



SHIRE OF COOLGARDIE

A G E N D A

OF THE

ORDINARY COUNCIL MEETING

26 November 2019

6.00pm

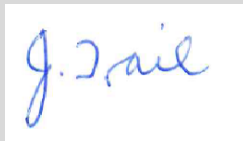
Kambalda

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 November 2019 in the Recreation Centre, Barnes Drive, Kambalda commencing at 6:00pm.



JAMES TRAIL
CHIEF EXECUTIVE OFFICER

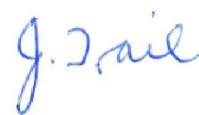
ORDINARY COUNCIL MEETING

26 November 2019

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

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

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



James Trail
Chief Executive Officer

DISCLAIMER

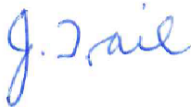
INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:

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

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

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



James Trail
CHIEF EXECUTIVE OFFICER

COUNCIL MEETING INFORMATION NOTES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Local Government (Administration) Regulations 1996

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

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

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

- Reg 6 (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is fifteen (15) minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

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

Local Government (Administration) Regulations 1996

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

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

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

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

10. Public Inspection of Unconfirmed Minutes (Reg 13)

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

NOTE:

10.3 Unopposed Business

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

QUESTION TIME FOR THE PUBLIC

(Please Write Clearly)

DATE: _____

NAME: _____

TELEPHONE: _____

ADDRESS: _____

QUESTIONS TO THE PRESIDENT:-

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

ITEM NO: _____ PAGE NO: _____

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

SHIRE OF COOLGARDIE

DISCLOSURE OF INTERESTS

TO THE CHIEF EXECUTIVE OFFICER:

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

| |
|----------------------------------|
| TUESDAY _____ 2019 |
|----------------------------------|

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

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

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

| ITEM | PAGE No. | TYPE | REASON |
|------|-------------|------|--------|
| | | | |
| | | | |
| | | | |

For inclusion for interest declaration

Interests Affecting Impartiality: Disclosing Statement

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



APPLICATION FOR LEAVE OF ABSENCE

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

Dates, From _____ to _____

Signed Cr: _____

Date _____

TABLE OF CONTENTS / INDEX

| | | |
|-----------|--|-----------|
| 1 | DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS..... | 14 |
| 2 | RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE | 14 |
| 3 | DECLARATIONS OF INTEREST | 14 |
| 3.1 | Declarations of Financial Interests – Local Government Act Section 5.60A | 14 |
| 3.2 | Declarations of Proximity Interests – Local Government Act Section 5.60B | 14 |
| 3.3 | Declarations of Impartiality Interests – Administration Regulation 34C..... | 14 |
| 4 | RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE..... | 14 |
| 5 | PUBLIC QUESTION TIME | 14 |
| 6 | APPLICATIONS FOR LEAVE OF ABSENCE | 14 |
| 7 | CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS..... | 14 |
| 7.1 | Ordinary Council Meeting 22 October 2019..... | 14 |
| 7.2 | Special Meeting of Council 30 October 2019..... | 14 |
| 7.3 | Special Meeting of Council 12 November 2019 | 14 |
| 8 | ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION | 15 |
| 8.1 | President's Report November 2019 | 15 |
| 9 | PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS..... | 16 |
| 10 | REPORTS OF COMMITTEES | 16 |
| 11 | REPORTS OF OFFICERS | 16 |
| 11.1 | Chief Executive Officer | 16 |
| 11.1.1 | <i>Mining and Rural UV Concessions</i> | <i>17</i> |
| 11.1.2 | <i>List of Payments - October 2019</i> | <i>21</i> |
| 11.1.3 | <i>Ordinary Council Meeting and Audit Committee Time Tables 2019</i> | <i>23</i> |
| 11.1.4 | <i>Coolgardie Swimming Pool Management Contract</i> | <i>25</i> |
| 11.1.5 | <i>Memorandum of Understanding St John</i> | <i>27</i> |
| 11.1.6 | <i>Quarterly Report for the Period Ending 30 September 2019</i> | <i>30</i> |
| 11.1.7 | <i>Financial Activity Statement For The Period Ended 30 October 2019.....</i> | <i>35</i> |
| 11.1.8 | <i>Freedom of Information Statement.....</i> | <i>38</i> |
| 11.1.9 | <i>Activity Report October 2019.....</i> | <i>40</i> |
| 11.1.10 | <i>Outstanding Resolutions November 2019</i> | <i>40</i> |
| 11.2 | Technical Services..... | 41 |
| 11.2.1 | <i>Shire of Coolgardie Hail Damage Claim (Stage 2).....</i> | <i>41</i> |
| 11.3 | Recreation and Community Services..... | 43 |
| 11.3.1 | <i>Review of Policy 42 Community Housing Eligibility</i> | <i>43</i> |
| 12 | ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 49 |
| 13 | NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING..... | 49 |
| 13.1 | Elected Members..... | 49 |
| 13.2 | Council Officers | 49 |
| 14 | CONFIDENTIAL ITEMS..... | 49 |

| | |
|-----------------------------------|-----------|
| 15 CLOSURE OF MEETING..... | 49 |
|-----------------------------------|-----------|

- 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS
- 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE
- 3 DECLARATIONS OF INTEREST
 - 3.1 *Declarations of Financial Interests – Local Government Act Section 5.60A*
 - 3.2 *Declarations of Proximity Interests – Local Government Act Section 5.60B*
 - 3.3 *Declarations of Impartiality Interests – Administration Regulation 34C*
- 4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
Nil
- 5 PUBLIC QUESTION TIME
- 6 APPLICATIONS FOR LEAVE OF ABSENCE
- 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
 - 7.1 *Ordinary Council Meeting 22 October 2019*

OFFICER RECOMMENDATION:

That the minutes of the Ordinary Meeting of Council of 22 October 2019 be confirmed as a true and accurate record.

7.2 Special Meeting of Council 30 October 2019

OFFICER RECOMMENDATION:

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

7.3 Special Meeting of Council 12 November 2019

OFFICER RECOMMENDATION:

That the minutes of the Special Meeting of Council of 12 November 2019 be confirmed as a true and accurate record.

8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

8.1 President's Report November 2019

During the past six weeks in the Shire, Councillors and Staff have been engaged in a series of workshops and training exercises with regards to updating and reviewing plans and procedures that guide both Staff and the Council with the aim of gaining optimum output and efficiencies throughout the organisation.

The Asset Management workshop being one of these has resulted in a strategy to formulate the Shire Asset Management Plan and have this implemented over the following twelve months. This modern and updated system will enable staff to gain better understanding of asset renewal and the amount of funding required in future years to maintain and or replace Shire assets, these include buildings, plant and equipment, vehicles, roads and footpaths.

Also, during the first week of November, the second phase of Service Level Review workshops were held with our consultant John Ravlic over three days in Kambalda. Since the initial inception of the Level of Service, the efficiencies within the Shire have seen steady improvement and with ongoing training and mentoring of staff the benefits to the community will continue to improve in the future.

Our CEO, James Trail has developed a New Organisational Structure which will see a Director of Operation Services, Director of Economic and Community Development and Manager Commercial Services under and responsible to the CEO. The new Director Operations Services will commence on December 2, 2019 and brings over 12 years of strategic experience to the Shire, whilst the Director Economic and Community Development and Manager Commercial Services positions will be filled by current members of Staff.

At the Special Meeting of Council on 12 November 2019, Council endorsed a recommendation to commit additional funding to the Kambalda Pool restoration project. This funding will enable further work to be carried out to the project to include shade structures and solar heating for the learn to swim and leisure pool and some landscaping to the pool surrounds. Whilst acknowledging the extra work may delay the opening of the pool, Council felt these works would enhance the project overall and would reduce the necessity to rework parts of the project next year. Once this work is completed, Council is confident that this facility will be a state-of-the-art recreation centre and benefit the community for many years into the future.

For some months now Council has been working with the Market Creations Group to develop a New Logo and Branding for the Shire of Coolgardie. In discussion with Councillors and Staff, it was felt there was a need to update and refresh the Shire Image in line with the strategic direction and improving economy in the region and working with Market Creations we believe the New Brand will enhance the image and promote the Shire as a proactive and engaging organisation.

The Brand and Logo was launched at both Coolgardie and Kambalda West Schools on Thursday 20 November 2019, then on the following day at the Kalgoorlie-Boulder Chamber of Commerce and Industry, What's Down the Track Forum and Exhibition. Overall the New Logo has been received in a very favourable manner to date ,with many positive comments on the Shire face book site.

Meetings and Workshops attended this period:

October

- Regional Road Group meeting Kalgoorlie

- Australia's Golden Outback tourism AGM and conference in Kalgoorlie
- Inspection of the Public Building in Coolgardie
- Asset Management Workshop Kambalda
- Meeting with University of Adelaide re the CDC Trail evaluation

November

- CEO Performance Review
- Service Level Workshop Kambalda
- Council Briefing Forum and Special Meeting Kambalda
- GVROC Meeting and Strategic Working Group Meetings Kalgoorlie
- Presentations of Re Branding Shire Logo at Coolgardie and Kambalda West Schools
- KBCCI What's Down the Track Forum Kalgoorlie
- Site Meeting with Evolution Mining at Ben Prior Park discuss Park Upgrade
- Site meeting Coolgardie Truck Park project with Road Tech, Staff and Engineering Contractor

Malcolm Cullen

Shire President

9 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10 REPORTS OF COMMITTEES

Nil

11 REPORTS OF OFFICERS

11.1 Chief Executive Officer

11.1.1 Mining and Rural UV Concessions

| | |
|--------------------------------|--|
| Location: | Nil |
| Applicant: | Various as listed in agenda item |
| File Reference: | <i>Create record in synergy and insert record number</i> |
| Disclosure of Interest: | Nil |
| Date: | 18 September 2019 |
| Author: | Administration Coordinator, Noeline Poke |

Summary:

For council to consider the applications for rate concessions on unimproved properties

Background:

At the 31 July 2019 Special meeting of council, it was resolved that
In accordance with section 6.47 of the local government Act 1995, Council resolve to grant concession for the following categories of rates

Property owners who hold Department of Transport certification as a bona fide prospector may apply for a concession. The concession will be capped at 20% of the rate levied or minimum rate whichever is the greater.

Property owners rated as UV Rural who can demonstrate that the property is used for rural pursuits which do not support mining or other non-rural payable not less than the set minimum rate for this category.

Applications for (3) rural concessions were not taken to council last financial year have been added to this agenda for approval

All applications for concessions must be received 30 September 2019

Comment:

One application for unimproved mining capped at 20% of rates levied for mining concession.

Seven applications for unimproved rural capped at 50% of rates levied for rural concessions.

One mining and Seven Rural applications for unimproved (UV) concessions also, three applications from previous years concessions have been received. \$3,969.79 previous year \$824.27 Mining \$12,335.61 Rural to the total discount of \$17,129.67

Mining UV

Application 1 - LOT P15/05810 PROSPECTING LICENSE COOLGARDIE 6429
LOT P15/5857 PROSPECTING LICENSE COOLGARDIE 6429
LOT P15/5856 PROSPECTING LICENSE COOLGARDIE 6429
LOT P15/05811 PROSPECTING LICENSE COOLGARDIE 6429
LOT P15/05823 PROSEPECTING LICENSE COOLGARDIE 6429
LOT P15/5842 PROSPECTING LICENSE COOLGARDIE 6429

LOT P15/5859 PROSPECTING LICENSE COOLGARDIE 6429

Meets requirements of bona fide prospector and has provided a copy of the registration form, owner is applying for the 20% discount on MINING AND PROSPECTING lease.

- A16911 Total concession of 20% being a total amount discounted request of \$120.62 of the levied rates amount of \$603.11
- A16912 Total concession of 20% being a total amount discounted request of \$120.62 of the levied rates amount of \$603.11
- A17042 Total concession of 20% being a total amount discounted request of \$102.41 of the levied rates amount of \$512.07
- A16923 Total concession of 20% being a total amount discounted request of \$120.00 of the levied rates amount of \$600.02
- A16935 Total concession of 20% being a total amount discounted request of \$120.62 of the levied rates amount of \$603.11
- A16932 Total concession of 20% being a total amount discounted request of \$120.62 of the levied rates amount of \$603.11
- A16933 Total concession of 20% being a total amount discounted request of \$119.38 of the levied rates amount of \$596.64

Rural UV

Application 1 – LOT 97 BOORABIN PASTORAL LEASE

Meets the requirements of rural UV and has provided a copy of the registration form, owner is applying for the 50% discount on rural lease

- A2724 Total concession of 50% being a total amount discounted request of \$2066.59 of the levied rates amount of \$4133.19

Application 2 – LOT 24 JAURDI LOCATION

LOT 41 JAURDI LOCATION

LOT 42 JAURDI LOCATION

Meets the requirements of rural UV and has provided a copy of the registration form, owner is applying for the 50% discount on rural lease

- A3865 Total concession of 50% being a total amount discounted request of \$718.33 of the levied rates amount of \$1436.67
- A3868 Total concession of 50% being a total amount discounted request of \$1657.69 of the levied rates amount of \$3315.39
- A3869 Total concession of 50% being a total amount discounted request of \$1270.90 of the levied rates amount of \$2541.80

Application 3 -LOT 79 GNARLBINE LOCATION – REQUEST 1

Meets the requirements of rural UV and has provided a copy of the registration form, owner is applying for the 50% discount on rural lease

- A3856 Total concession of 50% being a total amount discounted request of \$1381.41 of the levied rates amount of \$2762.83

Application 3 – LOT 79 GNARLBINE LOCATION – REQUEST 2

Request for concession on last year's rates, application was put in, however was inadvertently not considered, all criteria has been met and is accordingly considered eligible for the concession of 50%. Recommend approval; given the financial year has been completed it is suggested it be enacted by way of a reduction in the debt.

- A3856 Total concession of 50% being a total amount discounted request of \$1381.41 of the levied rates amount of \$2762.83

Application 4 – LOT 71 JAURDI LOCATION SPECIAL LEASE

Meets the requirements of rural UV and has provided a copy of the registration form, owner is applying for the 50% discount on rural lease

- A17228 Total concession of 50% being a total amount discounted request of \$1436.67 of the levied rates amount of \$2873.34

Application 5 – 54 SMITH STREET JAURDI PASTORAL LEASE

Meets the requirements of rural UV and has provided a copy of the registration form, owner is applying for the 50% discount on rural lease

- A1704 Total concession of 50% being a total amount discounted request of \$1215.64 of the levied rates amount of \$2431.29

Application 6 – 98 GNARLBINE LOCATION PASTORAL LEASE – REQUEST 1

Meets the requirements of rural UV and has provided a copy of the registration form, owner is applying for the 50% discount on rural lease

- A2721 Total concession of 50% being a total amount discounted request of \$1608.02 of the levied rates amount of \$3216.04

Application 6 – 98 GNARLBINE LOCATION PASTORAL LEASE – REQUEST 2

Request for concession on last year's rates, application was put in, however was inadvertently not considered, all criteria has been met and is accordingly considered eligible for the concession of 50%. Recommend approval; given the financial year has been completed it is suggested it be enacted by way of a reduction in the debt.

- A2721 Total concession of 50% being a total amount discounted request of \$1608.02 of the levied rates amount of \$3216.04

Application 7 – 78 GNARLBINE LOCATION SPECIAL LEASE – REQUEST 1

Meets the requirements of rural UV and has provided a copy of the registration form, owner is applying for the 50% discount on rural lease

- A5494 Total concession of 50% being a total amount discounted request of \$980.36 of the levied rates amount of \$1878.72

Application 7 – 78 GNARLBINE LOCATION SPECIAL LEASE – REQUEST 2

Request for concession on last year's rates, application was put in, however was inadvertently not considered, all criteria has been met and is accordingly considered eligible for the concession of 50%. Recommend approval; given the financial year has been completed it is suggested it be enacted by way of a reduction in the debt.

- A5494 Total concession of 50% being a total amount discounted request of \$980.36 of the levied rates amount of \$1878.72

Attachments:

See Confidential Attachment

Consultation:

James Trail – Chief Executive Officer

Statutory Environment:

Local Government Act 1995 Section 6.47

Policy Implications:

Nil

Financial Implications:

The concessions applied for are within the budget for concessions allowed

Strategic Implications:**Accountable and Effective Leaders**

Developing strong partnerships with stakeholders for the benefit of our community

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

High quality corporate governance, accountability and compliance

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council, approve concessions to rates for the following Sixteen assessments, the total concession of \$17,129.67 is in accordance with section 6.47 of the Local Government Act 1995

- Assessment A16911
- Assessment A16912
- Assessment A17042
- Assessment A16923
- Assessment A16935
- Assessment A16932
- Assessment A16933
- Assessment A2724
- Assessment A3865
- Assessment A3868
- Assessment A3869
- Assessment A3856
- Assessment A17228
- Assessment A1704
- Assessment A2721
- Assessment A5494

11.1.2 List of Payments - October 2019

| | |
|--------------------------------|------------------------------|
| Location: | Nil |
| Applicant: | Nil |
| File Reference: | Nil |
| Disclosure of Interest: | Nil |
| Date: | 18 November 2019 |
| Author: | Finance Manager, Navjot Kaur |

Summary:

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

Background:

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

Comment:

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

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

Significant payments for the month of October 2019 include Invoice for Acorp Constructions Pty Ltd – Kambalda Pool Upgrade Progress Claim 5; Roadtech Constructions – Upgrade, Formation, Cement Stabilising of Coolgardie North Road; Goldfields Toyota – Two RAV 4'S.

Attachments:

1. October 2019 List of Payments [11.1.2.1 - 9 pages]

Consultation:

Nil

Statutory Environment:

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

Policy Implications:

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

Financial Implications:

Nil

Strategic Implications:

Effective management of infrastructure, heritage and the environment

Develop and maintain Shire buildings, facilities and infrastructure assets

Solutions focussed and customer-oriented organisation

High quality corporate governance, accountability and compliance.

Voting Requirement: Absolute Majority

Officer Recommendation:

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

1. Municipal accounts totalling \$1,967,675.24 on Municipal vouchers EFT17396 – EFT17623, cheques 52265 - 52278, and direct payments made during the month of October 2019.
2. Trust payments totalling \$2,779.30 on cheques 2238 - 2240 for the month of October 2019.
3. Credit card payments totalling \$17,975.33 for the month of October 2019.

11.1.3 Ordinary Council Meeting and Audit Committee Time Tables 2019

| | |
|--------------------------------|-----------------------------------|
| Location: | Shire of Coolgardie |
| Applicant: | Nil |
| File Reference: | NAM7667 |
| Disclosure of Interest: | Nil |
| Date: | 18 November 2019 |
| Author: | Executive Assistant, Bree Crawley |

Summary:

Council is requested to consider the timetable for Ordinary Council meetings and Audit Committee meetings for 2020.

Background:

Regulation 12 of the Local Government (Administration) Regulations 1996 requires the Council to give local public notice of the date, time and location of its Ordinary Council meetings. In previous years Council has considered the timing of its Ordinary meetings. Ordinary meetings of Council are generally scheduled for the fourth Tuesday of each month with the exception of January and December. Council is convened in the Council Chambers of Coolgardie and Kambalda Community Recreation Facility at 6.00pm.

Audit Committee meetings are scheduled as advertised.

Comment:

This is the scheduled Ordinary Council Meetings for the calendar year 2020 and the Audit Committee Meetings will be scheduled as advertised.

Attachments:

Nil

Consultation:

Council

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:**Accountable and Effective Leaders**

Advocating for services that support our community needs

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

Demonstrating that decisions are developed through inclusive community engagement

Developing strategic partnerships with regional, State and Federal governments

Developing strong partnerships with stakeholders for the benefit of our community

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

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

High quality corporate governance, accountability and compliance

Maintain integrated strategic and operational plans

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, That Council,

1. **AGREE for Ordinary Council Meetings to be scheduled to convene every Fourth Tuesday at the Coolgardie Council Chamber or Kambalda Community Recreation Facility at 6.00pm on the following dates:**

January 2020– No Meeting

25 February 2020 Kambalda

24 March 2020 Coolgardie

28 April 2020 Kambalda

26 May 2020 Coolgardie

23 June 2020 Kambalda

28 July 2020 Coolgardie

25 August 2020 Kambalda

22 September 2020 Coolgardie

27 October 2020 Kambalda

24 November 2020 Coolgardie

15 December 2020 Kambalda

2. **AGREE for Audit Committee Meetings to be scheduled at least four times a year to convene at the Coolgardie Council Chamber or Kambalda Community Recreation Facility as advertised.**

11.1.4 Coolgardie Swimming Pool Management Contract

| | |
|--------------------------------|---------------------|
| Location: | Coolgardie |
| Applicant: | Shire of Coolgardie |
| File Reference: | |
| Disclosure of Interest: | Nil |
| Date: | 19 November 2019 |
| Author: | Francesca Lefante |

Summary:

For Council to accept the Coolgardie Swimming Pool Management contract between Lash N Blinq and the Shire of Coolgardie

Background:

The Coolgardie swimming pool has previously been operated under a swimming manager contract for a number of swimming pool seasons due to the Shire being unable to attract qualified staff to undertake the role of pool operation management.

The proposal is for the provision of pool operator services for the Coolgardie Public Swimming Pool for the season (26 October 2019 to 3 April 2019) for a contract amount of \$75 000 plus 10% GST. The contract services include insurance, travel, operator's qualification and pool operator services over the season.

Comment:

Given the success of the contract arrangements and to ensure the Shire has a suitability qualified person for the busy summer season, the Shire has sought contract services for the management of the swimming pool.

The Shire will continue to oversee the pool operations and engage a range of casual staff to provide the required lifeguarding and swimming teacher services at the pool.

The inclusion of the contract position increases the skills and resources at the Coolgardie Swimming Pool in support of the anticipated patronage of over the busy summer season, It will also ensure that the Shire existing resources can continue to focus on the higher order management and performance of the pool, finalisation, startup and operation of the Kambalda Pool and associated services. The Coolgardie swimming pool to remain open the six days a week for the entire 2019/2020 season.

Attachments:

See Confidential Attachment

Consultation:

Chief Executive Officer – James Trail
Lash N Blinq– Swimming Pool contractor

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

The cost of the swimming pool contract for the 2019/2020 swimming pool season has been allocated in the 2017/2018 budget, the total cost of the contract for the 2019/2020 season equates to \$ 75,000 plus GST for the season from 26 October 2019 to 3 April 2020.

The Shire has sufficient budget allocation to support this position and the other lifeguards based on the anticipated patronage. As is normal business practice the budget will be monitored and in the event that pool attendance number are significantly higher than predicted the matter will be raised through the appropriate process.

Strategic Implications:**Accountable and Effective Leaders**

Advocating for services that support our community needs

High quality corporate governance, accountability and compliance

An inclusive, safe and vibrant community

Delivering and developing sport and recreation activities

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council accept the Coolgardie swimming pool management contract as per confidential attachment 1, between Lash N Blinq and the Shire of Coolgardie for the remainder of the 2019/2020 pool season.

11.1.5 Memorandum of Understanding St John

Location: Nil

Applicant: Shire of Coolgardie

File Reference:

Disclosure of Interest: Nil

Date: 18 November 2019

Author: Chief Executive Officer, James Trail

Summary:

That Council

1. Endorse the Memorandum of Understanding between the Shire of Coolgardie and St John from the 1st January 2020 to 30th June 2023
2. Authorise the Chief Executive Officer and Shire President to execute the MOU Agreement as attached (CONFIDENTIAL)

Background:

In November 2018 Council resolved;

COUNCIL RESOLUTION: #236/18

Moved: Councillor, K Lindup

Seconded: Councillor, B Logan

That Council,

1. Endorse the Memorandum of Understanding between the Shire of Coolgardie and St John
2. Authorise the Chief Executive Officer and Shire President to execute the MOU Agreement as attached (CONFIDENTIAL)
3. Request the CEO to provide a quarterly report on the St John medical operational and financial health services

CARRIED ABSOLUTE MAJORITY 7/0

In November 2018 the MOU between St John Ambulance Western Australia Ltd (St John) and the Shire of Coolgardie was signed. The aim of the MOU was to work collaboratively in the delivery of an integrated, coherent, quality country primary health system in Kambalda. The Memorandum was to commence on 28th November and conclude on 30th June 2020.

Comment:

The Shire of Coolgardie Council had a presentation from St John's on the 12th November. Discussions surrounded the future of the integrated health model, current services being provided and possible additional services into the future. The funding model to sustain this was discussed in detail.

St John Ambulance have requested the Council consider an MOU commencing 1st January 2020 to 30th June 2023. In the proposed Draft MOU Agreement attached (Confidential) parties will cooperate with each other at all times and use their reasonable endeavours to achieve completion of the

collaborative tasks set out in the Agreement. They will also build resilience through their mutual engagement with the local community and industry. They will address sustainability by exploring alternative and additional funding arrangements. They will explore and agree to explore the continued service of a number of areas related to medical services including, but not limited to:

- St John Medical (General Practice)
- Telemedicine (GP Pool)
- Community Transport Service
- Country Ambulance
- Community First Responder and Defibrillator programs
- First Aid in the community.

The MOU Agreement has an Annexure A – Integrated Medical Services to Kambalda MOU. The annexure covers the following areas;

1.0 St John Medical Kambalda – which deals with arrangements with regards to the leasing of the medical centre, accommodation, vehicle usage and patient records

2.0 St John Community Transport Service – which deals with the introduction of a Community Transport Service in Kambalda which will be managed and staffed by St John volunteers.

3.0 St John Kambalda Sub Centre – which deals with support for the additional housing of an ambulance in Kambalda West (along with the Community Transport vehicle) and will work with St John on behalf of the Sub Centre to confirm a preferred site and size for the Shed.

Further to the MOU Agreement the Shire of Coolgardie has been in continued discussion with Mining companies in regard to possible contributions to the Integrated Health Model. This includes;

- St Johns Medical Services
- Bright Minds Therapy – speech and occupational therapy for children
- Addlife Physiotherapy
- GIFSA – disability services for the community
- Ngala Maya - improving individual and family wellbeing
- Goldfields Community Legal Centre Inc (GCLC) - promote to metropolitan migrant communities, job opportunities and regional living benefits in the Shire

Attachments:

See Confidential Attachment

Consultation:

Council
St John

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

The 2019/2020 Annual Budget has an allocation of \$238,068 towards Health Services. The proposed MOU between the Shire of Coolgardie and St John is estimated to be a contribution of up to \$378,100 over the financial year. However, this will be dependent on the amount of external funding received for from the Mining Industry and other agencies into the future. When the Budget review is undertaken in March 2020, the impact of the potential revenue sources may be known. This will enable any amendments to operating expenditure, capital expenditure or operating revenue to be made if required

Strategic Implications:**Accountable and Effective Leaders**

Advocating for services that support our community needs

Developing strong partnerships with stakeholders for the benefit of our community

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council,

1. Endorse the Memorandum of Understanding between the Shire of Coolgardie and St John for the period 01 January 2020 to 30 June 2023
2. Authorise the Chief Executive Officer and Shire President to execute the MOU Agreement as attached (CONFIDENTIAL)

11.1.6 Quarterly Report for the Period Ending 30 September 2019

| | |
|--------------------------------|--------------------------------------|
| Location: | Nil |
| Applicant: | Nil |
| File Reference: | NAM6898 |
| Disclosure of Interest: | None Required |
| Date: | 18 November 2019 |
| Author: | Chief Executive Officer, James Trail |

Summary:

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

Background:

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

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

Improved service

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

Resource allocation

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

Inform

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

Service standards

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

Benchmarking

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

Shared services/Partnerships

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

Efficiency Dividend

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

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

Conclusion

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

Three-year plan

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

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

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

Performance management

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

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

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

KPIs

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

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

Staff numbers and salaries

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

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

Budget v actual (Costs and Benefits)

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

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

Commercial activity – cost recovery

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

Government funding – cost shifting

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

Internal charges/overheads

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

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

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

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

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

Strategic Recommendations

That the Council:

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

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

Comment:

The quarterly report for the period ending 30th September 2019, demonstrates the Shire has generated savings and efficiencies over the 3-month period whilst at the same time delivering on programmes and activities. The first quarterly period of any financial year is always a very small snap shot of progress of actual revenue and expenditure to budget. This is largely due to the timing of rates and also most capital projects have not started.

It is estimated that the Shire has ended the financial year 30 June 2019 with a surplus of \$5,300,125 and unrestricted cash of \$1,835,000. This has built on the financial strength of the year before. Furthermore it is estimated the Shire Financial Health Indicator will be close to 70 up from 61 last year.

For the period ending 30 September 2019 an efficiency dividend of 2% of rates is estimated to be on target to achieve for the financial year

Attachments:

1. Quarterly Report - Sept 2019 22-11-19 [11.1.6.1 - 46 pages]

Consultation:

Shire Staff
Council

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

It is proposed that an efficiency dividend of 2% will be achieved for the 2019/2020 Financial Year

Strategic Implications:**Accountable and Effective Leaders**

Advocating for services that support our community needs

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

Demonstrating that decisions are developed through inclusive community engagement

Developing strategic partnerships with regional, State and Federal governments

Developing strong partnerships with stakeholders for the benefit of our community

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

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

High quality corporate governance, accountability and compliance

Maintain integrated strategic and operational plans

Voting Requirement: Simple Majority

Officer Recommendation:

That Council receive the Quarterly Report for the Period Ending 30 September 2019.

11.1.7 Financial Activity Statement For The Period Ended 30 October 2019

Location: Nil

Applicant: Nil

File Reference: NAM5822

Disclosure of Interest: Nil

Date: 20 November 2019

Author: Martin Whitely, Consultant

Summary:

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

Background:

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

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

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

Comment:

Attached for consideration is the completed Draft 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 October 2019, loan repayments, and reserve account status.

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

Attachments:

1. Management Report - October 2019 [11.1.7.1 - 2 pages]
2. Monthly Financial Report - October 2019 [11.1.7.2 - 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) 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

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 31 October 2019.

11.1.8 Freedom of Information Statement

Location: Shire of Coolgardie

Applicant: Shire of Coolgardie

File Reference:

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

Date: 20 November 2019

Author: Chief Executive Officer, James Trail

Summary:

For Council to endorse the proposed Freedom of Information Statement for the Shire of Coolgardie.

Background:

All local governments are required to prepare and publish in accordance with the requirements of Part 5, Freedom of Information Act 1992 (the Act).

s94 of this Act requires each agency to prepare an Information Statement. The Shire of Coolgardie is such an agency.

Comment:

The Shire is committed to open and accountable government. Access to information held by the Shire is available from the Shire Libraries, the Shire offices, on our website, by telephone and email or by post.

The Statement will be reviewed and published annually, in accordance with the Act.

Attachments:

1. Shire of Coolgardie FOI Statement 2019 2020 22-11-19 [11.1.8.1 - 12 pages]

Consultation:

CEO
Steven Tweedie

Statutory Environment:

Local Government Act 1995

Policy Implications:

New Policy – Freedom of Information Statement

Financial Implications:

Nil

Strategic Implications:

Accountable and Effective Leaders

High quality corporate governance, accountability and compliance

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, endorse the Freedom of Information statement for the Shire of Coolgardie.

11.1.9 Activity Report October 2019

Activity Report October 2019 is attached for information

11.1.10 Outstanding Resolutions November 2019

Outstanding Resolutions November 2019 is attached for information

11.2 Technical Services

11.2.1 Shire of Coolgardie Hail Damage Claim (Stage 2)

Location: Kambalda

Applicant: Shire of Coolgardie

File Reference: NAM7668

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

Date: 18 November 2019

Author: Engineering Administration Officer, Mel Nowlan

Summary:

That Council engage the services of Core Business Australia to prepare tender documentation, advertise, assess and award tender for Stage 2 of the Shire's Hail Damage Claim.

Background:

The Shire of Coolgardie at the meeting held 10 September 2019 decided the following:

COUNCIL RESOLUTION: #182/19

Moved: Councillor, T Rathbone

Seconded: Councillor, N Karafilis

That Council,

- 1. Authorise the Chief Executive Officer to award Tender 05/19 - Provision of Miscellaneous Repairs within Coolgardie Townsite to Johns Lyng Group, 2/235 Balcatta Road, Balcatta WA 6914 for \$658,507.30 inc GST.**
- 2. Authorise a contract to Johns Lyng Group for the Tender 05/19 - Provision of Miscellaneous Repairs within Coolgardie Townsite.**
- 3. Authorise the CEO to sign and return the attached Crawford's Insurance Declaration Form.**
- 4. Authorise the Shire President and the Chief Executive Officer to sign and affix the Common Seal in accordance with Part 19.1(2) of the Standing Orders Local Law to any required documentation.**
- 5. Authorise the Chief Executive Officer to engage Core Business Australia to project manage Tender 05/19 for \$44,081.95 inclusive GST as per confidential proposal attached.**
- 6. Request the Chief Executive Officer write to Crawford Insurance Assessors to advise the increase in Insurance claim to \$702,589.25 inclusive GST to incorporate project management.**

CARRIED ABSOLUTE MAJORITY 6/0

Comment:

The Shire has received correspondence from Crawford & Company advising that the Underwriters have confirmed the following;

- “Support is provided for CRD findings and approval is given to proceed on this basis (in line with our previous correspondence);
- Approval is given for CORE to assist with the preparation and assessment of the Request for Tender (RFT) documentation”.

The insurer would like this second stage tendered as a separate exercise to the first stage works.

Attached is the engineering report by CRD (Building Consultants & Engineers) reporting on a number of damaged structures within the Coolgardie townsite.

Attachments:

See Confidential Attachment

Consultation:

Rod Franklin – Manager Waste and Emergency Services
James Trail – Chief Executive Officer
Bruce Lorimer – Managing Director; Core Business Australia
Mark Weller – Core Business Australia
Aaron Mooney – Crawford & Company

Statutory Environment:

Nil

Policy Implications:

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

Financial Implications:

Nil

Strategic Implications:**Accountable and Effective Leaders**

High quality corporate governance, accountability and compliance

Effective management of infrastructure, heritage and environment

Maintaining and renewing infrastructure and building assets

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council Authorise the CEO to accept the proposal from Core Business Australia to prepare tender documentation, advertise, assess and award tender for Stage 2 of the Shire’s Hail Damage Claim for an estimated cost of \$14905 (inc gst).

11.3 Recreation and Community Services

11.3.1 Review of Policy 42 Community Housing Eligibility

| | |
|--------------------------------|--|
| Location: | Shire of Coolgardie |
| Applicant: | Shire of Coolgardie |
| File Reference: | NAM7673 |
| Disclosure of Interest: | The Author has no interest in this matter |
| Date: | 20 November 2019 |
| Author: | Executive Manager Economic Community Development, Mia Hicks |

Summary:

For Council to endorse the proposed amendments to Policy 42 Community Housing Eligibility.

Background:

The following amendments have been made to Policy 42 Community Housing Eligibility.

If there are no recommended changes to items in the Policy, they will be re-included in Policy 42 Community Housing Eligibility.

Introduction / Background

An applicant must meet the eligibility criteria applying at the time of lodgement of an application for registration on the Applicants List; while he/she remains on the list; and at the time of offer of accommodation.

To be eligible for public housing, applicants must meet the following criteria:

- applicants are required to be Australian citizens or have permanent resident status;
- be able to prove your identity;
- live in Western Australia and receive their income here;
- always meet public housing income limits as per the Department of Housing income eligibility guidelines prior to and during occupancy of the premises.
- not own or have an interest in property or land, or be in the position to buy a property; unless in the process of selling or disposing of the property;
- all property owned by the applicant must be disposed of within 90 days of notification of a rental available from the Shire of Coolgardie, or a rental will then divert to the next available applicant on the list;
- are required to be 65 years and over.

In addition, eligibility is periodically reviewed while the applicant remains on the applicant list

- when there are changes to the application (e.g. Household members are added or removed to making an offer of housing.
- prior to making an offer of housing.

Change to -

An applicant must meet the eligibility criteria applying at the time of lodgement of an application for registration; while he/she remains on the Expression of Interest waiting list; and at the time of offer of accommodation.

To be eligible for public housing, applicants must meet the following criteria:

- applicants are required to be Australian citizens or have permanent resident status;
- be able to prove their identity;
- live and receive their income in Western Australia;
- always meet public housing income limits as per the Department of Housing's income eligibility guidelines prior to and during occupancy of the units;
- not own or have an interest in a property, or be in the position to buy a property; unless in the process of selling or disposing of the property; and
- are required to be of Senior Retirement Age as per the current Australian Government's Department of Social Services classification.

Eligibility is periodically reviewed while the applicant remains on the Expression of Interest applicant list

- when there are changes to the application (e.g. Household members are added or removed to making an offer of housing.
- prior to making an offer of housing.

Permanent Residency in Australia

- A person who has Australian citizenship or permanent residency status meets the program requirement. A household member who was born overseas must provide evidence that he/she has been granted citizenship or permanent residency.

Change to -

- Applicants are required to be Australian citizens or have permanent resident status. A household member who was born overseas must provide evidence that he/she has been granted citizenship or permanent residency.

Appropriate documentation includes:

- a certificate of Australian Citizenship
- a permanent residence permit stamped in the applicant's passport.

Rent Increases / Income reviews

- Rent tenancy reviews are conducted yearly
- Kambalda Seniors Unit: Rent is calculated at 25% of base accessible income at the time of signing the lease and is reviewed / increased yearly based on this formula. Reviews occur on 1 June and are applied by 1 July. Will increase yearly and is calculated at 25% of base accessible income at the time of signing the lease and reviewed / increased yearly based on this formula.
- To be revised at 1 June, effective at 1 July.
- Coolgardie Seniors units (Montana Homes) rent not to exceed 25% base incoming, plus rent assistance.
- For rent at 30 June 2016 increase not to exceed 5% per annum until rent charge reaches level on 25% of base income plus rent assistance.

Change to -

Rent is calculated at 25% of base accessible income at the time of signing the lease and is reviewed / increased yearly based on this formula. Reviews occur on 1 June and are applied by 1 July.

Proof of Income

- applicants must supply documentary proof of income for themselves and their partner to confirm eligibility for assistance.
- All other household members are required to provide proof of income (except depends) when accommodation is allocated. Income from other household members is counted as household income when assessing the amount of rent to be paid.
- Assessable income is the total gross weekly income of the application or joint applicants. Note: where the assessable income of a household exceeds the income limit the applicant is ineligible for placement
- Single applicants jointly seeking accommodation will be assessed as a household in terms of the income barrier.
- If for any reason where household members do not provide proof of income the shire may reconsider if the occupant remains in the units. No one under 65 years of age should have permanency in the unit unless proven spousal position is provided and or, adequate evidence is made available support the permanent residence of career.

Change to -

- applicants must supply documentary proof of income for themselves and their partner to confirm eligibility for assistance. Gross weekly income from other household members (except dependents) is counted as household income when assessing the amount of rent to be paid.
- Single applicants jointly seeking accommodation will be income tested as a household.

Property Ownership

- Applicants must not own or be part owner in property or land.
- Permission may be given for continuing ownership or joint ownership of property or land for a period after application, where there are specific difficulties relating to immediate disposal;
- Sale of the property must be in the process of being sold at the time of the allocation of a property;
- If land or property is inherited, property must be disposed of and the rent reviewed. Any income from the sale of the property will become part of the accessible income.
- must not own or be part owner in property or land.

Change to -

Applicants must not own or be part owner in property;

- Permission may be given for continuing ownership or joint ownership of property for a period after application, where there are specific difficulties relating to immediate disposal;
- Sale of the property must be in the process of being sold at the time of the allocation of a property;
- If land or property is inherited, property must be disposed of and the rent reviewed. Any income from the sale of the property will become part of the accessible income.

Appointments

The Shire of Coolgardie maintains an Expression of Interest Waiting List, the longest waiting eligible applicant will be placed first, however, in some cases, eligible priority placements will be given precedence.

Add -

The Chief Executive Officer has authority to approve occupancy of the community housing if someone has received doctor's certification that they require housing over people on the waiting list.

Visitors

- Visitors are permitted a maximum of one month stay only; the Shire of Coolgardie must be notified.
- Visitors are not entitled to stay any longer than one month unless they are a registered career of the lessee.
- the income of the tenant and career will be calculated as per the Department of Housing income eligibility assessment and will be charged accordingly. (joint income must not exceed the Department of Housing income eligibility criteria).

Change to –

- Visitors are permitted a maximum of one month stay only; the Shire of Coolgardie must be notified.

Comment:

It is appropriate that Policy 40 Community Housing Eligibility be reviewed so that it remains up to date and current.

Attachments:

1. Policy - 42 Community Housing - Eligibility - AMH [11.3.1.1 - 4 pages]

Consultation:

Management

Council Briefing Session

Statutory Environment:

Local Government Act 1995

Policy Implications:

Policy 42 will be amended to include new changes

Financial Implications:

Nil

Strategic Implications:

Accountable and Effective Leaders

Advocating for services that support our community needs

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

Demonstrating that decisions are developed through inclusive community engagement

Developing strategic partnerships with regional, State and Federal governments

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

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council endorse the following amendments made to Policy 42 Community Housing Eligibility.

Introduction / Background

An applicant must meet the eligibility criteria applying at the time of lodgement of an application for registration; while he/she remains on the Expression of Interest waiting list; and at the time of offer of accommodation.

To be eligible for public housing, applicants must meet the following criteria:

- applicants are required to be Australian citizens or have permanent resident status;
- be able to prove their identity;
- live and receive their income in Western Australia;
- always meet public housing income limits as per the Department of Housing's income eligibility guidelines prior to and during occupancy of the units;
- not own or have an interest in a property, or be in the position to buy a property; unless in the process of selling or disposing of the property; and
- are required to be of Senior Retirement Age as per the current Australian Government's Department of Social Services classification.

Eligibility is periodically reviewed while the applicant remains on the Expression of Interest applicant list

- when there are changes to the application (e.g. Household members are added or removed to making an offer of housing.
- prior to making an offer of housing.

Permanent Residency in Australia

- Applicants are required to be Australian citizens or have permanent resident status. A household member who was born overseas must provide evidence that he/she has been granted citizenship or permanent residency.

Appropriate documentation includes:

- a certificate of Australian Citizenship
- a permanent residence permit stamped in the applicant's passport.

Rent Increases / Income reviews

Rent is calculated at 25% of base accessible income at the time of signing the lease and is reviewed / increased yearly based on this formula. Reviews occur on 1 June and are applied by 1 July.

Proof of Income

- applicants must supply documentary proof of income for themselves and their partner to confirm eligibility for assistance. Gross weekly income from other household members (except dependents) is counted as household income when assessing the amount of rent to be paid.
- Single applicants jointly seeking accommodation will be income tested as a household.

Property or Land

Applicants must not own or be part owner in property;

- Permission may be given for continuing ownership or joint ownership of property for a period after application, where there are specific difficulties relating to immediate disposal;
- Sale of the property must be in the process of being sold at the time of the allocation of a property;
- If land or property is inherited, property must be disposed of and the rent reviewed. Any income from the sale of the property will become part of the accessible income.

Appointments

The Shire of Coolgardie maintains an Expression of Interest Waiting List, the longest waiting eligible applicant will be placed first, however, in some cases, eligible priority placements will be given precedence.

The Chief Executive Officer has authority to approve occupancy of the community housing if someone has received doctor's certification that they require housing over people on the waiting list.

Visitors

- Visitors are permitted a maximum of one month stay only; the Shire of Coolgardie must be notified.

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