet has outlined a Three Step COVID Safe Plan to relaxing the lockdown and stimulating the economy towards employment generation. It is unlikely that the social distancing restrictions will be relaxed any time soon. The WA Government has moved to reopen the local economy by easing Phase Two restrictions on 18 May.

This easing will provide scope for some economic stimulus, especially tourism as “grey nomads” are able to begin moving around the State and chasing the sun. It will be important that the Shire of Coolgardie plays its part and encourages local businesses that might cater to such industries by having accommodation, restaurants, tourist services and related facilities “open for business”, within the permitted guidelines. To that end the Shire must ensure its own tourism related facilities are Covid 19 (and post Covid 19) compliant and ready for business.

The Shire of Coolgardie needs to be able to promote itself as “open for business - come and visit”.

The Shire is responding to the lifting of Phase Two restrictions by reviewing and planning for the reopening of its facilities and reinstating services and activities/programs in a COVID Safe environment.

The Shire needs to continue to engage with the mining and related services industries, which need to be consulted to ascertain what support, if any, the Shire can offer to assist their operations, and expansion. Examples of potential support might include – infrastructure priorities and statutory approvals streamlined.

### **Comment: CEO's KPIs**

The Council at its December 2019 meeting considered the CEO's Performance Review and new contract. The Council's deliberations included the adoption of the CEO's 2020/21 KPIs.

As part of adopting the CEO's new contract, the Council and CEO agreed on a set of KPIs, to be used to monitor the CEO's performance over the coming 12 months. The Shire's COVID-19 activity has made some of these KPIs irrelevant while others have been superseded.

The CEO's KPIs (see Attachment) have been reviewed and amendments are proposed for the Council's consideration and adoption, noting the indicators will be reviewed quarterly.

The process of reviewing and developing the CEO's KPIs is consistent with the Draft Standards and Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination released by the Department of Local Government Sport and Cultural Industries as part of the McGowan Government's commitment to transforming local government in WA, the Local Government Legislation Amendment Act 2019

### **What does the future look like?**

The CEO prepared a presentation on the immediate COVID-19 issues and challenges facing the Shire and proposed responses to be considered and adopted by Council (see Attachment).

The Shire's future is dependent on the Council responding to the pandemic in a holistic/systems approach ensuring flexibility and financial sustainability.

In moving the community toward recovery, the Shire will need to go beyond traditional community consultation and tap into local knowledge and entrepreneurship of those that can influence positive community outcomes.

There are some good signs, providing further Covid 19 restrictions are lifted, and that there is no stage 2 of the pandemic:

- coming months are peak visitor season for the district - grey nomads, prospectors, and July school holidays
- for gold mining companies and explorers, the price of gold, especially in AUD remains high with many suggesting it will go higher, offering new opportunities
- most mining companies active in the district have maintained their operations and;
- most district businesses are either still open for business, or can be reopened

### **Critical Economic Factors**

To course the direction of its recovery, the Shire needs to better understand the make-up of the local economy:

- Over the past 12 months, there has been \$128 million spent in the Shire, \$92 million (72%) of this is mining related expenditure;
- There are 2,332 full time staff employed in the District, of which 1,728 (74%) are employed in mining;
- The Shire's total rate revenue is \$7,154,490:
  - 75% of the Shire's rate revenue (\$5,354,180) is collected from Mining;
  - 4% of the Shire's rate revenue (\$280,040) is collected from Industry/Commercial; and
  - 20% of the Shire's rate revenue (\$1,426,280) is collected from Residential:
    - \$997,280 of which is mining related (70%); and
    - \$429,000 of which is non-mining related.

The Shire is one of the main employers/economic actors in the region. Its employment of local people and local expenditure will continue to benefit the local economy during the recovery and beyond.

Much of the Shire's time and resource (90%) is committed to the dealing with residents in the community, which account for generating 6% of the Shire's rate revenue. Some of the Shire's time needs to be applied to working with those that can influence the Shire's future economic prosperity and sustainability.



## Financials – Things Cannot Stay the Same

The Shire's Financial Health Indicator (FHI) has seen significant improvement over recent years. The FHI is mostly influenced by the Operating Surplus Ratio and the Current Ratio. The Operating Surplus Ratio is dependent on revenue from Rates, Fees and Charges and Other Revenue. The Draft 2020/21 Budget predictions do not record any real increases in these revenue streams. It has been based on the assumptions of zero increases in the rate in the \$ and minimum rates, fees and charges and other revenue.

Modelling illustrates that applying "business-as-usual" budget assumptions over the next four years does not improve the Shire's position and there are still many unknowns. For the Shire to improve its financial position and long-term sustainability it must progress with diversifying its revenue. The Shire will not be able to rely on rate revenue and grants to achieve sustainability.

Management of the Shire's operating expenditure remains critical in the short term with ongoing service level reviews to ensure it delivers the required services it can afford.

## 2020/21 Budget and Beyond

The Draft 2020/21 Budget has been developed with the following in mind:

- The Shire must find a way to diversify its revenue base over the next 5 years and critically in 2021-22
- Must manage its operating expenditure tightly over the next 5 years and critically in the next 2 years
- Review service levels in 2020-21 to what it can afford post COVID-19 – this may mean care and maintenance for a period of 2 years
- Maintain a level of staffing at its current levels for 2020-21
- Ensure Unrestricted cash is maintained at a level of at least \$1 million to \$1.5 million for the next 2 years
- Maximise the capacity of the Coolgardie Tip Site to generate Revenue over the period 2021-22 and 2022-23 – in doing so the Shire will become financially strong over the next 10 years

The Shire needs to have a conversation with the community on what the Council intends to do in order to ensure it moves back to a Financial Health Indicator (FHI) of at least 70

## Coolgardie Tip Site

The development of the Coolgardie Tip Site into a Class 3 Facility will result in potential revenues flowing to the Shire and positively influencing its financial position and long-term sustainability.

Year	Annual Tonnage	Average Price/Tonne	Revenue	Operating Expenditure
2021/22	12,000	\$130	\$1.56 m	\$680,000
2022/23	14,000	\$130	\$1.82 m	\$760,000
2023/24	16,000	\$130	\$2.08 m	\$840,000

Adding this level of revenue over time will have significant positive impact on the Shire's FHI.

## Economic Stimulus Strategy – Recovery and Beyond

The Shire's next task will focus on facilitating local/regional "Recovery" by adopting a 20/21 Budget with the single purpose of stimulating local economic development through:

- adopting shovel ready projects for State/Federal Government funding;

- progressing Council's capital works and major projects; and
- assisting/supporting the community with job creation initiatives.

Shire's agenda priorities, post COVID-19, will consist of the following elements:

- Ensure staff remain safe, healthy and employed;
- Manage the Shire's Cashflow;
- Develop an Economic Stimulus Strategy;
- Develop shovel ready projects for funding opportunities such as;
  - Coolgardie Tip Site Upgrade
  - R & D Facility
  - Bayley Street Enhancement
  - Cave Hill Road
  - Coolgardie North Road
  - Coolgardie Micro Grid
- Rating of Mining Infrastructure.

The Shire will adopt a range of projects/activity to stimulate the local economy. In addition, it will develop shovel ready projects for when suitable funding becomes available.

### **Conclusion**

The next three to six months are going to be difficult, as we get on top of the public health issues associated with COVID-19. The loss of economic momentum due to COVID-19 measures has resulted in significant economic downturn and job losses. The recovery will not come easily or quickly as the global economy contracts and we prepare for two to three quarters of recessionary conditions.

This level of disruption has required the review and confirmation of the Shire's direction and the CEO's KPIs. The future post COVID-19 looks bleak. The modelling shows the Shire's financial position will be impacted adversely. Business-as-usual is not the answer. The Shire needs to look for alternative revenue streams in the short to medium term.

The Shire's spend will influence local and regional economic development but there needs to be a tiered approach involving the Federal and State Governments. The Shire's ability to develop/leverage income producing assets that will generate jobs will be looked at favourably by Governments looking to fund shovel ready projects. The development of the Coolgardie Tip Site is one such asset.

In the days and weeks ahead, the Shire's priorities will shift to reopening facilities and reinstating services and programs/activities, followed by the challenge of stimulating the local recovery. The Shire will take a holistic/systems approach to developing a way forward to guide the local economic recovery and community development with the preparation of an Economic Stimulus Strategy.

### **Attachments:**

Nil Confidential Attachment

### **Consultation:**

Council  
Shire Staff

### **Statutory Environment:**

S5.38 Local Government Act, Reg 19 Local Government (Administration) Regulations 1996 address CEO performance and related matters.

**Policy Implications:**

Nil

**Financial Implications:**

Any financial implications will be detailed in the Draft 2020/21 Budget and Long-Term Financial Plan 2020-2030.

**Strategic Implications:****A thriving local economy**

Encouraging and attracting new investment and advocating for local employment  
Supporting and encouraging mining and processing industries  
Supporting local businesses in the Shire

**Accountable and Effective Leaders**

Demonstrating sound financial management and plans for the Shire's long term financial sustainability  
Demonstrating that decisions are developed through inclusive community engagement  
Developing strong partnerships with stakeholders for the benefit of our community  
Ensuring the Shire of Coolgardie is well positioned to meet future needs

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

Maintaining and renewing infrastructure and building assets

**Voting Requirement:** Simple Majority

**Officer Recommendation:**

That Council,

1. Receive the Post Covid-19 – What Does the Future Look Like Report;
2. Adopt the CEO's revised KPIs as attached (Confidential Attachment), noting they will be reviewed quarterly;
3. Endorse the Budget modelling and the need for diversification of revenue;
4. Direct the CEO to progress the development of the Coolgardie Tip Site into a Class 3 Facility;
5. Endorse the development of the Economic Stimulus Strategy and;
6. Direct the Chief Executive Officer to identify shovel ready projects to be included in the Draft 2020/21 Budget and/or the Long-Term Financial Plan 2020 – 2030.

#### 11.1.4 Financial Activity Statement For The Period Ended 30 April 2020

<b>Location:</b>	Nil
<b>Applicant:</b>	Nil
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	19 May 2020
<b>Author:</b>	Martin Whitely, Consultant

#### **Summary:**

This report recommends that the Monthly Statement of Financial Activity report for the period ending 30 April 2020 is presented to Council for adoption.

#### **Background:**

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

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

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

#### **Comment:**

Attached for consideration is the completed Monthly Financial Report.

The document attached includes Statements of Financial Activity by Program, and Nature and Type, Notes to the financial statements, an explanation of material variance as well as a summary of bank account balances at 30 April 2020, loan repayments, and reserve account status.

In accordance with the *Local Government (Financial Management) Regulations*, a report must be compiled on variances greater than the percentage agreed by Council which is currently 10% or \$10,000. With the report prepared at program level, comments have been made regarding variances. A nil variance is equal to 100%, meaning that the year to date actual is identical to the year to date budget. Comments are therefore provided where variance values are <90% or >100% and the dollar variance exceeds \$10,000.

**Attachments:**

1. Management Report - April 2020 [11.1.4.1 - 2 pages]
2. Monthly Financial Report - April 2020 [11.1.4.2 - 29 pages]

**Consultation:**

James Trail, Chief Executive Officer  
Nav Kaur, Senior Finance Officer

**Statutory Environment:**

Local Government Act 1995 Section 6.4  
Local Government (Financial Management) Regulations 1996 Section 34

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

- (1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - b) Budget estimates to the end of the month to which the statement relates; and
  - c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - e) The net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
  - (b) An explanation of each of the material variances referred to in sub regulation (1)(d); and
  - (c) Such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
- (a) According to nature and type classification; or
  - (b) By program; or
  - (c) By business unit.
- (4) (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**

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

High quality corporate governance, accountability and compliance

Maintain integrated strategic and operational plans

**Voting Requirement:** Simple Majority

**Officer Recommendation:**

**That Council,**

**Receive the Monthly Financial Activity Statement for the period 1 July 2019 to 30 April 2020 as attached**

### 11.1.5 Amendments to Council Policy

<b>Location:</b>	Shire of Coolgardie
<b>Applicant:</b>	Nil
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	19 May 2020
<b>Author:</b>	Steve Tweedie, Governance Consultant

#### Summary:

As a result of recent changes in several employee titles, amendments are required to the Council Policy Manual to reflect same.

Although the changes could be made to the Policy Manual, based on the current and correct titles in the Register of Delegations, as determined by Council, it is preferable that Council determine the matters.

In addition, several Council Policies – corporate credit cards and execution of documents need to specifically address the amended position titles.

#### Background:

The changes proposed to the Council Policy Manual are mainly consequential, either correcting errors, or reflecting accurately the Register of Delegations.

The significant changes to Council Policies are needed to specifically address the amended position titles in relation to Policies regarding corporate credit cards and execution of documents.

#### Comment:

Council Policy No.	Background/issue	Proposed wording/position title	Reason/outcome
03 - Procurement	Current Policy does not refer to correct position titles	Commercial Manager	Various references in Procurement Policy need to include Commercial Manager as referenced in the Register of Delegations – given the delegations have been adopted by Council, these should be consistent with same.
	Current Policy does not refer to correct position titles	Director of Operations	Various references in Procurement Policy need to include Director of Operations as referenced in the Register of Delegations – given the delegations have been adopted by Council, these should be consistent with same.

13 – Execution of documents	Current Policy does not refer to correct position titles	Include Director of Operations	<p>Under s9.49(A)(4) Council must authorise employees to sign documents on behalf of the Shire of Coolgardie.</p> <p>Thus, Director of Operations to be included at Category 2 - Any one of Chief Executive Officer, <b>Director of Operations</b> or Director Economic and Community Development</p> <p>Director of Operations to be included at Category 3 - Any one of Chief Executive Officer, <b>Director of Operations</b> or Director Economic and Community Development</p>
14 – Corporate Credit Cards	Current Policy does not refer to correct position titles	Include Director of Operations, Commercial Manager	<p>Policy Scope and content needs amending to reflect position title changes as below (and subsequently in Policy):</p> <p>The Shire, in order to enhance daily purchasing processes and reduce administrative costs, will authorise the issue, by its preferred financial provider, of corporate credit cards with a maximum limit of \$15,000 to the Chief Executive Officer, \$10,000 for the <b>Director of Operations</b> and \$10,000 for the Manager Executive Services, Director of Economic and Community Development and <b>Commercial Manager</b>.</p>

**Attachments:**

Nil

**Consultation:**

Chief Executive Officer  
 Manager Executive Services

**Statutory Environment:**

In relation to execution of documents:

- s9.49(A)(4) Council must authorise employees to sign documents on behalf of the Shire of Coolgardie.

In relation to corporate credit cards:

- Local Government Act 1995, s2.7(2)(a) and (b).
- Local Government Act 1995, s6.5(a).
- Local Government (Financial Management) Regulations 1996:
  1. Regulation 5; and
  2. Regulations 11(1)(a), 12(1) and 13

**Policy Implications:**

Amendments to Policies 3, 13, 14 and any typographic corrections.



**Financial Implications:**

Nil

**Strategic Implications:**

**Accountable and Effective Leaders**

High quality corporate governance, accountability and compliance

**Voting Requirement:** Simple Majority

**Officer Recommendation:**

That Council,

In relation to Council Policy 03 – Procurement - that it be amended to reflect the relevant Delegations regarding correct position titles, as they relate to the Director of Operations and the Commercial Manager.

In relation to Council Policy 13 – Execution of documents – that in accordance with LGA s9.49A(4) Council authorise the Director of Operations to sign documents on behalf of the local government, generally, in the case of Category 2 and Category 3 documents.

In relation to Council Policy 14 – Corporate Credit Cards - that Council resolve to authorise the issue of corporate credit cards with maximum \$10,000 limit for the Director of Operations and maximum \$10,000 limit for the Commercial Manager, and that all other provisions of the Policy, and any other controls determined by the CEO, apply.

The CEO be authorised to make any alternations to the Council Policy Manual to undertake renumbering, correct typographic or grammatical errors and incorrect links or cross references to the Register of Delegations, or within the Policy Manual.

Council note that the CEO will ensure amendments occur to the Management Policy Manual to reflect these decisions, where relevant and appropriate.

### 11.1.6 COVID-19 Update Report May 2020

<b>Location:</b>	Shire Coolgardie
<b>Applicant:</b>	Nil
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	21 May 2020
<b>Author:</b>	Chief Executive Officer, James Trail

#### **Summary:**

That Council,

1. Receive the COVID-19 Update Report for the period 24 April 2020 to 20 May 2020.
2. Endorse discretion exercised for procurement during the current State of Emergency as documented in the body of the report in accordance with Procurement Policy 03
3. Endorse the COVID Safe Business Safety Plan as attached

#### **Background:**

Council resolved at the Ordinary Meeting of Council in March and the Special Meeting of Council on the 7 April for the CEO to provide a monthly update report to Council on Covid-19. This is the second update report on COVID-19.

#### **Comment:**

The Shire's task to date has been focused on "Survival" doing all things necessary to save lives in the community by implementing social distancing and lockdown measures which included:

- Cancellation/postponement of events and gatherings – including sporting activity at all levels;
- Withdrawal of non-essential services – including library services; and
- Closure of facilities – including recreation/community centres.

The Shire's current task is focused on "Support" – assisting the community, particularly the vulnerable (frail, aged and aboriginal communities) with self-isolation and quarantine, providing all the things they'll need to get through the self-isolation/quarantine and lockdown phase including:

- access to meals;
- telephone wellness checks; and
- development of COVID-19 portal to provide access to virtual services, events and information.

An important factor and priority has been the adoption of supportive policies to assist staff retention and redeployment during the pandemic. The CEO quickly identified that stand downs, or redundancies among staff may lead to their (and their family) loss from the district and may make "gearing" back up post Covid 19 difficult with the need to source skillsets lost as a result.

Accordingly, the CEO attached great priority to engaging with staff and providing a supportive framework, including flexibility with leave entitlements to reassure them, wherever possible.

The National Cabinet has outlined a Three Step COVID Safe Plan to relaxing the lockdown and stimulating the economy towards employment generation. It is unlikely that the social distancing restrictions will be relaxed any time soon. The WA Government moved to reopen the local economy by easing Phase Two restrictions on the 18<sup>th</sup> May.

The Shire has responded to the lifting of Phase Two restrictions by reviewing and planning for the reopening of its facilities and reinstating services and activities/programs in a COVID Safe environment.

The next three to six months are going to be difficult, as the Shire tries to get on top of the public health issues associated with COVID-19. The loss of economic momentum due to COVID-19 measures has resulted in significant economic downturn and job losses. The recovery will not come easily or quickly as the global economy contracts and we prepare for two to three quarters of recessionary conditions.

As part of the Support phase the Shire has established a COVID-19 Community Page on its website, where relevant information has been curated for the community to stay on top of social distancing and lockdown measures and what support is available.

In the days and weeks ahead, the Shire's priorities will shift to reopening facilities and reinstating services and programs/activities, followed by the challenge of stimulating the local recovery.

The Shire has developed a COVIDSafe Business Safety Plan as attached. This Plan will be used for the Shire as the restrictions by Federal and State Government ease further over the next few months. An example of the Covid Safety Plan for the reopening of the Kambalda Library is also attached.

**Effective as at 20<sup>th</sup> May the cost to the Shire of dealing with Covid-19 is estimated at \$321,850 – in excess of 4.5% of the Shire's rates revenue**

Some initiatives have been;

- Covid-19 Safety Plans for;
  - CRC and Library Services
  - KCRF Customer Service
- Visitors Registers
- Cleaning Register
- Staff Temperature Checks
- Certificates for Infection Control Training – COVID 19
- Standard Operating Procedure for Cleaning
- COVID 19 Safety Shire Business Plan
- Sewerage Tender advertised
- Request for Quote for refurbishment of Pool Kiosk

A requirement of revised Procurement Policy 03 is in the event of a State of Emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override conditions and reduce or remove any or all restrictions and limits.

If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.

Discretion during this period was exercised for;

1. Engagement of Manger Technical Services for a period of a further 6 months from 1 July to 31 December 2020 from Core Business estimated at \$194,480 inc GST
2. Engagement of Australia Venture Consultants Pty Ltd in regard to the Coolgardie Tip Site estimated at \$145,200 inc GST
3. Engagement of JBS and G Australia Pty Ltd in regard to class 3 licence for Coolgardie Tip Site estimated at \$45,155 inc GST
4. Engagement of Info Council Pty Ltd in regard to agenda and minutes estimated at \$27,410.90 inc GST

### COVID19 Pandemic Action Plan

The Shire of Coolgardie (SOC) Pandemic Action Plan was developed and implemented by the Department on 17 March 2020. Tasks included arranging Executive meetings, updating the plan, and assigning actions from the meetings.

On Monday, 6 May 2020, the Director of Economic and Community Development handed ownership of the document over to the Director of Operations as the Shire moved into the recovery phases of COVID-19 for its operations and facilities.

### Communications

#### Social Media

Since 14 March, the Department has developed the content and design of 19 Facebook posts.

#### Facebook Outcomes (15 April 2020 to 18 May 2020 excluding ANZAC Day figures)

Total		
Reached	Reactions	Engagements
27,645	796	1874

#### Shire President Video Outcomes (15 April to Current)

- 1x Video ANZAC Day Wrap-up and MOW progress

Total		
Reached	Reactions	Engagements
1,882	65	173

#### Media releases/ New Items

Since 14 March 2020, the following COVID-19 media releases/news items have been prepared:

- Community Connect Portal
- Financial Relief and Zero Rates Increase

#### IT Support including Video Conferencing

To support the SOC's transition to video conferencing; the following has been implemented:

- Increased SOC bandwidth and prioritised video conferencing
- Minor hardware upgrades to BenQ boards

#### Project Updates

Design and production of project updates for the community on the Coolgardie Road Train Assembly Area, St John Medical Shed and Coolgardie Recreation and Community Centre.

## Website

### Community and Business Directory

The Community Directory is an on-line directory that provides contact details for every community, sporting and non-profit group in the Shire of Coolgardie. Similarly, the Business Directory is an on-line directory for local businesses operating in the Shire.

COVID-19 has provided an opportunity to contact these groups/businesses for their details and upload their information onto our website.

Advertising will commence shortly on these directories.

### Website Outcomes (23 April 2020 to 18 May 2020)

The table below demonstrates the increase in users, views and time spent on the Shire website since COVID-19 information.

*Shorter reporting period when compared to previous report supplied*

<b>Users (Site wide)</b>	<b>1574</b>	<b>-1363</b>
<b>Covid19 Media Release Views</b>	<b>25</b>	<b>-732 views</b>
<b>Covid19 Page Views</b>	<b>387</b>	<b>+ 24 views</b>
<b>Average time spent on Covid19 Page</b>	<b>01:52</b>	<b>- 0.85 sec</b>

### COVID-19 Virtual Platform

The Community Connection portal has been a great asset to our website. This section is purely for COVID-19 and consists of factual information, online services, video content, pre-recorded classes and online tools for both adults and children.

Since implementation, content is regularly updated and added. Staff are continuing to monitor the needs of community members and ways to provide services and activities online.

### Current Status

The platform has been promoted to participants in the wellness checks with the official promotion (Facebook, media releases etc) scheduled for next week. Other virtual activities are also linked through the website, including an interactive virtual Sing & Rhyme Time that was made available to parents of pre-schoolers.

The Department is working with the CRCs to analyse the benefits of continuing this portal as a support tool for the CRCs. Once COVID-19 restrictions have been lifted, the portal could continue to be an additional avenue for the delivery of programs for the Shire.

### Cool Rambler

The Department undertook a review of costings to produce the Cool Rambler which was presented to Council for feedback. A communications campaign will be put in place to begin the promotion of the E-Rambler and phasing out of the Cool Rambler carefully from the community. Feedback from staff received to date is that seniors will support the decision.

### Community Development

#### Wellness Check Implementation

The Shire have now completed 8 weeks of wellness checks. Shire staff are calling 103 residents on their wellness calls list with 76 in Kambalda and 27 in Coolgardie.

An online form has also been implemented on our website for residents to add themselves or others to the list.

With the easing of restrictions during the Covid-19 period, a minority of people called have asked for fortnightly calls instead. Residents continue to express their gratefulness of these wellness checks.

**“The Shire doing such a wonderful job in arranging this kind gesture to look after the community through these difficult times.”**

**“Please pass on my gratitude to the Shire for being so caring. Along with the Meals on Wheels which I am so grateful for and to receive a weekly phone call checking in I truly believe I live in the best community ever.”**

A report is being finalised weekly to capture details of these wellness checks. This includes any areas of concern with mental & physical health, any extra services that may be required, and individual needs.

Coolgardie CRC staff have also incorporated, in conjunction with the KBCCI, business wellness checks. This was well supported by 7 individual clients being provided confidential meetings regarding stimulus packages and business support.

#### Current Status

The number of residents currently requiring this service:

- Coolgardie service 27 residents
- Kambalda service 76 residents
- Widgiemooltha and Rural Properties have also been contacted to access this program.

The Shire will be continuing these wellness checks during COVID-19. This project has been a success to keep the community connected during isolation and well received by our community members.

#### Meals on Wheels Program

The Meals on Wheels is now in its fourth week. Services in both towns have increased since the start of this project - Kambalda has increased by 61% and Coolgardie by 21%.

For some members of the community, the meals provided last 2 days. Comments received indicate that seniors not only enjoy the meal provided, but also seeing our staff twice a week and this positive communication during isolation. The project has become more than simply delivering a nutritious meal, it also incorporates a type of wellness check on these residents.

Shire staff are now working closely with both Nursing Posts, Silver Chain, St Johns and WA County Health Service Goldfields to assist with residents of concern. MEEDAC staff have offered to assist with the delivery which is due to commence on Friday.

### *Current Status*

This service has been so well received, and the Events Officer is in the process of a project analysis on making this permanent in the Shire.

The Shire are in correspondence with MEEDAC to assist with the deliveries. MEEDAC are offering their staff (no volunteers or participants) to train and deliver under their costs and insurances. Currently they can offer Kambalda 3 staff and 1 in Coolgardie. This will be a benefit to involve and encourage the Shire engaging with Community Groups and Services, as well as free up staff time and resources.

The delivery in Kambalda requires two shire vehicles and four staff each delivery.

Staff are also in communication with St Johns regarding the Community Transport vehicle which will not only promote the partnership between St John and the Shire but is also a great way to promote this service to this target demographic.

This project has encouraged engagement between the Shire, Mining companies, community groups, businesses and other key stakeholders and this will continue to have a positive impact on our community and residents.

### St John Medical Outcomes

	<b>Jan-March 2020 (Pre-COVID)</b>	<b>April - 2020 (COVID)</b>
<b>Medical services</b>	Our resident GP, with support from our GP Telehealth team and local nurse provided quality in-practice medical services each week, seeing more than 500 patients each month.	As the COVID transmission levels flattened, our medical team was able to <b>administer the flu vax to more than 60 patients</b> and a number of businesses in the Kambalda community.
<b>Medical services - telehealth</b>	GP Telehealth continues to be an important aspect of sustainable, integrated medical services to the Kambalda community.  AGNES (our diagnostic telehealth platform) and our GP telehealth doctors, <b>saw almost 100 patients</b> during this period. These patients were privately billed as no Medicare MBS code is available to Kambalda residents.	Privately billed telehealth appointments and the AGNES service are suspended during COVID.  From 31 March, Medicare released Medicare item numbers enabling a range of telehealth medical appointments to be bulk billed, including chronic disease management.  St John Medical Kambalda has provided <b>more than 550 telehealth consultations in the past 6 weeks</b> . This is a particularly pleasing result because it demonstrates the strong support the Kambalda community has for telehealth and maintaining their health overall.

<b>Community Transport</b>	Positive signs with overall growth in usage month on month: <ul style="list-style-type: none"> <li>• Almost 50 trips for the quarter</li> <li>• 75% trips for local Kambalda trips and 25% for Kalgoorlie service</li> <li>• Users and volunteers drivers happy</li> </ul>	<ul style="list-style-type: none"> <li>• Suspended for April/May due to risk to volunteers and users alike</li> <li>• Service re-activated wc 11 May</li> <li>• Recruitment drive will re-commence</li> <li>• Service to support Shire's Meals on Wheels program where possible</li> </ul>
<b>Resourcing</b>	Working in the practice 5.5 days/week: <ul style="list-style-type: none"> <li>• 1 FTE General Practitioner</li> <li>• 0.6 FTE Chronic Disease Nurse</li> <li>• 0.8 Practice Manager</li> <li>• Medical Receptionists</li> </ul>	Working 5 days/week via Telehealth (Video and phone) or offering limited face-to-face appointments <ul style="list-style-type: none"> <li>• 1 FTE General Practitioner</li> <li>• 0.6 FTE Chronic Disease Nurse</li> </ul> Maintaining seamless customer service to the Kambalda community 5.5 days/week from the practice: <ul style="list-style-type: none"> <li>• 0.8 Practice Manager</li> <li>• Medical Receptionists</li> </ul>

### Tourism

Together with the Visitor Centre, the Department is working on a complete refresh of all visitor pamphlets and town maps.

An audit of the social media page is also being undertaken to ensure that the communication method is appropriately targeted at visitors and to share the learnings of the SOC FB page.

The SOC is also investing in refreshing its tourism photography stock to populate the website, FB page and new pamphlets. The Street Banners have been ordered and are anticipated to be mounted by the end of the month.

### Community Development

A meeting was held with the Department of Housing and Cr Cullen on the advice that the Department were undertaking maintenance activities during COVID-19. A number of units in Coolgardie were discussed and documentation was provided following the meeting re: statistics of anti-social behaviour and issues experienced in Coolgardie with social housing. No response received to date.

### Fast-forwarding Infrastructure Projects

#### Ben Prior Park

We have received the first instalment for Ben Prior Park and the Shire will be able to award a successful contract early next week.

#### Coolgardie Post Office Complex

Drainage site survey is almost completed, and the Shire is ready to move into tendering phase for this project. Discussions with Aus. Industry on project progress have ensued including submission of project update and costings. REDS grant contract endorsed by the GEDC and SOC.



Waste to Energy R&D Facility

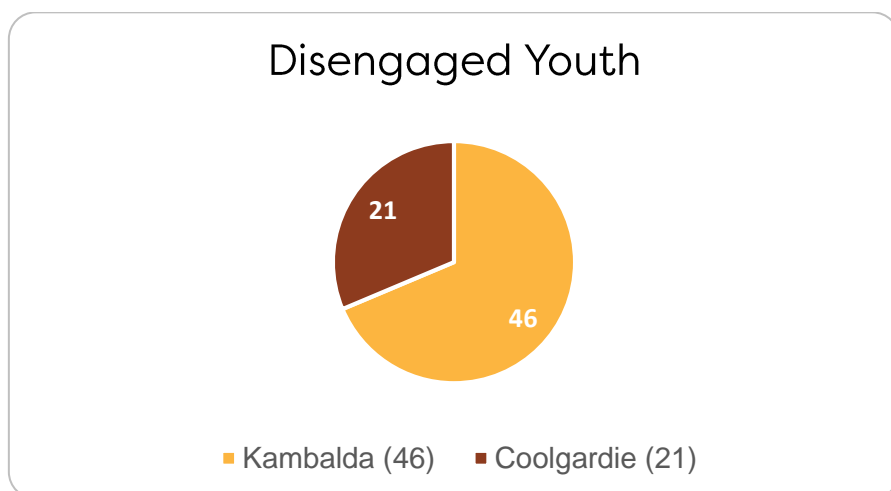
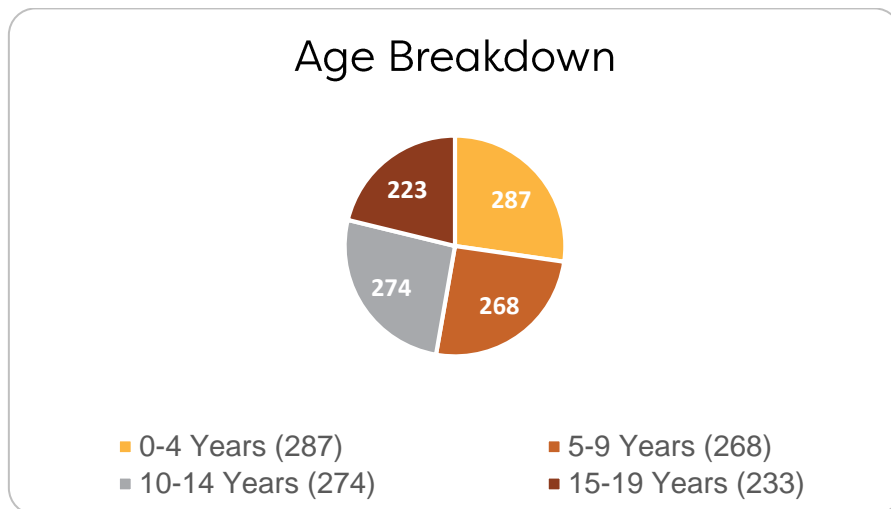
Development of project proposal for CEO on the R&D Facility including the background, market need, project benefits, deliverables and budget.

HSVPP Application

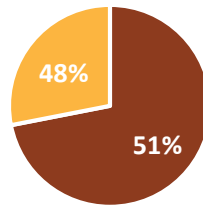
Currently drafting a funding application for Bayley Street upgrades – engineering reports have been updated and QS is pending – the grant is due 29 May 2020.

Regional Economic Modelling

The Department now has access to Regional Economic Modelling tool which provides information on the economy and community. This provides the opportunity for Officers to report to Council and stakeholders on emerging issues in the towns and provide targeted economic/social solutions. As an example:



## Mining Employment Residential vs DIDO



■ Reside in SOC (676) ■ Drive in Drive Out (723)

### Kambalda Recreation Centre

	Programs	Issues	Rosters	Other changes
1	Customer Service	Reduced hours  Return to normal hours (21 <sup>st</sup> May)	9am – 3pm  8:30am-4:30pm	No face to face customer service  Customers services and library services only
2	Centrelink	No face to face  Return to normal hours (21 <sup>st</sup> May)	9am-3pm via phone	Provide alternative contact details By appointment only
3	Indue Card	No face to face  Return to normal hours (21 <sup>st</sup> May)	9am – 3pm via phone  9am – 3pm	Provide alternative contact details By appointment only
4	Library services	Not open  Return to normal hours (21 <sup>st</sup> May)	  8:30am – 4:30pm	Have extended current book hire dates Limited 20 customers at a time
5	CRC programs	No face to face  Return to normal hours (21 May)	9am-3pm  8:30am – 4:30pm	Providing community wellness checks Meals on wheel
6				Virtual programs
7				Using Covid Webpage for online programs

8				Working with Events Co-ordinator on other ways to provide programs
9		Staff reduced hours and workdays  Return to normal roster and hours for all staff Monday 18 May 2020	9am-3pm, only two staff rostered each day  8:30am – 4:30pm	All Kambalda Rec Staff have been very diverse and accepting of working with this big change and challenging time.  Held all staff meeting Monday 18 May. Preparations for reopening completed.
10	Communication	Ensuring good communication to all staff and management while limited staffing. We held a staff meeting and minutes were provided to all staff and management		All staff meetings will be emailed to Director Operations

### Coolgardie Recreation Centre and CRC

	Programs	Issues	Rosters	Other changes
1	The Coolgardie Community Rec Centre Building closed to the Public as Per Covid-19 requirements  No Programs are delivered physically, including our Goldfields Service Providers programs to Coolgardie.	No issues to date.	Reduced working Hours 9.00am – 3.00pm  Staff worked on reduced hours until 18 May 2020, where full hours resumed.  Staff have chosen to take some Annual Leave days and unpaid leave during May.	Buildings are closed to the Public  There are still no working telephones or computers working in Rec Centre due to NBN issue. Market Creations is currently working on this.  Leanne and Meg are working from the Shire Admin Building.
2	Wellness Checks Telephone Calls have been done weekly to 30	No issues only positive feedback.	Reduced Working Hours 9.00am – 3.00pm	Centrecare and have done follow up calls for us on members we were concerned about.

	community members.	The community is enjoying their wellness checks and are all looking forward to the Coolgardie Community Recreation Centre opening again.		
3	Coolgardie Business Wellness and support Telephone Calls and meetings with Sharni Foulkes from KBCCI.	The businesses welcomed the support from Sharni and will continue to work closely with the KBCCI.	Sharni Foulkes came to Coolgardie and had on one confidential Business appointments with six Coolgardie businesses at the Shire Administration building. (Wednesday 13 and Monday 18 May 2020)	Very positive feedback from the attendees.
4	Coolgardie CRC and Recreation Staff have activities and programs designed and planned due to the Covid-19 restrictions.	The engagement process is totally different, no physical interaction.  This is for the updating of the CRC Action plan to DPIRD for approval.		DPIRD Action plan has been updated.
5	Cashless Debit Card	No Face to Face appointments	Telephone support is available by ringing the Indue Hot line or the Shire of Coolgardie telephone number.	The Cashless Debit Card (CDC) program was recently granted an extension till 31 December 2020 to continue in its current format across all trial sites. Indue's contract to deliver the CDC program with the Department of Social Services (department) ceases on 30 June 2020. Therefore, they are unable to provide information on the future of local partners until they know if Indue is being extended as the card provider.

6	Increased cleaning and sanitising of the Coolgardie Buildings and toilet facilities.	No issues.	A Wani and L Kani's cleaning rosters is 20 Hours Per Week.  S Wells Hours are 20 Per Week.	Increased purchasing of cleaning and sanitising products.
7	The Coolgardie Community Recreation Centre Insurance repairs have started	The Recreation Centre is currently closed to staff due to it being a construction zone.  Start date for the project was Wednesday 6 May 2020 and the estimated date for the reopening is the end of June 2020.	Leanne and Meg are currently working from the Shire Administration Building	Change of premises for staff and the Coolgardie Recreation Centre is looking great.
8	The Meals on Wheels Program delivery for Coolgardie	There are 29 meals delivered weekly on a Monday and Thursday.  The community are enjoying the meals and seeing the staff who are delivering to them.	Meals were delivered from 12.15pm  It takes 1.5 Hours to deliver the meals to the community	No Changes, the process and system are working well.  All sanitation requires are being met.  The Ford Bayley Camp is fantastic to work with
9	The Coolgardie Oval gates are unlocked for public access and use	Gates were unlocked for the community to use for safe distancing light exercise i.e. walking		People have been seeing walking and exercising on the oval

### Technical Services

	Programs	Issues	Rosters	Other changes
1	Playground Maintenance	Areas closed, lower requirement	N/A	Signage checked for damage or placement

2	Morning start up	Confined areas in lunchrooms	N/A	Meet together outside rather than indoors to keep social distances
3	Regular cleaning of surfaces	Vehicles and work areas	Twice daily	Staff are utilising sterilizing spray to clean door surfaces and vehicle touch surfaces such as door handles and steering wheels
4	Vehicle use	Reduce confined areas such as utes and trucks	Ongoing	Where possible, only one person per vehicle. Sometimes 2 vehicles are on the same job for two staff.
5.	Staff Hours	Staff on reduced hours	Normal Hours	Back to normal hours as per CEO Directive

### Visitors Centre

- Closure of Museum and Warden Finnerty's from 23rd March
- Closure of Visitors Centre from 26th March
- All staff working reduced hours, 5.5 hours a day, 3-4 days a week each
- Staff using annual leave to make up lost days
- Staff completed revitalisation of the upstairs bottle collection
- Work continuing on re-creation and update of information of pages for information kiosk
- Staff planning creation of new display room in now empty archive room.
- Staff working on setting up new display room
- Staff researching and creating interpretation and "stories" for newly created museum display room
- Working with Economic Development department on redesign of new brochures and town maps

### Attachments:

1. Attachment COVID Safe Business Plan Final [11.1.6.1 - 11 pages]
2. Attachment COVI D-19 CRC and Library Services- Safety- Plan [11.1.6.2 - 5 pages]

### Consultation:

Council  
Shire Staff

**Statutory Environment:**

**11A. Purchasing policies for local governments**

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
  - (a) The form of quotations acceptable; and
  - (b) The minimum number of oral quotations and written quotations that must be obtained; and
  - (c) The recording and retention of written information, or documents, in respect of —
    - i. All quotations received; and
    - ii. All purchases made.

**Policy Implications:**

Nil

**Financial Implications:**

Council resolved at the Ordinary Meeting of Council in March 2020 to re allocate \$750,000 in reserves and borrow \$1 million to assist in dealing with Covid-19

**Strategic Implications:**

**Accountable and Effective Leaders**

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

**Voting Requirement:** Simple Majority

**Officer Recommendation:**

That Council,

1. Receive the COVID-19 Update Report for the period 24 April 2020 to 20 May 2020.
2. Endorse discretion exercised for procurement during the current State of Emergency as documented in the body of the report in accordance with Procurement Policy 03
3. Endorse the COVID Safe Business Safety Plan as attached

### 11.1.7 Amendments to Council Policy Manual - Procurement

<b>Location:</b>	Shire of Coolgardie
<b>Applicant:</b>	Nil
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	<p>The author holds a contract to provide governance advice (on request) having been engaged by the CEO.</p> <p>If the recommendations are carried and implemented, the author may benefit from the exercise of the new amendments to the Policy. Any such decisions will be at the sole discretion of the CEO.</p>
<b>Date:</b>	20 May 2020
<b>Author:</b>	Governance Consultant, Steven Tweedie

#### **Summary:**

That Council Endorse, in relation to Council Policy 03 – Procurement - that it be amended by adding section 2.1, 8.1 and 9 as detailed in Officer Recommendation

#### **Background:**

Newly gazetted Local Government (Function and General) Regulations 11A (3) require local governments to adopt a policy which makes provisions for "... the recording and retention of written information, or documents, in respect of —

- (i) all quotations received; and
- (ii) all purchases made

Although it is arguable that the Shire's Record Keeping Plan and administrative practices address such matters, it is preferable to put the matter beyond doubt by adopting policy.

In addition, as part of assessing how other local governments address procurement policies several additional policies have been identified for inclusion, and which will strengthen the Shire procurement policies. These relate to:

- Waiving quotations and tenders – address practical approaches to exemptions within current delegations
- Evaluation criteria – proposes 2 standards for purchases relating to products and services/construction

#### **Comment:**

Further changes to the Local Government (Functions and General) Regulations 1996 came into force on May 9 2020 and although some of the new provisions had been anticipated and addressed, at least one provision will necessitate new provisions in the Council Policy Manual.



The Register of Delegations (and Sub delegations) does not need amending because it is a standard condition on all delegations that Council Policy must be complied with and only significant conditions are spelled out in the delegation and sub delegation instruments.

The CEO will ensure the CEO Management Policy Manual is amended to reflect Council Policy.

**Attachments:**

Nil

**Consultation:**

CEO

**Statutory Environment:**

Local Government (Function and General) Regulations 11A (3) (new)

**Policy Implications:**

Amendments to Council Policy 03

**Financial Implications:**

Nil

**Strategic Implications:**

**Accountable and Effective Leaders**

High quality corporate governance, accountability and compliance

**Voting Requirement:** Simple Majority for proposed Policy 03 - 2.1, 8.1, 9.

**Officer Recommendation:**

**Council Endorse, in relation to Council Policy 03 – Procurement - that it be amended by adding:**

**2.1 Evaluation Criteria**

**In accordance with Part 4 of the Regulations, before the Shire invites tenders or applications to join a panel of pre-qualified suppliers (panel applications), it must determine in writing the criteria for deciding which tenders/panel applications should be accepted.**

**As such Council has delegated authority to the CEO to invite tenders and panel applications and determine evaluation criteria in accordance with this policy.**

**This delegation only applies where the consideration involved does not exceed \$250,000 (excluding GST) and there is an appropriate provision made in the budget**

**Purchasing requirements vary greatly in the nature of the activity, scope of works and pricing, therefore it will be difficult to find a single evaluation model to fit all circumstances.**

**Council has endorsed two evaluation models to be used to guide the CEO when pre-determining evaluation criteria.**

When seeking quotations above \$50,000 (excluding GST), it is recommended to use the evaluation criteria models set out below as a guide when pre-determining evaluation criteria.

### Product Purchases

The below table identifies the evaluation criteria and minimum weightings to be used when the CEO invites tenders/panel applications for the purchase of goods/products.

Product Purchases	
Evaluation Criteria	Minimum Weighting
Price (mandatory criterion)	60%
Quality (mandatory criterion)	5%
Capacity to Deliver (mandatory criterion)	5%
<i>Additional criteria may also be included if deemed appropriate</i>	Up to 30%
<b>TOTAL</b>	<b>100%</b>

### Service/Construction Purchases

The below table identifies the evaluation criteria and minimum weightings to be used when the CEO invites tenders/panel applications for the purchase of services/construction works.

Product Purchases	
Evaluation Criteria	Minimum Weighting
Price (mandatory criterion)	40%
Relevant Experience (mandatory criterion)	5%
Methodology (mandatory criterion) Methodology (mandatory criterion)	5%
Capacity to Deliver (mandatory criterion)	5%
<i>Additional criteria may also be included if deemed appropriate</i>	Up to 45%
<b>TOTAL</b>	<b>100%</b>

As a minimum requirement, the above nominated evaluation criteria are mandatory and must always be used when the CEO invites tenders/panel applications. The CEO does not have authority to substitute alternative evaluation criteria for the mandatory evaluation criteria.

However, the CEO can include additional evaluation criteria if deemed appropriate.

The minimum weightings column identifies the minimum weighting to be applied to each mandatory evaluation criterion. In exceptional circumstances the CEO may authorise a price weighting lower than 60% for goods/products or 40% for service/construction purchases.

When determining the evaluation criteria and weightings, the total sum of the weightings must equal 100%.

### Variations to Evaluation Criteria Models

Council must authorise the decision to invite tenders/panel applications, the evaluation criteria, and the scope of works when the value is expected to exceed \$250,000 (excluding GST). The

evaluation criteria models set out in this policy are to be used as a guide when seeking Council authorisation of evaluation criteria.

If the criteria within the evaluation criteria models provided for in this policy are not suitable for a particular tender/panel application, then Council authorisation of the alternative evaluation criteria and weightings will be required irrespective of the value.

The evaluation criteria models only apply to tenders for the purchase of goods and services and do not apply to tenders for the disposal of Council property.

## **8.1 Waiving Quotations and Tenders**

The purchasing threshold requirements for obtaining quotations or calling for public tenders may be waived where:

- the provision of goods or services is provided under warranty or relates to specific manufacturer repairs,
- the purchase is from an Internal Preferred Supplier, where the supplier was appointed as the result of a City tender, for the purpose of being an Internal Preferred Supplier,
- the purchase is from a pre-qualified supplier under a Panel established by the Shire, in accordance with Division 3 of Part 4 of the Regulations,
- the purchase is from a pre-qualified supplier on the WALGA Preferred Supply Program or CUA,
- the purchase is under auction which has been authorised by Council,
- the purchase is from a Regional Local Government or another Local Government,
- the purchase is from a supplier registered on the Aboriginal Business Directory WA or with Australian Indigenous Minority Supplier Office Limited, where the consideration is \$50,000 (excluding GST) or less and represents value for money,
- the purchase is for legal services (Quotations only),
- the prescribed number of quotations was requested, however one or more of the suppliers did not respond to the request despite the Shire's best efforts to obtain the quotations (Quotations only).

### **Additional Tender Exemptions**

In addition to the exemptions identified above, the calling of public tenders may be waived where:

- the purchase is acquired from an Australian Disability Enterprise, as registered on [www.buyability.org.au](http://www.buyability.org.au) and represents value for money,
- the purchase is acquired from a person registered on the Aboriginal Business Directory WA or with Australian Indigenous Minority Supplier Office Limited, where the consideration under contract is worth \$250,000 (excluding GST) or less and represents value for money; or
- any of the other exemptions under Regulation 11 of the Regulations apply.

## **9. Records Management**

**All records associated with the procurement process must be recorded and retained. For a tender process (whether Council determined, or by the CEO, or another employee under delegation) this includes:**

- **Tender documentation, including specifications and assessment criteria,**
- **Internal documentation,**
- **Evaluation documentation,**
- **Enquiry and response documentation,**
- **Notification and award documentation.**

**For a direct purchasing process this includes:**

- **Quotation documentation, including any specification and assessment criteria**
- **Internal documentation, such as evaluation etc**
- **Purchase orders issued and requisitions.**
- **Record retention shall be in accordance with the minimum requirements of the State Records Act, the Shire's Record Keeping Policy and administrative instructions given specifically, or generally in relation to the purchase**

### 11.1.8 Local Planning Scheme No 5 – Amendment No 4

<b>Location:</b>	Lot 971 No 2 Marianthus Road, Kambalda
<b>Applicant:</b>	Nil
<b>File Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	19 May 2020
<b>Author:</b>	Francesca Lefante, Consultant Planner

#### **Summary**

For the Shire to consider initiating a scheme amendment to rezone Lot 971 No 2 Marianthus Road, Kambalda from Public Purposes to Commercial.

#### **BACKGROUND**

The site is located on the corner of Goldfields Highway and Marianthus Road on the entry to Kambalda West townsite. The existing buildings on the site are used as a community arts centre. The site is owned by the site and was previously uses for commercial activities / services station. Access to the site is via both roads.





## **COMMENTS**

The Shire's is committed building sustainable townsites, delivering economic, employment, lifestyle, social, and environmental benefits and sustainability to the community and businesses.

Over many years Kambalda West has seen a decline in the number of commercial businesses. This site is strategically located, with excellent visibility and access from Goldfields highway, which is unique in Kambalda West, as all other commercial sites are separated from the highway. This unusual town layout, away from the main road is a result of the initial development as a mining town under Western mining.

The Shire has progressively and consistently been taking actions to attract new business to the town by enhance the range of opportunities and offerings. This site has attracted interest due to its strategic location on the main road.

The objectives contained within the Scheme and Local Planning Strategies, aim to develop and enhance the amenity and economic prosperity of the Shire and facilitate the suitably zoned and unconstrained land for development.

This scheme amendment proposes to rezone the site to commercial zoning to: -

- Facilitate a range of uses to that benefit the town
- Make use of the significant strategic location on a significant transport route to attract business
- Increase recognition of the townsite and range of business
- Facilitate greater use of an underutilised site.

The opportunity to increase flexibility within on this site has been the subject of a number of strategic discussions with potential businesses over a number of years considering establishing in Kambalda, but also seeking good exposure from passing traffic.

With regard to State Planning Policy - SPP 3.7 Planning in Bush Fire Prone Areas. Any redevelopment of the site will be subject to appropriate controls as part of the planning and building requirements.

### ***Process***

The Regulations prescribe the manner and process to followed when undertaking a scheme amendment\ The *Planning and Development (Local Planning Scheme) Regulations 2015* prescribes the format, content, structure and process to be follow when undertaking a scheme amendment. The key actions and timeframes are summarised below: -

Step 1 Council resolution to adopt an amendment to the Scheme (Reg 35 (2))

- Step 2 Scheme Amendment documents and maps prepared in the prescribed manner
- Step 3 Amendment referred to EPA in accordance with S81 and copy to Planning - DPLH  
Where no EPA review required the proposal can proceed to advertising
- Step 4 Public Advertising for period 42 days by way of public notice – Reg 47  
newspaper and notice boards  
Copy of the Scheme amendment documents available for public review
- Step 5 Council consider submission and resolve action on Scheme Amendment Reg r50  
Support, not support or modify
- Step 6 Forward Scheme Amendment and resolution to WAPC
- Step 7 WAPC to consider and make recommendation to Minister
- Step 8 Minister determination
- Step 9 Gazettal of Scheme
- Step 10 Local Government to advertising approval of amendment

It is recommended that the Shire pursue a scheme amendment in support of the change of zoning from public purpose to Commercial.

The options available to the Shire in considering the proposal are: -

1. Support the Scheme Amendment.
2. Modify the details to be included in the Scheme Amendment
3. Not support initiation of the Scheme Amendment

### **CONSULTATION**

Statutory process contained in the Act, comprising 42-day public consultation period.

### **STATUTORY ENVIRONMENT:**

Planning and Development (Local Planning Scheme) Regulations 2015

### **POLICY IMPLICATIONS:**

Nil

### **FINANCIAL IMPLICATIONS**

- Preparation and advertising of the scheme amendment.

### **STRATEGIC IMPLICATIONS**

- Solutions focused and customer orientation
- Diversified and strengthened local economy
- Effective management of infrastructure, heritage and the environment.

### **VOTING REQUIREMENT**

Simple Majority required.

**Officer Recommendation:**

That Council,

1. **INITATES** Amendment No 4 to Local Planning Scheme No 5 to rezone Lot 971 No 2 Marianthus Road, Kambalda from Public Purposes to Commercial.
2. **CONSIDERS** Amendment No4 to Local Planning Scheme No 5 to be 'standard' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. **PREPARES** the Scheme Amendment report and documentation.
4. **REFERS** to Scheme Amendment to the EPA in accordance for assessment in accordance with Regulation Section 81 of the Planning and Development Act 2005.
5. **AUTHORISES** the public advertising of the proposal upon receipt of EPA advice regarding environmental assessment being received, and the incorporation.



### **11.1.9 Outstanding Resolutions May 2020**

#### **Attachments:**

1. Outstanding Resolutions Updated 22 May 2020 Final [11.1.9.1 - 36 pages]

### **11.1.10 Activity Report April 2020**

#### **Attachments:**

1. April 2020 Activity Report [11.1.10.1 - 6 pages]

### **11.2 Technical Services**

Nil

### **11.3 Recreation and Community Services**

Nil

### **12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

#### **13.1 Elected Members**

#### **13.2 Council Officers**

### **14 CONFIDENTIAL ITEMS**

### **15 CLOSURE OF MEETING**