



A G E N D A

OF THE

ORDINARY COUNCIL MEETING

28 April 2020

6.00pm

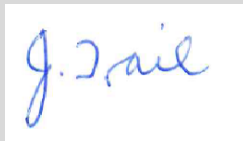
Electronic Meeting
ID: 812 9300 1730

SHIRE OF COOLGARDIE

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member

The next Ordinary Meeting of the Shire of Coolgardie will be held on Tuesday 28 April 2020 Electronically commencing at 6:00pm.



JAMES TRAIL
CHIEF EXECUTIVE OFFICER

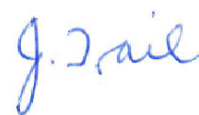
ORDINARY COUNCIL MEETING

28 April 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

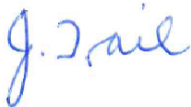
INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

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: _____

[illegible]

**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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- 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*
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 - 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
- 8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION
 - 8.1 *President's Report*

President's Report

April 2020

A month into the WA Governments enforced regional lockdown, the Shire is gradually coming to grips with managing the day to day operation of all Local Government services within our towns, due to the COVID-19 Pandemic. Albeit, with the administration and recreation facilities currently closed, our staff are continuing to perform their duties to capacity and in many cases are able to pick up some work related matters that have lapsed due to lack of resources in the past.

Our CEO has been able to review all of the staff holiday and leave allowances over the past weeks and with all due diligence, I have been advised by the CEO that the Shire will be able to retain our entire workforce through this really testing time for Local Governments. I believe this is good news for both our staff and the community

Our work crews are also continuing to operate as normal with parks, gardens and streets being maintained and residential bin pickups and tip hours as well.

The road construction crew have resumed maintenance grading on our gravel road network, which suffered considerable damage to some sections by erosion from the rain events two months ago.

In line with the Federal Government directives relating to the COVID-19 pandemic; the Shire of Coolgardie will be holding all future Committee and Council meetings via electronic means. Agendas for the meetings will be available on the Shire Website.

Members of the community are still able to submit questions prior to the meeting in writing to the CEO by 12:30pm on the day of the Council meeting. Responses to the questions will be published in the Minutes of that meeting.

At a Special meeting on 7 April, Council has also resolved to apply for a loan from WA State Treasury for \$1 million and to reallocate \$750,000 of reserve funds to a new COVID-19 reserve account. It is the intent of Council that these funds would be utilised to mitigate any circumstance the Shire may encounter during the term of this COVID-19 crisis.

I would like to acknowledge and thank all residents in the Shire for their patience and behaviour during these unprecedented times in our communities. I would also advise our community to continue to heed the Governments advice on social distancing and community gatherings during these times.

I would like to assure everyone that the Council and Staff are all working hard in an endeavour to come out of this crisis and be in a position to resume some form of normality in the months to come. We will

continue to communicate and work with the mining industry in our Shire, many of whom are continuing to operate successfully during this time and maintaining production and employment for our residents. We have already seen a benefit for our elderly residents with ESS, Goldfields, Rangecon and Northern Star Resources stepping up to contribute to the Shire meals on wheels programme to commence in the next week. This gesture will be greatly appreciated by our residents.

On a brighter note, I would like to report the Coolgardie Truck Parking Area is almost completed and ready for use. Line marking was put down last week, with the six lighting poles to be installed in coming days. We have already witnessed up to six trucks parking overnight on some occasions and from comments that have been relayed to me, this facility will be much appreciated by the trucking industry. Similar to the Kambalda Pool project, the Shire will hold an official opening for these facilities on the other side of the COVID-19 pandemic.

The Ben Prior Park restoration project is gaining momentum with final designs being considered by Council this month. Once completed the park will be a great attraction for residents and visitors alike to explore the past history of mining and agriculture activities in the Shire.

The Coolgardie Post Office Precinct redevelopment project is expected to go out for tender in the near future, our staff have been working with the Heritage Architects to finalise design and scope costings in readiness for the tender process, and it will be an attraction for the centre of Bayley Street to have facilities such as these activated once again.

Core Business, the Shire project manager for the 2019 storm damaged buildings in Coolgardie have reported that the work to repair these facilities will finally commence at the end of April. Our staff and residents alike will appreciate the use of the Recreation Centre stadium once again.

Meetings and Workshops this period:

- GVROC teleconference meeting.
- Teleconference - St John Medical update.
- Minderoo Foundation - update re Cashless Debit Card.
- WALGA Webinar Covid-19 briefing.
- Video Messaging with staff for Council Website re COVID-19.
- April 7th Council video conferencing-Briefing Forum and Special Meeting.
- April 14th Teleconference WAPOL - CEO re Covid-19 update.
- Council Briefing Forum.

- April 20th WALGA State Council Infrastructure Policy Team video conference.
- OASG video conference meeting - WACHS and Government agencies Health Department update on Covid-19 cases.
- April 23rd WA State Treasury - CEO video conference re Council Loan Facility.

Take care, stay safe and please observe all health directives.

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 Governance and Related Advice

Location:	Shire of Coolgardie
Applicant:	Nil
File Reference:	<i>Create record in synergy and insert record number</i>
Disclosure of Interest:	Nil
Date:	16 April 2020
Author:	Manager Executive Services, Bec Horan

Summary:

This report recommends that Council approve the extension of Steven Tweedie's services for Governance and related advice for a period of 2 years.

Background:

At the Ordinary Meeting of Council held in July 2019, Council resolved to endorse the proposal from Steven Tweedie for Governance and related advice.

The proposal allowed for a contract renewal with the agreement of both parties.

Comment:

Steve's knowledge in the areas of governance, procedural and policy matters has been invaluable and has been more so evident during the COVID-19 Pandemic with changes to regulations, awards etc.

All contractors have been contacted requesting consideration be given to;

- Given the current fiscal environment, are you in a position to review your hourly rate and advise what your "best price" might be?
- Alternatively, are you in a position to review what might be your best price for next 12 months and then revert to a different rate for last 12mths?

All contractors have responded positively to the request. All contractors have proposed either;

- A reduction in hourly rate of a minimum of 10% for the next 12 months reverting to current hourly rates for the final 12 months of the contract, or

Attachments:

1. steve Tweedie [11.1.1.1 - 3 pages]
2. Conf Att OCM Apr 2020 14.1.2 [11.1.1.2 - 1 page]

Consultation:

James Trail, Chief Executive Officer
Steven Tweedie

Statutory Environment:

Local Government (Functions and General) Regulations 1996

Policy Implications:

Policy 03 - Procurement

Financial Implications:

A budget allocation for Governance services will be covered in the 2020/2021 budget.

Strategic Implications:**Accountable and Effective Leaders**

High quality corporate governance, accountability and compliance

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council;

1. Resolve that Report 14.1.2 is confidential in accordance with s5.23 (2) of the Local Government Act 1995 because it deals with matters affecting s5.23 (2) (c); "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."
2. APPROVES the extension of contract, in accordance with the rate described at the confidential attachment, for a further two (2) year period for Steven Tweedie from 01/07/2020 until close of business 30/06/2022 including any reviews or adjustments, contemplated or negotiated during the contract.
3. Authorise the Chief Executive Officer to enter into a contract with Steven Tweedie; and
4. Authorise the Chief Executive Officer to manage the contract, including the provision of possible variations, providing the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract and managed within the overall budget for the project

11.1.2 Notice of Motion to Revoke Procurement Delegations and Policies – Temporary measures to assist responding to CV-19

Location:	Shire Coolgardie
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	<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 procurement policies and delegations, by being engaged under the new processes. Any such decisions to engage will be at the sole discretion of the CEO.</p>
Date:	18 April 2020
Author:	Governance Consultant, Steven Tweedie

Summary:

That Council, support consideration of the notice of proposed revocation of April 7 2020 Special Council Meeting decision no #53/20.

- That in accordance with Regulation 10 of the Local Government (Administration) Regulations 1996 and Clause 16.2 of the Shire of Coolgardie Meeting Procedures Local Law 2019 that Council revoke April 7 2020 Special Council Meeting decision no #53/20
- That Council adopt the revised Council Policy 03 Procurement Policy as described at Attachment 1.
- That Council adopt, by absolute majority the revised Delegation 1.11 Tenders for Goods and Services as described at Attachment 1
- That Council adopt, by absolute majority, the revised Delegation 1.15 Incurring Liability and Payments from Municipal and Trust Funds

Background:

Report to Special Meeting of Council 7 April 2020

The April 7 2020 Special Meeting of Council addressed several matters regarding procurement policies and delegations, which were temporary in nature, and to apply during the State of Emergency, following recent amendments to Regulations.

The Report and recommendations proposed new procurement thresholds for the CEO, Directors and Manager Commercial Services only, allowing the former (in consultation with the Shire President) and the latter (in consultation with the CEO, and in turn the Shire President) to make decisions to override the procurement policies.

This was to facilitate the need for urgent expenditure decisions without the need for quotes, which may be time consuming, especially in the event of difficulty contacting potential suppliers, for quotations, or receiving their quotation.

At the same time the Report proposed amendments to the delegations to the CEO to give effect to these decisions.

The Report also highlighted additional upcoming amendments to the Regulations, which may necessitate further consideration by Council of both the procurement policies and delegations. The Report proposed that in the event those amendments occurred that the CEO would bring back a further Report to Council on the implications.

Those foreshadowed amendments to the Regulations took effect several days after the SCM however it is understood that some consequential amendments are still needed and are still time away.

The CEO proposes that the recently commenced Regulations should be considered by Council now and that the upcoming ones, be considered by Council at that time to determine, what action, if any, should be taken, when the detail is clear.

In reviewing the decisions made at the SCM, an administrative error occurred in part of the attachment referenced in the recommendations and adopted by Council. The error relates only to how the CEO, Directors and Manager Commercial Services may deal with procurements between \$150,000 - \$250,000, the error being that the referenced attachment proposed arrangements contemplated by the upcoming Regulations, but which had not come into effect, at the date of the SCM.

Accordingly, Council could not so resolve in relation to that specific matter.

With the recent commencement of those Regulations, it is now open to Council to make the changes (which were made in error at the SCM).

Accordingly, it is proposed to revoke the decisions made at the SCM on April 7 2020 (even though only a very small part was affected) and replace them with the complete and correct set of recommendations and referenced attachments. This will include the provisions which whilst they could not be made at the April 7 SCM, can now be made.

Although the resolutions were correct, the referenced attachment was not.

Council is assured that no actions have been taken, or will be taken, by the CEO, Directors or Manager Commercial Services to implement the provisions of the decision which are invalid (that is in relation to procurements between \$150,000 and \$250,000).

Below is the full report provided to the April 7 2020 SCM and which is still valid in supporting the revocation and new resolution. It also includes additional information in support of Council considering potential changes to Council Policy and Delegations to reflect the new Regulations.

Comment:

Report to 7 April 2020 SCM

In the current COVID 19 pandemic environment the Shire of Coolgardie needs the ability to be able to respond quickly, flexibly and creatively to emerging issues and scenarios within the local government district.

To that end, several measures have been identified, which if implemented, will assist Shire employees in being able to “get on with the job”, rather than bring some matters to Council for approval and implementation. In addition, some current requirements regarding sources quotes can be time consuming and delay decisions, which may be critical in the current pandemic context.

Council has been very supportive of the Shire administration in adopting progressive approaches to policies, procedures and delegations. This Report proposes further measures, to apply during the States of Emergency (general and health – as declared by the State Government in March 2020).

When the States of Emergency are lifted, the temporary measures will no longer apply, and the pre-existing policies and delegations will be restored.

The CEO and all employees are deeply aware and supportive of the importance of appropriate checks and balances and the need to identify and disclose conflicts of interest.

At the same time, the State Government, through the DLGSCI and Office of the Auditor General have regularly emphasised the need for stringent checks and balances in decision making and processes, especially around procurement matters.

The CEO and Directors have carefully considered the measures proposed in this Report and contend that they are reasonable, both in providing greater flexibility for administration to respond to CV 19 and also in providing a reasonable degree of checks, balances and oversight by Council, either directly or through the Shire President and CEO.

The Report recommends that Council authorise the CEO (and the CEO authorise the Directors of Economic and Community Development and of Operations and Manager Commercial Services) to be able to override any, or all of the conditions in the Procurement Policy, during the States of Emergency – but with some conditions on reporting the exercise of same and mandatory consultation in proposing to do so.

The Report proposes:

- Amending the Council Policy Manual as it relates to Procurement (and CEO will amend the CEO Management Policy accordingly) to provide authority for the CEO and Directors of Economic and Community Development and of Operations and Manager Commercial Services) to be able to override some of the provisions - but the CEO must consult the Shire President and the Directors and Manager Commercial Services) must consult the CEO (who must consult the Shire President)
- Amending the Register of Delegations as it relates to Tenders for Goods and Services by increasing the delegations to the CEO (and the CEO by sub delegation to the Director of Economic and Community Development and Director of Operations and Manager Commercial Services), and only those employees
- Amending the Register of Delegations as it relates to Incurring Liabilities and making Payments from Municipal and Trust Funds by increasing the delegations to the CEO (and the CEO by sub delegation to the Director of Economic and Community Development and Director of Operations and Manager Commercial Services), and only those employees

In summary:

Recommendations 1 and 2 below:

- Propose amending Council Policy 3 (which is required to comply with Reg 11A of Local Government (Functions and General) Regulations 1996 by maintaining the current Policy monetary thresholds but providing authority for the CEO and Directors of Operations and Economic and Community Development and Manager Commercial Services) to override the provisions where a State of Emergency has been declared.
- Provide a check and balance regarding proposals to override the Policy by requiring all such instances to be reported to Council, as part of a regular report on CV-19 actions.
- Provide a further check and balance regarding proposals to override the Policy by requiring all such instances where the Policy is proposed to be overridden by the CEO, for the latter to consult with the Shire President before doing so, and Directors of Operations and Economic and Community Development and Manager Commercial Services) must consult the CEO, who must consult the Shire President before doing so.
- Provide a further check and balance regarding proposals to override the Policy by requiring all such instances where the Policy is proposed to be overridden by the CEO, or Directors of Operations or Economic and Community Development or Manager Commercial Services) that they must apply reasonable endeavours to decide if the Policy can be complied with, in part, or whole.
- Apply the additional authority and conditions to procurements of \$30,000 - \$100,000 and \$100,000 to \$150,000
- The CEO will ensure that the CEO Management Policy 19 regarding procurement reflects the Council Policy, where relevant.

Recommendations 3 and 4:

- Propose revoking, by absolute majority, Delegation 1.11 regarding Tenders for Goods and Services and making a new Delegation 1.11 which will delegate authority to the CEO to determine procurement from \$150,000 up to an estimated value of \$249,999. This means lifting the current \$150,000 threshold (at which local government must call tenders and which has now been lifted by new regulations to \$250,000) and at which Council would determine tenders, to \$250,000 (at which Council would determine tenders).
- The CEO proposes that the Directors of Operations and Economic and Community Development and Manager Commercial Services) will be sub delegated (by the CEO) with similar authority delegated to him but must consult with him (and the CEO, with the Shire President) before proposing to exercise the delegation.

Recommendations 5 and 6:

- Propose revoking, by absolute majority, Delegation 1.15 Incurring Liability and Payments and making a new Delegation 1.15 to reflect the new Delegation 1.11
- The CEO proposes that the Directors of Operations and Economic and Community Development and Manager Commercial Services will be sub delegated (by the CEO) with similar authority delegated to him but must consult with him (and the CEO, with the Shire President) before proposing to exercise the delegation.

Recommendation 7:

- The CEO understands that there are further amendments to the relevant legislation upcoming, but they may be some time off. If, and when such amendments occur the CEO will review the new regulations and determine whether further amendments to the Council Policy and Delegations are needed.

Attachments:

1. Attachment C V 19 Purchasing - Ro D and Policy ST v 2 - Final [11.1.2.1 - 28 pages]

Consultation:

James Trail, CEO

Martin Whitely, Finance Consultant

Statutory Environment:

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Local Government (Administration) Regulations 1996 cl 10

Shire of Coolgardie Meeting Procedures Local Law Part 16

Policy Implications:

As described in Summary, Attachments and Recommendations

Financial Implications:

None as a result of the recommendations in this report

Strategic Implications:

Accountable and Effective Leaders

High quality corporate governance, accountability and compliance

Aimed solely at flexible, responsive administration in dealing with procurement matters, during State of Emergency pandemic, CV 19.

NOTE: Council must follow a 2-step process for revocation of a decision:

- The Shire President needs to ensure that its consideration has the support of at least one third of the offices of the Council (cl 10(1)(b)).
- Once that support is clear, Council may deal with the revocation.

Voting Requirement: Support for Consideration of Notice to Revoke

Before proceeding to dealing with the revocation the Shire President needs to ensure that its consideration has the support of at least one third of the offices of the Council (Admin regs cl 10(1)(b)) and Shire of Coolgardie Meeting Procedures Local Law Part 16).

Officer Recommendation:

1. That Council, support consideration of the notice of proposed revocation of April 7 2020
Special Council Meeting decision no #53/20

=====

Voting Requirement: Consideration of Notice to Revoke (only if consideration of notice to revoke is passed)

Absolute majority for revocation as per Local Government (Administration) Regulations 1996 and Shire of Coolgardie Meeting Procedures Local Law Part 16.

Officer Recommendation:

1. That in accordance with Regulation 10 of the Local Government (Administration) Regulations 1996 and Clause 16.2 of the Shire of Coolgardie Meeting Procedures Local Law 2019 that Council revoke April 7 2020 Special Council Meeting decision no*53/20

=====

Voting Requirement: Making new decision

Absolute majority for Recommendations 1,3,5

Simple majority for Recommendations 2,4,6

Officer Recommendation:

1. That Council revoke, by absolute majority, Council Policy 03 Procurement Policy and adopt, by absolute majority, the revised Council Policy 03 Procurement Policy as described at Attachment 1.
2. That Council note that the CEO will amend the CEO Management Policy 19 to reflect these changes.
3. That Council revoke, by absolute majority, Delegation 1.11 Tenders for Goods and Services and adopt, by absolute majority, the revised Delegation 1.11 Tenders for Goods and Services as described at Attachment 1
4. That Council note that the CEO will amend Sub Delegation 1.11a Tenders for Goods and Services to reflect the delegations made to the CEO, including relevant conditions and limits.
5. That Council revoke, by absolute majority, Delegation 1.15 Incurring Liability and Payments from Municipal and Trust Funds and adopt, by absolute majority, the revised Delegation 1.15 Incurring Liability and Payments from Municipal and Trust Funds
6. That Council note that the CEO will amend Sub Delegation 1.15a Incurring Liability and Payments from Municipal and Trust Funds to reflect the delegations made to the CEO, including relevant conditions and limits.
7. That Council note the CEO's advice that further amendments to the Local Government (Functions and General) Regulations 1996 are likely to occur, and if so, the CEO is directed to bring a further report to Council for consideration and determination.

11.1.3 Quarterly Report for the Period Ended 31st March 2020

Location:	Shire Coolgardie
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	24 April 2020
Author:	Chief Executive Officer, James Trail

Summary:

For Council to receive the quarterly report for the period ending 31 March 2020.

Background:

Shire staff are now managing their financials utilising the Business Intelligence Tool. 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.

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 and 2019/20 Annual Budgets. It was the intention to do the same for 2020/21.

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

Three-year plan

Year One focussed on service managers 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 has enabled service managers to manage costs and narrow the gap between income and expenditure.

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

Year Three – 2020/21, was for the service managers to focus on benchmarking, innovative thinking and implementing new ways of delivering services to achieve better results for the community. The service managers were to understand what makes up their service and be able to speak with authority about what makes their services tick.

With the advent of Covid-19, Year 3 will now take on a different focus. The focus is intended to be on;

- **care and maintenance,**
- **keeping staff fully employed**
- **diversification of revenue sources**
- **identify projects to act as an enabler to stimulate the economy of the shire**
- **strategic planning for the next 3 years**
- **completion of procedure and process manual for all service areas**

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

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

Budget v actual (Costs and Benefits)

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

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

Commercial activity – cost recovery

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

Government funding – cost shifting

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

Internal charges/overheads

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

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

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

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

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

Strategic Recommendations

That the Council:

- benchmark against other similar councils to determine and set a target range for expenditure on internally facing services;
- review its commitment to the Tourism, Heritage and Museum activities with a view to capping its commitment in the short term and exploring how it can manage cost and narrow the gap between income and expenditure in coming years;
- explore the skills and knowledge required by the Shire staff in implementing the service reviews over coming three years and consider implementing a professional development program for its key personnel/service managers;
- note that a performance management framework will be developed and implemented using the service reviews as a mechanism to provide the Council with executive oversight of its operations;
- as part of the its 2018/19 Budget deliberations adopt a process of cost recovery for services deemed to be commercial activity;

- minimise its financial exposure to the provision of government services that are funded by various government agencies;
- benchmark internal charges/overheads with other similar councils with a view to setting an appropriate range for overheads as a percentage of cost of labour;
- set a target for administrative and technical overheads at 90% of the labour costs to be achieved over the coming three years;
- set its plant hire rates to fully recover the cost of providing fleet, plant and equipment and workshop services; and
- as part of the 2018/19 Budget deliberations adopt an efficiency dividend of 2% of the Council's rate to be achieved through improvements in operations.

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

Comment:

The quarterly report for the period ending 31st March 2020, demonstrates the Shire has generated savings and efficiencies over the 9-month period whilst at the same time delivering on programmes and activities. The road works programme is 95% complete as is the renewal of the Kambalda Pool. For the period ending 31st March 2020 the organisation was on target to meet an efficiency dividend of 2% of rates. This is however expected to change significantly.

It is difficult to comprehend the position we are now faced with in light of recent events in the last few weeks. Undoubtedly there are going to now be significant social and economic costs resulting from the combat of COVID-19 in the short, medium and long term.

Exactly how much these costs will be, or for how long a period the pandemic is likely to last is still very much an unknown at this stage.

Council resolved in March to free up additional funds in the event these funds are required to assist with the financial management of any planning, communication, infrastructure or other associated costs with COVID-19. Decisions were made to;

- Borrow \$1 million
- Allocation of \$750,000 be made from the Shire's existing reserve funds

These funds allocated would be set aside in the event that the funding is required to meet associated costs with COVID-19.

If Council were to proceed with an allocation of \$750,000 from reserve funds, and all these funds were utilised, then the estimated balance of reserve funds would be \$1,158,641 at 30 June 2020. The balance of reserve funds is calculated on the basis of the following allocations;

Name of Reserve Account	2019/20 Final after Budget Review					
	Opening Balance \$	Transfer to \$	Transfer (from) \$	Interim Balance \$	Additional Transfers \$	Closing Balance \$
Land and Building Reserve	312,769	0	0	312,769	(150,000)	162,769
Plant Reserve	397,698	77,403	(80,909)	394,192	(150,000)	244,192
Sewerage Reserve	133,125	40,000	0	173,125	0	173,125
Landfill Reserve	468,981	0	(218,000)	250,981	(150,000)	100,981
Community & Recreation Reserve	371,418	0	(250,000)	121,418	(100,000)	21,418
Environmental Improvement Reserve	357,726	0	(300,000)	57,726	0	57,726
IT and Communications Reserve	89,654	0	(80,000)	9,654	0	9,654
Aerodrome Reserve	158,000	0	(40,000)	118,000	(100,000)	18,000
Road Reserve	333,857	0	(118,499)	215,358	0	215,358
Infrastructure Renewal Reserve	643,861	188,281	(576,724)	255,418	(100,000)	155,418
	3,267,089	305,684	(1,664,132)	1,908,641	(750,000)	1,158,641

In the event of the \$750,000 not being fully required for COVID-19 any balance of funds will be transferred back into the infrastructure renewal account.

At the time of writing this report, 20 April 2020, the Cash and Investments was estimated at

- Cash at Bank \$929,648
- Reserves \$2,470,250

The advertising period for borrowing funds and reuse of reserves closes on 30th April 2020. As of the date of drafting this report one submission had been received for borrowing funds and one submission received for reuse of reserve funds.

Further to Council's consideration of reuse of reserve funds and borrowing funds, consideration will be given by staff to the possibility of accessing the overdraft facility of \$500,000 if required up until the 31st August 2020.

Given recent changes to regulations a report is being presented to the April Council meeting for Council to consider refinancing Loan 115 for 10 years. In doing so it will be consistent with the terms and conditions for Loan 114 Kambalda Aquatic Facilities and significantly free up in excess of \$400,000 in cashflow for the 2020/21 Financial Year. Consequently, this will assist the Shire staff in managing cashflow due to Covid-19. The estimated annual cost for Loan 115 would be \$72,000 per annum.

Attachments:

1. Quarterly Presentation - Mar 20 Final [11.1.3.1 - 50 pages]

Consultation:

Finance Consultant
Senior Staff

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil in regards to the recommendation of this report.

Strategic Implications:

Accountable and Effective Leaders

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

Developing strategic partnerships with regional, State and Federal governments

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 31 March 2020.

11.1.4 Local Government Services

Location:	Shire Coolgardie
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	20 April 2020
Author:	Director Operations, Robert Hicks

Summary:

The purpose of this report is to recommend to Council contract extension approval for a further two years (11 October 2020 to 10 October 2022) for:

- Ravim/RBC, First Floor, 7 Robinlee Avenue Burwood East, Victoria 3151 for Professional Development and Performance Management Services – John Ravlic, on behalf of Ravim/RBC
- RSA Works, 8 Gray Road Mandurah WA 6210 for Engineering Services – Keith Dickerson, on behalf of RSA Works
- Uniqco International Pty Ltd, 30 Vaughans Way Australind WA 6233 for Fleet Management Services – Grant Andrews on behalf of Uniqco International Pty Ltd
- Millbridge, 43 Nelson Street Inglewood WA 6052 for Governance Services and Strategic and Statutory Land Use Planning Services – Francesca Lefante on behalf of Millbridge
- Westbury Investments Pty Ltd, Suite 4/69 Hay Street Subiaco WA 6008 for Land Development Services - Shane MacDermott on behalf of Westbury Investments Pty Ltd

Recommend to Council contract extension approval for a further two years (20 July 2020 to 19 July 2022) for:

- LG Corporate Solutions, 9 Lyrebird Road Broadwater WA 6280 for Financial Management Services Martin Whitely on behalf of LG Corporate Solutions

Background:

The Shire of Coolgardie called for Tender 08/17 – “*Local Government Services*” that closed on at 2.00 pm Wednesday 13 September 2017. The Request for Tender document stated that the contracts shall be for a period of three(3) years with an option to extend the contract(s) for up to a maximum of a further two (2) years at the sole discretion of the Principal (Shire).

The Shire of Coolgardie called for Tender 04/18 – “*Financial Manangement Services*” that closed on at 4.00 pm Tuesday 22 May 2018. The Request for Tender document stated that the contract shall be for a period of Two (2) years with an option to extend the contract for up to a maximum of a further two (2) years at the sole discretion of the Principal (Shire).

At the Ordinary Meeting of Council in April 2018, Council resolved;

COUNCIL RESOLUTION: #097/18

Moved: Councillor, T Rathbone

Seconded: Councillor, B Logan

That Council;

- Authorise the Chief Executive Officer to award Tender 04/2018 Financial Management Services to Tender (B) LG Corporate Solutions for \$60,280.00 inc GST and an hourly rate of \$132 inc GST
- Authorise a contract to LG Corporate Solutions, for Financial Management Services.
- 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 documents.

CARRIED ABSOLUTE MAJORITY 4/0

At the Ordinary Meeting of Council in September 2017, Council resolved;

COUNCIL RESOLUTION: # 209/17

Moved: Cr, K Lindup

Seconded: Cr, T Rathbone

That Council

1. Authorise the Chief Executive Officer to award Strategic Corporate Planning Services and Economic Development Services under Tender 08/17 to (Tender A) Mia Hicks Consulting, 395 Hannan Street Kalgoorlie WA 6430 for an hourly rate of \$132.00 including GST for a period of three years;
2. Authorise a contract to Mia Hicks Consulting, 395 Hannan Street Kalgoorlie WA 6430 for Strategic Corporate Planning Services and Economic Development Services.
3. Authorise the Chief Executive Officer to award Corporate Governance Services and Strategic and Statutory Land Use Planning Services under Tender 08/17 to (Tender B and G) Milbridge, 43 Nelson Street, Inglewood, WA, 6052 for an hourly rate of \$137.50 including GST for a period of three years;
4. Authorise a contract to Milbridge, 43 Nelson Street, Inglewood, WA, 6052 for Corporate Governance Services and Strategic and Statutory Land Use Planning Services.
5. Authorise the Chief Executive Officer to award Engineering Services under Tender 08/17 to (Tender D) RSA Works, 8 Gray Road Mandurah WA 6210, for an hourly rate of \$121.00 including GST for a period of three years;
6. Authorise a contract to RSA Works, 8 Gray Road Mandurah WA 6210 for Engineering Services.
7. Authorise the Chief Executive Officer to award Fleet Management Services under Tender 08/17 to (Tender A) Uniqco International Pty Ltd, 30 Vaughans Way Australind WA 6233, for an hourly rate of \$220 including GST for consulting and an hourly rate of \$110 including GST for data entry, for a period of three years;

8. *Authorise a contract to Uniqco International Pty Ltd, 30 Vaughans Way Australind WA 6233 for Fleet Management Services*
9. *Authorise the Chief Executive Officer to award Land Development Services under Tender 08/17 to (Tender A) Westbury Investments Pty Ltd, Suite 4/69 Hay Street Subiaco WA 6008 for an hourly rate of \$132.00 including GST for a period of three years;*
10. *Authorise a contract to Westbury Investments Pty Ltd, Suite 4/69 Hay Street Subiaco WA 6008 for Land Development Services*
11. *Authorise the Chief Executive Officer to award Accounting Services under Tender 08/17 to (Tender A) Kalgoorlie Bookkeeping Services, 52 Heston Court Somerville WA 6430 for an hourly rate of \$132.00 including GST for a period of three years;*
12. *Authorise a contract to Kalgoorlie Bookkeeping Services, 52 Heston Court Somerville WA 6430 for Accounting Services*
13. *Authorise the Chief Executive Officer to award Accounting Services under Tender 08/17 to (Tender D) Paxon Group, Level 5, 160 St Georges Terrace Perth WA 6000 for an hourly rate of \$121.00 including GST for a period of three years;*
14. *Authorise a contract to Paxon Group, Level 5, 160 St Georges Terrace Perth WA 6000 for Accounting Services*
15. *Authorise the Chief Executive Officer to award Professional Development and Performance Management Services under Tender 08/17 to (Tender A) Excel IQ, 53 Gngara Drive Waikiki, WA 6169 for an hourly rate of \$143.00 including GST for a period of three years;*
16. *Authorise a contract to Excel IQ, 53 Gngara Drive Waikiki, WA 6169 for Professional Development and Performance Management Services*
17. *Authorise the Chief Executive Officer to award Professional Development and Performance Management Services under Tender 08/17 to (Tender B) RAVIM/RBC, First Floor, 7 Robinlee Avenue Burwood East, VICT, 3151 for an hourly rate of \$220.00 including GST for a period of three years;*
18. *Authorise a contract to RAVIM/RBC, First Floor, 7 Robinlee Avenue Burwood East, VICT, 3151 for Professional Development and Performance Management Services*
19. *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.*
CARRIED ABSOLUTE MAJORITY 4/0

Comment:

In line with the Service Level Review and Organisation Review the Shire officers recognise the importance of retaining the services of these six contractors.

All contractors have acknowledged their desire to continue to provide professional services to the Shire.

All contractors have proven to be invaluable resources with the necessary skills to ensure the smooth operations of the Shire and the provision of quality professional advice to Shire officers;

- Timeliness of advice,
- Availability for advice especially at short notice,
- Market testing before considering renewal,
- In the CEO's revision of the structure of the organisation there is no consideration for bringing position back as an employee. This has been discussed at length with Council.
- Hourly rate and fixed fees have not increased for 2 and 3 years.

All contractors have been contacted requesting consideration be given to;

- Given the current fiscal environment, are you in a position to review your hourly rate and advise what your "best price" might be?
- Alternatively, are you in a position to review what might be your best price for next 12 months and then revert to a different rate for last 12mths?

All contractors have responded positively to the request. All contractors have proposed either;

- A reduction in hourly rate of a minimum of 10% for the next 12 months reverting to current hourly rates for the final 12 months of the contract, or
- Maintain current hourly rate for the next 2 years and/or an increase in value of services provided

It is estimated the annual saving for the first 12 months will be between a minimum of \$60,000 - \$70,000.

Attachments:

1. Conf Att OCM Apr 2020 14.1.1 [**11.1.4.1** - 1 page]
2. Uniqco 2 Year Contract Extension Final - Confidential Attachment [**11.1.4.2** - 11 pages]

Consultation:

Director Operations

Director Economic and Community Development

Manager Executive Services

CEO

Statutory Environment:

Local Government Act 1995 Section 3.57. Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

Local Government Act 1995 Section 5.23. Meetings generally open to public

3 (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following — 4 (c) A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;"

Local Government (Functions and General) Regulations 1996

11 (1)

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless sub regulation (2) states otherwise.

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

Policy Implications:

Nil

Financial Implications:

The cost for the supply of any of these services will be included in the 2020/21 budget.

Strategic Implications:

Accountable and Effective Leaders

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

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

High quality corporate governance, accountability and compliance

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council,

1. Resolve that Report 14.1.1 is confidential in accordance with s5.23 (2) of the Local Government Act 1995 because it deals with matters affecting s5.23 (2) (c); "A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."
2. Notes the potential savings secured by the CEO's negotiations with the consultants.
3. APPROVES the extension of contracts, in accordance with the rates described at the confidential attachment, for a further two (2) year period for -
 - Ravim/RBC
 - RSA Works
 - Uniqco International Pty Ltd
 - Millbridge
 - Westbury Investments Pty Ltd

from expiry of the current contract on 11/10/2020 until close of business 10/10/2022 and on the basis generally provided for in the original contracts, including any reviews or adjustments, contemplated or negotiated during the contract.

4. **APPROVES the extension of contract, in accordance with the;**
 - a) **fixed fee for the preparation of the annual budget, annual financial statements, monthly financial statements, annual review of integrated planning documents and;**
 - b) **the hourly rate for monthly accounting tasks as agreed described at the confidential attachment, for a further two (2) year period for LG Corporate Solutions from the expiry of the current contract on 20/07/2020 until close of business 19/07/2022 and on the basis generally provided for in the original contracts, including any reviews or adjustments, contemplated or negotiated during the contract.**
5. **Authorise the Chief Executive Officer to enter into a contract with the preferred contractors; and**
6. **Authorise the Chief Executive Officer to manage the contract, including the provision of possible variations, providing the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract and managed within the overall budget for the project.**

11.1.5 COVID-19 Progress Report

Location:	Shire Coolgardie
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	20 April 2020
Author:	Chief Executive Officer, James Trail

Summary:

Council receive the Covid-19 Update report from the CEO

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

Comment:

Whilst much of our focus on planning for recovery has been on our operations, I think Covid-19 has created a once in a generation opportunity to look beyond this. The way the Shire has done business and will do business will change significantly. Not just what we deliver but what Local Government looks like itself and delivers will change.

I strongly believe we must now produce one over-arching narrative/approach that drives all elements of our local government. Everything we do must sit within that narrative - it needs to be the beginning, mainstay and framework for all. This includes documents like the;

Strategic Community Plan,
Public Health Plan,
Corporate Business Plan,
Long Term Financial Plan,
Pandemic Emergency Plan,
Economic Stimulus Package,
Recovery Plan,
Waste Strategy

It is now more than ever a time for Systems Thinking – a holistic approach to how everything is connected together

Senior staff have been instructed to reflect on what we are doing and how we are doing it, so that we don't look and act the same when we resume to something resembling normal.

I strongly agree with the comment made by the CEO at the City of Kalgoorlie-Boulder and its relevance for us as a Shire;

"nothing will be more important coming out of this situation than for us to ensure financial sustainability and flexibility and the ability to develop good strategy and decide actions rapidly where it matters most".

Shire staff have been working proactively during a period of great change and uncertainty. The way the Shire does business has been reviewed and a number of changes have been made and implemented.

Effective as at 23 April the cost to the Shire of dealing with Covid-19 is estimated at \$178,700 – in excess of 2.5% of the Shire's rates revenue

Some initiatives have been;

- Staff leave policy
- Changed rosters to see staff through to 5 May
 - Combination of reduced hours
 - Use of annual leave
 - Leave without pay
- Procedure manuals for all service areas required by end of May
- OHS Framework draft completed
- Draft HR Framework completed
- Draft Budget 2020/2021 completed in accordance with parameters agreed to by Council at March Ordinary Meeting
- Quotes received for weighbridge for Coolgardie Tip Site
- Consultancy fast tracked for preparation of class 3 licence for Coolgardie Tip Site
- Draft Sewerage Tender completed for review
- Refurbishment of the Kambalda Aquatic Facility 95% complete
- Specification for renewal of Kiosk completed

COVID-19 Pandemic Action Plan

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

To date, there have been five meetings held which are ongoing and scheduled on a weekly basis. Refer Attachment 1 – COVID-19 Pandemic Action Plan.

Communications

Internal

The following CEO Health Updates were drafted and distributed to the community via various sources (posters, social media and website) on behalf of the CEO:

- Health Update - Operations
- Shire Events and Public Gatherings
- Temporary Closures of Facilities

Social Media

Since 14 March 2020, the Department has developed the content and design of 19 Facebook posts.

Facebook Outcomes (14 March 2020 to Current)

Total		
Reached	Reactions	Engagements
39,213	1298	4615

The Department also commenced, for the first time, the development of video content for

social media. From 16 March 2020, eight videos have appeared on Facebook on various topics relating to COVID-19 by the Shire President. The Department developed the content, coordinated the filming and editing of the videos.

Shire President Video Outcomes (16 March 2020 to Current)

Total		
Reached	Reactions	Engagements
14,616	507	3087

Media releases/ New Items

Since 14 March 2020, the following media

releases/news items have been prepared:

- SOC Launches MOW Program
- SOC Pays Tribute to ANZACs online
- Community wellbeing a priority for the Shire
- Kambalda Aquatic Facility Postponed
- Shire Events and Public Gatherings
- Kambalda Aquatic Facility Grand Opening Event Postponed
- Shire President Health Update on COVID-19

Outcomes to date include:

- Kalgoorlie Miner - SOC Launches MOW Program (22 April 2020)
- ABC Radio - SOC Launches MOW Program (interview 22 April 2020)
- Request from ABC News for video to broadcast Nationally on Australia Day

IT Support including Video Conferencing

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

- Investigation and implementation of Blizz Trial
- Investigation and implementation of Zoom
- Development of Blizz and Zoom User Manuals
- Set-up Coolgardie Councillors and staff with video conferencing on ipads
- Assist with technical requirements for the office to allow for increased data streaming
- Assist with increased IT enquiries and requests from staff and Council

Current Status

The Department has investigated solutions on behalf of the CEO to assist in responding to the resolution of Special Council Meeting, 7 April 2020 – 7.1.2 Electronic Messages.

An option has been presented to the CEO whereby the SOC would record Council meetings via Zoom and then upload the video and/or audio content to the website after the meeting was held (not a live stream option).

While COVID-19 restricts public gallery attendance at Council Meetings, the Shire could offer residents options to submit Public Questions via an email address, complete an on-line website form or, have a

staff member complete the questions on their behalf. The CEO will advise the Department on next actions once Council has been briefed.

Website

The table below demonstrates the increase in users, views and time spent on the Shire website since COVID-19 information was first posted on 13 March 2020.

Website Outcomes (13 March 2020 to Current)

Users (Site wide)	2937	+ 1,819 users
Covid19 Media Release Views	757	+ 111 views
Covid19 Page Views	363	+ 186 views
Average time spent on Covid19 Page	02:37	- 0.16 sec

COVID-19 Virtual Platform

The Shire has completed the development and content of the “Community Connection” portal on the Shire’s website. It has been developed internally through a collaboration between the Department’s staff and CRC/Recreation Centre staff.

The following topics are complemented by reputable content (State/Federal government or service provider content):

Topic	Content
Shire News & Updates	Shire of Coolgardie COVID-19 updates, videos with Shire President Updates, COVID19 Information
Health Advice	COVID19 Department of Health updates and information
Kids Resources	Colouring in pages, Department of Sport resources, Story Time at the Kambalda Recreation Centre, and Brightminds physiotherapy classes
Connecting Online	‘How To’ links for community members who are not tech savvy, How to videoconference etc
Support for Small Businesses	All links regarding help/funding support to businesses within our Shire
Online Services	Virtual classes and activities



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.

The Department is also finalising the Communication Procedure for distribution to all staff after signing off by the Directors and CEO.

The Department is also planning the following:

- 1) Audit of the Visitor Centre Facebook page
- 2) Analysis of the benefits for the development of a CRC portal. Once COVID-19 restrictions have been lifted, the portal could continue to be an additional avenue for the delivery of programs for the Shire.

Community Development

Wellness Check Implementation

Wellness checks for seniors was initiated through the Department of Economic and Community Development to ensure the well-being of the most vulnerable members of our community during COVID-19 restrictions.

This project commenced on 30 March 2020, after the Prime Minister, that due to COVID-19, “people aged 70 and over should stay at home and self-isolate for their own protection to the maximum extent practicable.”

In order to commence the project, the following was actioned:

- Sourced contact information from numerous Shire sources to create wellness check spreadsheet to capture all residents (65+ years)
- Implemented Spreadsheets and coordinated staff to conduct Wellness Checks
- Produced reports addressing areas of concern for development into programs (MOW) for Executive consideration

- Developed questionnaire to guide telephone conversations & ensure consistency of messages
- Analysed data daily to determine any immediate needs by this segment of the community
- Monitored details of calls and provided a template for the weekly reporting
- Analysed data to determine call frequency required
- Responded to a survey from LGPro WA Network Age Friendly Communities advising on service provision outcomes
- Development of the Wellness Check EOI Form
- Marketing of the program
- Development of service providers list to staff for referral purposes

Wellness check participants are also advised on other COVID-19 programs such as Meals on Wheels, virtual resources, and referrals.

The program has expanded to include all community members who may require this service, including residents who are new to town, parents, and anyone who has self-referred or referred others to the program.

Current Status

The number of residents requiring this service is increasing -

- Coolgardie service 40 residents
- Kambalda service 60 residents
- Widgiemooltha and Rural Properties are also being contacted to access this program

The above residents are called weekly, fortnightly, or monthly depending on their request.

The project is proving to be time consuming for staff due to the increased loneliness experienced by this demographic of the community. There is also an increased requirement for assistance with digital technology. As an example, an average call is approximately 30 to 45 minutes in duration.

Meals on Wheels Program

The Shire of Coolgardie has identified a need in the community for the establishment of a meal service to vulnerable members of our community. The beneficiaries will be seniors 70 years and older in Kambalda West and Kambalda East.

The Shire obtained funding support of \$25,000 from Goldfields St Ives to provide seniors (ages 70+) with an estimated eight meals per month over a six-month period.

RangeCon Construction and Civil & Northern Star Resources will prepare the meals for the Coolgardie community which will be delivered to homes once per week.

Activities undertaken to date:

- Coordinated and Implemented in Coolgardie and Kambalda after much investigation
- Correspondence with Dept of Health, CKB, Goldfields Community Care, Amana Living, ESS, Rangecon, Goldfields, Northern Star
- Funding application developed to make this project fully funded other than staff hours - successful
- Produced procedures on safe delivery during COVID19 to vulnerable population
- On-site training of delivery through CKB Meals on Wheels Program

Current Status

The program is ready to launch next week with the following in place:

- ESS has experienced a drop-in staffing due to regional boundary restrictions and cannot deliver as many meals as anticipated. Shire officers have been trained to deliver the meals in Kambalda
- Coolgardie team members have been trained
- EOI's have been developed and issued via Facebook
- Wellness checks include option for MOW program
- Personal telephone calls being made to seniors over 70 years of age to offer program
- Media Release and Facebook Comms Plan completed
- All equipment has been purchased to commence the program
- All forms have been developed to ensure compliance with Health and Safety regulations

Events

Kambalda Swimming Pool Postponement

Once the social gathering restrictions were put in place by the Federal Government the Kambalda Swimming Pool Opening required the following actions to postpone the event:

Actions included to postpone this event included:

- 1) Correspondence to all stakeholders including dignitaries and Ministers
- 2) Media releases, posters and social media posts
- 3) Letters to funding bodies
- 4) Personal calls to stakeholders
- 5) Cancellation of market booth holders, service providers, and entertainment
- 6) Cancellation of purchase orders relating to the opening

ANZAC Day Commemoration

With traditional ANZAC Day services not being held this year due to coronavirus (COVID-19), the Shire of Coolgardie has developed a new, innovative way for the community to pay their respects.

The Department has coordinated the development of video content to be hosted on the Shire's Facebook page will to commemorate ANZAC Day. This has included coordination of the videographer, community member's involvement and promotional activities. The development of a slideshow was also created to accompany a recital of the Australian National Anthem.

Current Status

- Content has been filmed under Direction of the Department
- ABC Goldfields has received content for possible ABC National streaming
- Comms Plan has been completed and being initiated through Facebook
- Media Release completed – Kalgoorlie Miner and ABC News Radio

Infrastructure and Economic Development

Fast-tracking Funding Acquittals

With the slight delay in the completion of Lady Loch Truck Bay, the Director of Economic and Community Development requested an early draw-down on the remaining HSVPP funding which was

approved to the value of \$300,000. A final payment will be provided once the project has been signed off.

The Department now has the internal skills to complete complex funding acquittals. The allocation of an additional resource with a strong financial background (Events Coordinator) to this team, the Kambalda Aquatic Facility acquittal was completed and accepted by the Department for payment.

Fast-tracking Infrastructure Projects

The Director is the Project Manager for the Coolgardie Post Office Complex and Ben Prior Park. Since COVID-19 commenced, the following actions have been completed:

Ben Prior Park

- Concept Plan
- Quotation
- Submission of concept plan and discussions with Evolution

Coolgardie Post Office Complex

- Concept Plans
- Specifications for tender
- Building Classification
- Updated Conservation Management Plan
- Site survey (being undertaken this week)
- Fire Separation – Performance requirements (quotation reviewed and consultant engaged)

Lobbying and Responses to Government

The Department has completed the following responses on behalf of the SOC:

- 1) Response to Minister Templeman – SOC COVID-19 Response (2 April 2020)
- 2) Submission to Minister McCormack – Land Transport Infrastructure Projects (8 April 2020)

Human Resources

Reduction of Hours (31 March 30 to 22 April 2020)

- Communications Coordinator – 6 hours/fortnight
- Events Coordinator – 18 hours/fortnight

Training/Seminars Completed

- COVID19 and the Impacts on Tourism
- COVID19 State Emergency Plan
- COVID-19 Infection Control Training (30-minute on-line course) – Director and Events Coordinator

Kambalda Recreation Centre

	Programs	Issues	Rosters	Other changes
1	Customer Service	Reduced hours	9am – 3pm	No face to face customer service
2	Centrelink	No face to face	9am-3pm via phone	Provide alternative contact details

3	Indue Card	No face to face	9am – 3pm via phone	Provide alternative contact details
4	Library services	Not open		Have extended current book hire dates
5	CRC programs	No face to face	9am-3pm	Providing community wellness checks
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	9am-3pm, only two staff rostered each day	All Kambalda Rec Staff have been very diverse and accepting of working with this big change and challenging time.
10	Communication	With not always being in the office sometimes things haven't been communicated to everyone		This issue should be resolved with regular staff meetings and reporting to Director Operations

Coolgardie Recreation Centre and CRC activities and programs detailed in Confidential Attachment.

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.

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, 2-3 days a week each

Staff using annual leave to make up lost days

Cancellation of 2x Ghost Tours which were due to be held on 13th and 14th March

- Disappointed clients and refunding of tickets purchased and Medium Anthony Grzelka travel, accommodation and administration costs.

Postponement of launch celebration of the "Our Gems" website and app in Coolgardie

Staff working on revitalisation of the upstairs bottle collection

Working on re-creation and update of information of pages for information kiosk

Full stocktake and re-storage of souvenir stock

Clean out of paperwork and shredding of documents

Install of window frosting on archive rooms windows

Replacement of back gate latch

Cancellation of Tourism Awards – No need to create submission

Postponement of all tourism advertising

Attachments:

- COVI D-19 Reporting Cool CRC and Rec - Attachment [11.1.5.1 - 2 pages]
- Attachment Social Media Stats Covid-19 [11.1.5.2 - 7 pages]
- Attachment 1 - SOC Pandemic Response - Covid 19 [11.1.5.3 - 16 pages]

Consultation:

Council

Shire Staff

City of Kalgoorlie – Boulder

City of Karratha

Statutory Environment:

Nil

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. Budget Amendments will be presented to a Special Meeting of Council on 5th May to reflect this along with Rates Strategy Objects and Reasons for advertising

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

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 receive the COVID-19 Update Report for the period 13 March 2020 to 23rd April 2020

11.1.6 List of Payments - March 2020

Location:	Nil
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	21 April 2020
Author:	Senior Finance Officer, Nav Kaur

Summary:

For council to receive the list of accounts for March 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 March include Acorp Construction Pty Ltd - Kambalda Swimming Pool Upgrade Progress Claim 10; Roadtech Constructions - Tender 06/19 Construction of Road Train Parking Bay at GEH & Lady Loch Road Progress Claim and Total Asphalt – Durkin Road works.

Attachments:

1. March 2020 List of Payments. [11.1.6.1 - 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:**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 listing (attached) of accounts paid during the month of March 2020 by the Chief Executive Officer under delegated authority of Council.

1. Municipal accounts totalling \$1,834,352.41 Municipal vouchers EFT18292 – EFT18445, cheques 52322 - 52327, and direct payments made during the month of March 2020.
2. Trust payments totalling \$1791.06 on cheques 2267 - 2270 for the month of March 2020.
3. Credit card payments totalling \$16210.47 for the month of March 2020.

11.1.7 Post Office Complex

Location:	Coolgardie
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	17 April 2020
Author:	Director of Economics and Community Development, Mia Hicks

Summary:

Council endorsement is sought for the Coolgardie Post Office Complex (Coolgardie Economic and Innovation Hub) concept plans (Ref. SK.23 – Proposed FFL and SK 22 – Proposed GFL) and authorisation is requested for the Chief Executive Officer to initiate the tender process for the refurbishment works.

Background:

The Shire of Coolgardie has secured government funding support for the redevelopment of the Coolgardie Post Office from various sources. To date, the following amounts have been secured towards this project with Funding Agreements in place:

- 1) Lotterywest - \$233,500 (Cultural and Community Hub – Ground Floor)
- 2) Department of Industry, Science, Energy and Resources - Building Better Regions Funding - \$916,100
- 3) State Government - Regional Economic Development Grants Program - \$100,000

Funding has been received to revitalise areas of the Post Office Complex for the purposes of community, visitor and economic transactions. This includes the development of:

- 1) an Aboriginal Training Organisation Office Space
- 2) Public Gallery and Function Area including interpretation features of the Gaolyard
- 3) Outdoor Shelter and BBQ area
- 4) Cultural and Community Hub and Collaborative Business Incubator
- 5) New Visitor Centre and pop-up retail areas
- 6) Refurbished retail space

Comment:

This project is part of a long-term plan for the upgrade of the Coolgardie townsite for the benefit of tourism, economic development including stimulation of business opportunities and community amenities.

Concept Plans

The concept plan incorporates: -

- Upgrades to the internal areas of the building (except for the existing tenanted Post Office, tenanted residence and vacant Sergeants Quarters residence).
- New services, data, communication, heating, and cooling

- Compliant mobility access, including the provision of a lift
- Improved rear outdoor spaces that link and connect to the range of internal uses
- Internal fit-out for community, cultural, visitor and retail activities
- Drainage and roofing repairs
- External streetscape works
- Potential repair/replacement of rear veranda (as part of future works dependant on funding).

The concept plans reflect a refinement the design elements that formed part of the grant submission, reflect current building occupancy requirements and enhance the heritage significance of the building.

The specifications associated with the concept plans have been completed, except for the fire solutions, which are being finalised for inclusion in the tender documents.

Cost – Quantity Surveyor costs

The Shire of Coolgardie is awaiting receipt of the final Quantity Survey on the revised concept plans and fire separation report for inclusion in the tender documentation. This information is to be provided to the Shire by 30 April 2020.

Tender

CORE Business Australia have been engaged to prepare the Tender documentation on behalf of the Shire through a public tendering process.

The tender is proposed to be a Design and Construct Tender and will include the following documentation: -

- 1) Concept Plans;
- 2) Specifications for tender;
- 3) Building Classification;
- 4) Heritage Council comments;
- 5) Updated Conservation Management Plan;
- 6) Site survey; and
- 7) Fire Separation – Performance requirements.

The tender documents, datasheet and evaluation criteria will be reviewed by the Shire once received from CORE Business Australia.

Heritage & Planning Approvals.

The Shire is also working to obtain the necessary approvals (Heritage and Planning) as follows:-

- the Conservation Management Plan has been as been updated and referred to the Heritage Council for comment
- Preliminary discussions have occurred on the concept plans with the Heritage Council

Land Tenure

The Department of Planning, Lands, and Heritage has provided advice on relation to the final stages of for the transfer of Management Order from the Minister for Works to the Shire of Coolgardie for Reserve 2446 (lots 580-582).

Summary

The concept plans and specifications have been consistent with the funding parameters and heritage requirements. The project is ready to commence to tender process to satisfy the agreed timelines from State and Federal government funding bodies.

Attachments:

1. S K.23 Proposed FFL Plan Attachment [11.1.7.1 - 1 page]
2. S K.22 Proposed GFL Plan [11.1.7.2 - 1 page]

Consultation:

Shire Staff
Goldfields-Esperance Development Commission
Building Better Regions Staff
Lotterywest Staff
CORE Business Australia
H&H Architects
Modus Compliance
Heritage Council
Department of Planning, Lands and Heritage
Francesca Lefante, Planning Consultant

Statutory Environment:

Planning and Development Act

Chief Executive Officer has delegated Authority under Delegation 1.11 Tenders for Goods and Services to call tenders in accordance with Local Government (Functions and General)

Regulations R 11(1)

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.
- (2) states otherwise.

Policy Implications:

Procurement Requirements are in accordance with Procurement Policy 03.

Financial Implications:

A key component of this project is budget control and adhering to the funding limits and set in the grant proposals. The Shire of Coolgardie has achieved \$1,249,600 in funding towards this project. Final costings will be provided to Council following recommendation of preferred tenderer to Council.

Strategic Implications:

Effective management of infrastructure, heritage and environment

Encouraging cultural and historical community projects and activities
Maintaining and renewing infrastructure and building assets
Supporting and encouraging local and regional tourism

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, ENDORSES the Coolgardie Post Office Complex (Coolgardie Economic and Innovation Hub) concept plans (Ref. SK.23 – Proposed FFL and SK 22 – Proposed GFL) located on Lot 580-582 & Reserve 2446, Bayley Street, Coolgardie.

11.1.8 Ben Prior Park

Location:	Coolgardie
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	20 April 2020
Author:	Director of Economic and Community Development, Mia Hicks

Summary:

Council endorsement is sought for the Ben Prior Park Concept Plan to facilitate Council Officers to progress to the implementation of the project. The concept plan meets the objectives of Council and the purpose of the Park with proposed elements meeting budget allocations.

Background:

In July 2019, the Shire of Coolgardie and Evolution Mining signed a Memorandum of Understanding for the refurbishment of Ben Prior Park. The Shire of Coolgardie is the principal organisation responsible for the delivery of the Ben Prior Park project. The Shire has committed a financial contribution of \$30,000 (2019/20 Budget) plus in-kind contributions including interpretation and curation of the items through collaboration with stakeholders.

Evolution Mining committed \$178,000 (plus \$10,000 contingency) in funding to support the re-development of Ben Prior Park. The company will also provide in-kind support throughout the project including movement of items via crane.

Comment:

This project is part of a long-term plan for the upgrade of the Coolgardie townsite for the benefit of tourism and community amenities.

On 28 May 2020, Council agreed to commence the restoration of Ben Prior park with a contribution of \$30,000 from the Shire of Coolgardie (COUNCIL RESOLUTION: #099/19).

Since this time, Shire Officers have:

- 1) curated and interpreted all equipment items on site with local historical advisors
- 2) delivered two community consultation workshops to obtain feedback on Park features – attended by 80+ residents
- 3) achieved indicative costings

Concept Plan

The concept plan includes the establishment of pathways, a nature playground, gazebos, park benches, security lighting and cameras, development of interpretation areas (mining, farming etc), and restoration of museum items such as the bank and statues.

During the community consultation phase, the relocation of the Jack Cairns Shack from its existing location was requested. The existing camp was investigated, and it was identified that several complications would arise from its re-location including the following: condition of the camp, location of the camp on a mining lease and classification as a historical place.

As such, the development of a replica of the Jack Cairns Shack within Ben Prior Park would create an opportunity for the community and tourists to view and interact with a facility that is safe and highlights the historical element of prospecting. It is intended that the replica construction is included in Stage 1 or Stage 2 of the redevelopment depending on costings.

The Ben Prior Park Concept plan brings together the elements that stakeholders deemed essential to the project and Shire Officers are ready to execute the project as soon as possible, giving consideration to COVID-19 restrictions.

Attachments:

1. Ben Prior Park - Concept Plan - REV A 003 [11.1.8.1 - 1 page]

Consultation:

Shire Staff
Victor Churchill Dale
Evolution Mining staff
Nature Play WA
Francesca Lefante, Planning Consultant

Statutory Environment:

Planning and Development Act
Chief Executive Officer has delegated Authority under Delegation 1.11 Tenders for Goods and Services to call tenders in accordance with Local Government (Functions and General) Regulations R 11(1)
11. When tenders have to be publicly invited
(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.

Policy Implications:

Procurement Requirements are in accordance with Procurement Policy 03.

Financial Implications:

Initial estimates indicate that the project can be delivered within the funding and budget allocations in the 2019/20 Budget of \$200,000.

Strategic Implications:

Effective management of infrastructure, heritage and environment

Encouraging cultural and historical community projects and activities
Facilitating the preservation of heritage sites and buildings
Supporting and encouraging local and regional tourism

Voting Requirement: Simple Majority

Officer Recommendation:

**That Council, ENDORSE the Concept Plan for Ben Prior Park, Bayley Street, Coolgardie
(Reference - Ben Prior Park - Concept Plan - REV A003)**

11.1.9 Coolgardie Tip – Reserve R3497, Lot 501 Coolgardie

Location:	Reserve R3497, Lot 501, Coolgardie
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	21 April 2020
Author:	Francesca Lefante Consultant Town Planner

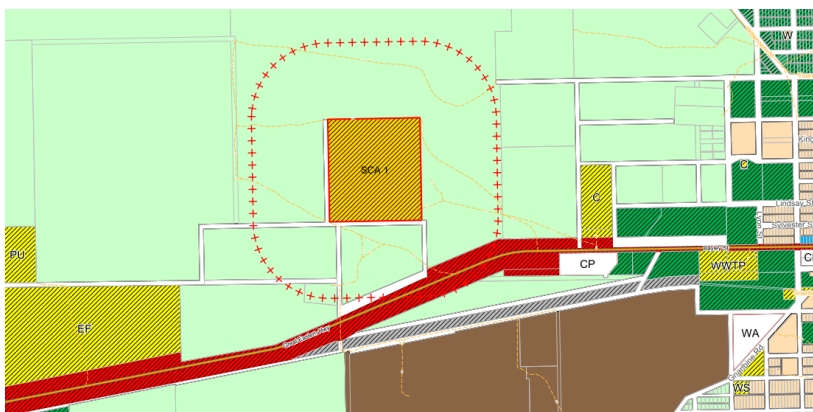
Summary:

To support changes to the provision of the reserve to include power to lease for a period of up to 21 years.

Background:

Reserve R3497, Coolgardie is reserve Public Purpose – Rubbish Tip under Shire of Coolgardie Local Planning Scheme No 5. It has been vested in the Shire of Coolgardie since 1962 for the purpose of sanitation and rubbish disposal.





Comment:

The Shire's has focus and commitment to facilitating infrastructure and services that meet the social and economic needs of the community.

The Shire is current undertaking strategic investigations on the expansion and infrastructure improvements on the Coolgardie Tip to facilitate economically and environmentally sustainable management of local and regional waste.

Significant national focus is the Australian government's impending ban (commencing 1 July 2020) on the export of recyclable items (rubber, plastic, and glass) overseas. The impact of the ban is that local government will have to find alternate solutions to waste management. Without the appropriate infrastructure in place it has the potential to impose significant costs to the local community

The Coolgardie Tip site Reserve R3497 has been vested in the Shire of Coolgardie since 1962 for the purpose of sanitation and rubbish disposal.

The Shires Local Planning Strategy endorsed by the Department of Planning and Development the inclusion of power to lease into this reserve meets the following strategic actions: -

- Examine the opportunity for the local government to gain control of Unallocated Crown Land where it is excess to government requirements. If so, it may be advantageous for the Council to acquire these properties for future uses as determined by the Council.
- Initiate the process to secure long term (21 year) leases for the existing area in the Coolgardie townsite

Whilst the current expansion activities are within the parameters of the reserve vesting, it is considered prudent to continue actions that establish the tenure terms that best align with the Shires Strategic and future objectives. The benefits to the community are progressing sustainable waste management solutions, improving the financial position, and generating local employment opportunities

The inclusion of power to lease into Reserve R3497 Lot 501 Coolgardie in accordance with the provisions of the Land Administration Act 1997, is consistent with the range of actions being undertaken to the expansion and infrastructure improvements on the Coolgardie Tip.

Council have the following options

- Option 1 – Support the request to include power to lease.
- Option 2 – Not support to inclusion

Attachments:

Nil

Consultation:

Chief Executive Officer

DPLH

Council

Statutory Environment:

- Local Government Act 1995 3.54 Reserves under control of a Local Government
- Land Administration Act 1997
- Parks and Reserves Act

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Accountable and Effective Leaders

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

Developing strong partnerships with stakeholders for the benefit of our community

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

High quality corporate governance, accountability and compliance

Effective management of infrastructure, heritage and environment

Ensuring that waste management practices are compliant

Maintaining and renewing infrastructure and building assets

Voting Requirement: Simple Majority

Officer Recommendation:

That Council,

1. **INITIATES Reserve 3497 Lot 501 Coolgardie Management order change inclusive of leasing authority for a period of 21 years to facilitate infrastructure improvements and development consistent with the reserve vesting and scheme provisions.**
2. **REQUESTS Minister for Lands to include power to lease within Reserve R3497 Lot 501, Coolgardie, in accordance with the provisions of the Land Administration Act 1997.**

11.1.10 Financial Activity Statements for period ending 31 March 2020

Location:	Nil
Applicant:	Nil
File Reference:	NAM5822
Disclosure of Interest:	Nil
Date:	21 April 2020
Author:	Martin Whitely, Consultant

Summary:

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 March 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 31 March 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 - March 2020 [11.1.10.1 - 2 pages]
2. Monthly Financial Report - March 2020 [11.1.10.2 - 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,

That the Monthly Financial Activity Statement for the period 1 July 2019 to 31 March 2020 be received

11.1.11 Request for Relief from Local Government Rates on Exploration Tenements Due to Covid-19

Location:	Shire Coolgardie
Applicant:	Association of Mining and Exploration Companies
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	22 April 2020
Author:	Chief Executive Officer, James Trail

Summary:

That Council, Informs the Association of Mining and Exploration Companies (AMEC) that whilst we understand their predicament during the period of the COVID-19 Pandemic:

1. Council is not in a position to review its rates income for the 2019/2020 financial year; and
2. Council will review its rating processes for all rating properties as part of the 2020/2021 budget deliberation process, however this will most probably be in the form of a zero rates increase rather than a rate reduction.

Background:

Council is in receipt of correspondence from the Association of Mining and Exploration Companies (AMEC) requesting consideration to provide temporary relief on local government rates on exploration tenements.

The annual budget process includes the levying of rates which form a substantial part of the Shires income for the year, providing a balanced budget and thus enabling Council to undertake its works and services and provide various facilities and amenities for the community.

The rates levied for the Exploration Mining Tenements in 2019/2020 are \$199,200.

Comment:

During the COVID-19 Pandemic Local Governments (LGAs) throughout the State are being asked to carry a heavy burden in the social and economic fabrics of our communities during this crisis. We are being directed to “freeze” increases in household rates and fees & charges, which will result in significant reductions in income, while at the same time being asked to undertake additional requirements in the fight against the pandemic that will incur much higher levels of expenditure. LGAs are being implored to gainfully employ their staff for as long as possible and to engage them into areas of community support which in most cases is not in their individual areas of expertise. They are also being requested to bring forward capital works programs to stimulate the economy, which may require significant borrowings that they cannot afford to repay, effectively making them insolvent.

Given this situation, the Goldfields Esperance Voluntary Regional Organisation of Council (GVROC) at its meeting held on Friday 20th March 2020, discussed ways that may alleviate this financial burden whilst still assisting in the response to this economic and health crisis, and all the LGAs were

unanimous in agreeing on the need for some form of a financial economic stimulus package for regional and remote LGAs from the Federal and State Governments.

Many LGAs have also called for a stimulus package or relief of varying kinds but the type of relief and support varies for each area. Unfortunately both the Federal and State Governments have been avoiding the possibility of providing any financial support to LGs to assist. It appears that the request from AMEC is aligned with the State and Federal Government message as detailed above.

It is not feasible to expect Council to provide immediate rate relief as the 2019/20 Financial Year is well underway and actions have or are being initiated in accordance with the adopted budget. The best possible option is to consider any rate relief as part of the 2020/2021 budget process, and this will most probably be in the form of a zero rates increase rather than a rate reduction.

As can be seen from earlier in the report, the rates levied for this type of property was to the value of \$199,200 in 2019/2020 and to expect Council to reduce its annual rate income by this or a subsidised amount in 2020/2021 is difficult to envisage, especially when Council is endeavouring to meet the requests from the State and Federal Governments, and other areas of Council revenue streams from its business activities, ie Community Resource Centre, Library, and Recreation fees, etc. have been dramatically reduced due to the COVID-19 Pandemic.

It is being recommended that Council informs the AMEC that whilst we understand their predicament Council is not in a position to review its rates income for the 2019/2020 financial year, and any consideration to the rating of property, whether it be Exploration Mining Tenements, or other, will be undertaken as part of the 2020/2021 budget deliberation process.

Attachments:

1. 0331 Letter to Coolgardie Shire re rate relief due to covid 19 [11.1.11.1 - 3 pages]

Consultation:

Regional CEO's
WALGA

Statutory Environment:

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

Section 6.2 - Provides for Council's Annual Budget process including the levying of Rates and Fees & Charges.

Policy Implications:

Council policies are taken into consideration during the annual budget process

Financial Implications:

The recommendation of this report has no immediate financial implications for Council, however will impact on the 2020/2021 budget process.

Strategic Implications:

Accountable and Effective Leaders

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

Voting Requirement: Simple Majority

Officer Recommendation:

That Council, Informs the Association of Mining and Exploration Companies (AMEC) that whilst we understand their predicament during the period of the COVID-19 Pandemic:

1. Council is not in a position to review its rates income for the 2019/2020 financial year; and
2. Council will review its rating processes for all rating properties as part of the 2020/2021 budget deliberation process, however this will most probably be in the form of a zero rates increase rather than a rate reduction.

11.1.12 Loan Refinance

Location:	Shire Coolgardie
Applicant:	Shire Coolgardie
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	24 April 2020
Author:	Chief Executive Officer, James Trail

Summary:

That Council endorse the suggestion from Western Australian Treasury Corporation (WATC) to refinance Loan 115 for a period of 10 years.

Background:

At the Ordinary Meeting of Council on 17 December 2019 Council resolved;

COUNCIL RESOLUTION: #273/19

Moved: Councillor, N Karafilis

Seconded: Councillor, T Rathbone

That Council,

1. Resolve to change the purpose of Loan 115 Binneringie Road for \$950,000 to Kambalda Swimming Pool
2. Receive the submission
3. Adopt an amendment to the Budget to increase account 110486 job number C11014 Kambalda Pool Refurbishment by \$808,000 from \$3,500,000 to \$4,308,000
4. Adopt an amendment to the 2019/2020 Budget to decrease account 512013 job number R011A Binneringie Road Intersection by \$808,000 from \$950,000 to \$142,000

CARRIED ABSOLUTE MAJORITY 7/0

Furthermore, Council at the Ordinary Meeting of Council on the 24th March 2020 resolved.

COUNCIL RESOLUTION: # 46/20

Moved: Councillor, T Rathbone

Seconded: Councillor, S Botting

That Council.

1. Approve making application for an amount of \$1,000,000 to be borrowed for the purposes of combatting the COVID-19 pandemic, and
2. Note that the intended purposes of the funding in relation to mitigating the effects of CV-19 include but not limited to.
 - Additional unbudgeted employee costs, including, potentially the need to recruit additional permanent or temporary/casual employees to undertake additional functions,

to cover for current employees on extended sick leave or carer's leave due to COVID19

- Additional insurance expenditure due to COVID-19
- Additional equipment costs to ensure the Shire can respond to a variety of issues and scenarios
- Potential need to support ongoing community services, functions, and facilities
- Stockpiling larger quantities of goods than normally would be required
- Provision of generators and fuel tanks for operations
- Provision of additional funding to ST JOHN's for integrated medical services

3. Agree to a 5-year fixed rate term for the amount borrowed, and advise the Western Australia Treasury Corporation of the Shire's intention to borrow funds, and

4. In accordance with section 6.20 of the Local Government Act 1995 gives one month's notice of the Shire's intention to borrow \$1,000,000 for the purposes of combatting COVID-19, and

5. Instruct the CEO to advocate for changes in current legislation to allow funds to be borrowed

6. That the CEO prepare a Report for Council consideration in April 2020 recommending a procedure for determining what funds are to be applied to CV-19 mitigation purposes, and how. Such procedures should address what delegations the CEO may need and what roles Council will have in determining such matters.

7. That the CEO advise the Shire's Auditor of this decision and actions to be taken.

CARRIED ABSOLUTE MAJORITY 7/0

Comment:

The Shire of Coolgardie CEO and Shire President met with the WATC to discuss the borrowing of \$1 million on the 23rd April 2020. As an outcome of the discussions it was suggested that the Shire consider the refinancing of loan 115 as per Resolution #273/19 for 10 years. This would be consistent with Loan 114 Kambalda Aquatic Facilities. In doing so the Shire would free up cashflow of in excess of \$400,000 in 2020/2021 and have a positive impact on the Shire's financial ratios. Furthermore, it would significantly reduce the Shire's debt portfolio and have a positive impact on the Shire's debt service ratio.

The WATC spoke to the Department of Local Government in regard to the approach above and the latest changes to regulations in regard to the purpose of loans.

The amendments to the Local Government (Financial Management) Regulations 1996 state.

Reg 20(3)A local government is not required to give local public notice of a proposal to exercise a power to borrow where each of the following conditions is satisfied —

- (a) a decision to exercise the power is made while there is in force a state of emergency declaration applying to the district, or part of the district, of the local government.
- (b) the local government considers that the borrowing is required to address a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates.
- (c) the decision and the reasons for it are recorded in the minutes of the meeting at which the decision is made.

Reg 21 A local government is not required to give local public notice of a proposed change of use of money borrowed —

- (c) where each of the following conditions is satisfied —

- (i) a decision to change the use of the money is made while there is in force a state of emergency declaration applying to the district, or part of the district, of the local government;
- (ii) the local government considers that the change of use is required to address a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates;
- (iii) the decision and the reasons for it are recorded in the minutes of the meeting at which the decision is made.

Given the changes to the regulations the Shire can proceed with refinancing Loan 115 for 10 years. In doing so it will be consistent with the terms and conditions for Loan 114 Kambalda Aquatic Facilities and significantly free up in excess of \$400,000 in cashflow for the 2020/21 Financial Year. Consequently, this will assist the Shire staff in managing cashflow due to Covid-19. The estimated annual cost for Loan 115 would be \$72,000 per annum.

Attachments:

Nil

Consultation:

WATC

Director Operations

Shire President

Shire Finance Consultant

Statutory Environment:

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

6.20. Power to borrow

- (1) Subject to this Act, a local government may —
 - (a) borrow or re-borrow money; or
 - (b) obtain credit; or
 - (c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit,

to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.

(2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (**power to borrow**) and details of that proposal have not been included in the annual budget for that financial year —

- (a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and
- (b) the resolution to exercise that power is to be by absolute majority.

Local Government (Financial Management) Regulations 1996

20. When local public notice not required for exercise of power to borrow (Act s. 6.20(2)(a))

(1) A local government is not required to give local public notice of a proposal to exercise a power to borrow when the power is to be exercised to re-finance a loan or to continue other financial accommodation (whether with the same or another bank or financial institution) except where the re-financing or continuation is a major variation.

(2) In this regulation —

major variation means a variation in the terms of a loan or other financial accommodation which is —

- (a) a capitalisation of interest accruals; or
- (b) an increase in the term of the loan or other financial accommodation;

re-finance in relation to a loan or other financial accommodation (the **existing loan**), means to borrow an amount (the **new loan**) which is, at the date of the new loan —

- (a) equal to the principal amount owing on the existing loan; or
- (b) not more than \$5 000 more or less than the principal amount owing on the existing loan, for the principal purpose of paying out the existing loan or preserving the credit originally provided by the existing loan.

21. When local public notice not required for change of use of borrowed money (Act s. 6.20(4)(b))

A local government is not required to give local public notice of a proposed change of use of money borrowed where the amount to be used for a purpose other than the purpose for which it was borrowed —

- (a) does not exceed \$5 000 in a financial year; or
- (b) where the money proposed to be borrowed by the local government is to be used

to meet expenditure authorised by the mayor or president under section 6.8(1)(c).

State Emergency Act 2005

56. Minister may make state of emergency declaration

(1) The Minister may, in writing, declare that a state of emergency exists in the whole or in any area or areas of the State.

(2) The Minister must not make a declaration under this section unless the Minister —

- (a) has considered the advice of the State Emergency Coordinator; and
- (b) is satisfied that an emergency has occurred, is occurring or is imminent; and
- (c) is satisfied that extraordinary measures are required to prevent or minimise —

- (i) loss of life, prejudice to the safety, or harm to the health, of persons or animals; or
 - (ii) destruction of, or damage to, property; or
 - (iii) destruction of, or damage to, any part of the environment.
- (3) A declaration under this section is to include —
 - (a) the time when, and date on which, the declaration is made; and
 - (b) the area of the State to which it applies.
- (4) The making of a state of emergency declaration does not prevent the making of further state of emergency declarations in relation to the same or a different emergency.

POLICY IMPLICATIONS:

Policy Number 24 Loans

Legislative Reference: Surveillance Devices Act 1998, State Records Act 2000

Relates to: Delegation NA Sub Delegation NA

Policy Objective:

This policy provides guidelines in respect of the utilisation of loan facilities to fund the acquisition, construction or renewal of assets. Recognition of this policy will ensure that a consistent methodology is adopted when considering loans as a potential funding source.

Policy Scope:

As part of its strategic planning and Long Term Financial Planning processes, the Council will consider how significant projects are to be funded. The use of loan facilities may be an appropriate, or even a preferred option, in respect of specific capital projects. However, in order to ensure that financial prudence is demonstrated when deliberating the utilisation of loan facilities in preference to other funding options, consideration of the guidelines as detailed in this policy must form part of any associated decision making process.

Policy Statement

The Council is committed to demonstrating financial responsibility in its utilisation of loan facilities to fund specific capital projects. It is also acknowledged that the funding of identified projects via loan facilities can assist in addressing intergenerational equity issues. Additionally, any proposal to utilise loan facilities as a funding source should always be considered against several predetermined criteria. This policy provides an overview of the associated criteria to be considered as part of any decision making process to utilise loan facilities.

1. Self - Supporting Loans

The policy content does not apply to self-supporting loan facilities as the purpose of such facilities is distinct from the Shire's own funding requirements - see Policy 60.

2. Guidelines

The following guidelines are to be considered as part of any proposal to utilise loan facilities:

- Loans are not to be utilised to fund operating expenditure
- Loans are not to be utilised to fund capital expenditure of a recurrent nature (e.g. road resurfacing and associated works or plant replacement unless funding becomes available via Federal / State or other additional grants that enables the Shire to bridge gaps in Asset Management Plans that could maximise leveraging opportunities.

- A demonstrable economic benefit must be evident to support the use of loan facilities, as opposed to saving for the asset acquisition, construction or renewal. Priority for loan funding will be given to projects that will deliver greater community benefit and secondly generate revenue to offset associated loan repayments or can be funded from contributing revenue streams other than General Rates. These revenue streams may include specified area rates, service charges and fees and charges.
- The term of any loan facility is not to exceed the economic life of the asset.
- The repayment method for a loan facility will be via principal and interest repayments. Interest only payments or capitalisation can be considered where a financial benefit can be demonstrated; and the nature of the asset being funded is consistent with this methodology. As an example, a property acquisition / subdivision where the impact on the rate base is lesser during the initial phases and the full debt can be acquitted from the disposal of the land under development.
- In considering the utilisation of loan facilities, the Shire's capacity to repay must be assessed, with regard given to associated debt service coverage ratio which is to result in the Shire having a ratio above 3.0.

Financial Implications:

The recommendation has a positive impact on the financial cash flow of the Shire in both 2019/20 and 2020/21.

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: Absolute Majority

Officer Recommendation:

That Council,

1. **Endorse the suggestion from Western Australian Treasury Corporation (WATC) to refinance Loan 115 for a period of 10 years**
2. **Note the meeting held between the WATC and the Chief Executive Officer and Shire President to discuss loan borrowings on the 23rd April 2020.**
3. **Authorise the Chief Executive Officer to sign relevant documentation required by the Western Australian Treasury Corporation to refinance Loan 115 for a period of 10 years.**

11.1.13 Coolgardie Tip Site Proposal Australian Venture Consultants

Location:	Shire Coolgardie
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	24 April 2020
Author:	Chief Executive Officer, James Trail

Summary:

That Council, note the Chief Executive Officer has dealt with this matter in accordance with changes made to Procurement Policy 03 under a state of emergency declared by the State Government at the Special Meeting of Council on 7th April 2020 when dealing with expenditure between \$100,000 and \$150,000.

Background:

Council resolved at the Ordinary Meeting in March 2019;

COUNCIL RESOLUTION: # 36/20

Moved: Councillor, T Rathbone

Seconded: Councillor, E Winter

That Council, lay the item on table

The Shire of Coolgardie currently operates two waste management facilities located at Kambalda and Coolgardie. The existing Kambalda landfill site contains lead contaminated waste and is currently the subject of an assessment by the Department of Water and Environmental Regulation. Shire staff are awaiting a decision from Department of Water and Environmental Regulation which is imminent.

Following workshops with Australian Venture Consultants Pty Ltd, Council has identified the Coolgardie Tip as a strategic opportunity. Shire staff and Council have spoken and met with Australian Venture Consultants Pty Ltd re the licensing of the Coolgardie Tip Site. Proposals have been prepared and provided for consideration.

Over the past two years, AVC has undertaken significant infrastructure assessment work across the wider Goldfields Region. This has included:

- An extensive assessment of hard and soft infrastructure, infrastructure usage and infrastructure investment opportunities across the Wiluna, Laverton, Leonora, Ngaanyatjaraku, Coolgardie, Kalgoorlie-Boulder, Dundas, Menzies, Ravensthorpe and Esperance Local Government Areas1;
- A detailed socio-economic impact assessment on the Shires of Esperance, Ravensthorpe and Jerramungup and City of Albany of four resources projects operating in the Shire of Ravensthorpe and Esperance undertaken for a consortium of industry, local governments and

the Western Australian Government, led by the Goldfields-Esperance Development Commission²; and

- A preliminary assessment of the feasibility and options for an expansion of the existing Coolgardie Waste Management Facility³.

With respect to the work undertaken by AVC on the Coolgardie Waste Management Facility, an update on the analysis was provided to the Shire of Coolgardie Council on 15th January 2020⁴. Noting assumptions made in this analysis and specific remaining gaps in the analysis, based on this analysis and additional information attained by the Shire from other sources, the Shire decided to proceed with an expanded project scope designed to determine and progressively prosecute a project plan to develop the Proposed Facility.

AVC has been asked by the Shire to provide it with a proposal to:

- Develop a project plan for the Proposed Facility;
- Continue to provide business analysis to support decision making by the Shire as the project plan is prosecuted; and
- Project manage the prosecution of the project plan.

**Comment:
Proposal**

AVC proposes to be engaged by the Shire under the following terms:

1. AVC will be engaged by the Shire to undertake the tasks detailed in Table 1 below in accordance with the approximate time line set out in Figure 1 below (collectively, the 'Project Plan').
2. AVC will maintain a timesheet recording specific activities undertaken by AVC, which will form the basis of a monthly invoice for time spent undertaking tasks set out in the Project Plan
3. For the purpose of clarity, the Shire will only be liable to AVC for actual hours incurred by AVC.
4. The Shire may terminate AVC's engagement at any time at its sole discretion by advising AVC of termination in writing.
5. AVC acknowledges that the full scope of operations and therefore design of the Proposed Facility is subject to change as the Shire continues to assess opportunities. The Shire may amend the scope of the Project Plan at any time by advising AVC in writing.
6. The Shire acknowledges that as the design, approvals and business case development process progresses, new opportunities and challenges may arise that require modification to the Project Plan. If this eventuates, AVC may seek the approval of the Shire to modify the Project Plan and the Shire may accept such modifications at its sole discretion.
7. In the event that the Shire terminates AVC, the Shire will only be liable for any unpaid accrued time or pre-approved expenses at the time of termination.
8. AVC may not incur any additional expenses (e.g. travel, advice, etc.) without prior consent from the Shire. Where additional expenses have been approved by the Shire, the Shire will be liable to reimburse those expenses upon presentation of tax invoice and supporting evidentiary documentation from AVC.
9. Responsibility for contracting and remunerating any third parties (such as Strategen, engineers or other advisors) will be the sole responsibility of the Shire. However, the Shire may seek AVC's advice and assistance with selecting, contracting and managing third parties. For clarity, AVC is not required to sub-contract any third-party for the purposes of delivering on its

obligations under the service agreement, with all required third-party service provision being contracted directly with the Shire.

10. AVC will not be responsible for, or bear any liability whatsoever for decisions made by the Shire whether made on the basis of advice provided to AVC or otherwise.

Attachments:

Nil

Consultation:

Council

Shire Staff

Statutory Environment:

Local Government (Functions and General) Regulations 1996

Policy Implications:

Procurement Policy 03

Amended Council Policy Manual as it relates to Procurement (and CEO will amend the CEO Management Policy accordingly) to provide authority for the CEO and Directors of Economic and Community Development and of Operations and Commercial Manager to be able to override some of the provisions.

Amended Council Policy 03 (which is required to comply with Reg 11A of Local Government (Functions and General) Regulations 1996 by maintaining the current Policy monetary thresholds but providing authority for the CEO and Directors of Operations and Economic and Community Development and Commercial Manager to override the provisions where a State of Emergency has been declared.

Financial Implications:

Allocation has been made in the 2019/2020 annual Budget Review for external contractors for the Coolgardie Tip to undertake feasibility studies. Staff are of the opinion that a transfer should be made though from the Waste Reserve specifically for this piece of work.

Strategic Implications:

Accountable and Effective Leaders

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, note the Chief Executive Officer has dealt with this matter in accordance with changes made to Procurement Policy 03 under a state of emergence declared by the State Government at the Special Meeting of Council on 7th April 2020 when dealing with expenditure between \$100,000 and \$150,000.

11.1.14 Activity Report March 2020

Attachment:

1. Activity Report March 2020 [11.1.14.1 - 6 pages]

11.1.15 Outstanding Resolutions March 2020

Attachment:

1. Outstanding Resolutions March 2020 Final [11.1.15.1 - 26 pages]

11.2 Technical Services

11.2.1 Request to Renew Haulage Campaign - Northern Star

Location: Kambalda

Applicant: Northern Star Resources – Haulage Campaign

File Reference: NAM8095

Disclosure of Interest: Nil

Date: 20 April 2020

Author: Engineering Administration Officer, Mel Nowlan

Summary:

For Council to consider the renewal of an existing haulage campaign by Northern Star Resources Limited (the Principle) for their haulage contractor (MLG OZ Pty Ltd) to cart approximately 90,000 tonnes from Kundana Mine Site to FMR Greenfields Mill utilising 10.6kms of Coolgardie North Road and 3.0kms of Carins Road from 01 May to 30 June 2020.

Background:

As per Council's Policy #044 (Haulage Campaigns) - Long Term Campaign: where a cartage campaign exceeds 25,000 tonnes or 100 return trips in any annual period, or more than six return trips in any week or part thereof; the Principle Goldfields St Ives needs to apply to the Shire of Coolgardie for use of the Shire of Coolgardie road network.

At the Ordinary Council meeting held 24 September 2019 Council resolved;

COUNCIL RESOLUTION: #191/19

Moved: Councillor, N Karafilis

Seconded: Councillor, S Botting

That Council,

In accordance with Policy 034 Haulage Campaigns, endorse the proposal from Northern Star Limited Resources to utilise 13.6kms of Coolgardie Shire Road Network (10.6kms Coolgardie North Road, 3kms Carins Road) for a haulage campaign from 01/10/2019 to 31/12/2019 comprising of 110,000 tonnes for the following contribution on the provision the haulage route will continue to be maintained consisting of ongoing watering to ensure dust is suppressed and the road surface is maintained;

1. Maintenance Contribution at {resolution}.04 per tonne per km at 110,000 tonnes over 13.6km \$65,824.00 (inc GST) to Account/Job #11202750 (Limited Cartage Campaign).

CARRIED ABSOLUTE MAJORITY 5/0

All haulage activities undertaken will be in accordance with Council Policy #044 (Haulage Campaigns) which applies to haulage campaigns within the Shire of Coolgardie. All haulage campaigns should be read in conjunction with the Shire's Policy #045 (Heavy Vehicles Conditions for use of Shire Roads). The purpose of both policies aims to ensure safe use on Shire roads by long term haulage campaign users.

Comment:

A map of the route has been included in earlier applications. Northern Star Resources Limited have advised previously that they wish to extend the campaign during 2019/2020 on a quarter by quarter basis.

Northern Star Resources Ltd have submitted a completed CA07 Application Form and haulage map – attached.

Confirmation has been received from MLG Oz PL (Mr V Fisher) seeking approval for RAV network classification of Tri-Drive 5.3 - which is appropriate as per Main Road WA Mapping Tool. Based on actual deterioration cost, the following contribution would be applicable –

Capital Contribution of \$0.07 per tonne per km at 90,000 tonnes over 13.6km \$94,248 (inc GST)
Maintenance Contribution at \$0.04 per tonne per km at 90,000 tonnes over 13.6km \$53,856.00 (inc GST)

Northern Star Resources Ltd have advised that MLG will continue to maintain the proposed haulage route consisting of ongoing watering to ensure dust is suppressed and the road surface is maintained in a sealed stated. Grading will be carried out on an ongoing basis to ensure a smooth-running surface.

Attachments:

1. NS R- FMR haulage route map [11.2.1.1 - 1 page]
2. SOC - C A 07 Application - NSR May 2020 [11.2.1.2 - 7 pages]

Consultation

MLG Oz Pty Ltd
Vic Simpson - Northern Star Resources Ltd (Kalgoorlie)

Statutory Environment:

Road Traffic Act 1974 Section 85
Local Government Act 1995, Section 3.5

Policy Implications:

Policy #044 – Haulage Campaigns
Policy #045 – Heavy Vehicles Conditions for use on Shire Roads

Financial Implications:

Any contribution received will be placed in the road construction reserve account for use on the relevant road infrastructure.

Strategic Implications:

Accountable and Effective Leaders

Developing strong partnerships with stakeholders for the benefit of our community

Effective management of infrastructure, heritage and environment

Maintaining and renewing infrastructure and building assets

Voting Requirement: Simple Majority

Officer Recommendation:

That Council,

In accordance with Policy 044 Haulage Campaigns, endorse the proposal from Northern Star Limited Resources to utilise 13.6kms of Coolgardie Shire Road Network (10.6kms Coolgardie North Road and 3kms Carins Road) for a haulage campaign from 01/05/2020 to 30/06/2020 comprising of 90,000 tonnes for the following contribution on the provision the haulage route will continue to be maintained consisting of ongoing watering to ensure dust is suppressed and the road surface is maintained;

1. Maintenance Contribution at \$0.04 per tonne per km at 90,000 tonnes over 13.6km \$53,856.00 (inc GST) to Account/Job #11202750 (Limited Cartage Campaign).

11.2.2 Footpath Funding for Reconstruction to Floodway Stringybark and Kambalda West School

Location:	Kambalda
Applicant:	Nil
File Reference:	Nil
Disclosure of Interest:	Nil
Date:	21 April 2020
Author:	Silvio Brenzi – Manager Technical Services

Summary:

The existing pathway between Stringybark and the Kambalda West School at the intersection of Needlewood street crosses over a substantial floodway zone.

The Manager of Technical Services investigated options and included these in a briefing report to Council which was then reviewed and a further report to Council was requested so that a decision could be made in particular to the second option provided in the briefing report.

Background:

The two options prepared in the briefing report are detailed below.

These two options provide different outcomes and are directly related to costs and overall usability. The current site has an aged culvert system that is no longer coping with water flows and is degraded to an unsafe condition. Therefore, one of the options should be considered for implementation to continue safe pedestrian access to the school site from this section of town.

Photographs showing the area are attached.

OPTION 1. Cement stabilised path.

This would require some minimal earthworks to create an acceptable approach and exit angle to the lower section crossing the creek line where flooding occurs. This work can be carried out by shire staff and equipment. Contractors would then install using specialised equipment, the cement stabilised gravel across the floodway. It would be required to construct a floodway approximately 50meters long x 6 meters wide – 300m². The Shire of Coolgardie currently has a tendered price of \$23.75 pm² for cement stabilising.

This will allow water to flow across the path during heavy rain events without any restrictions and allow removal of any debris after an event. Signage would need to be installed at each side of the floodway to inform users of how to utilise the path if water is present.

Cost: Internal works: \$3,500.00
Contractor: \$7,125.00
Signage : \$ 600.00

Total \$11,225.00

OPTION 2. Culvert construction.

Preliminary earthworks would be carried out by shire staff to allow access to and ease of installation to the contractor.

Precast concrete pipe sections would be purchased, and on-site concrete formwork and installation is required to stabilise the pipe sections either round or box sections.

A design needs to be drawn and engineered to meet standards applicable to these types of crossings. The crossing would be 4 meters x 20 meters. The dimensions for option 2 are smaller as the engineered section is higher from the base of the creek floor due to pipe/box sections and does not require approach and exit ramps.

Investigations through local contractors and suppliers in Kalgoorlie have indicated prices higher than option 1.

Although option 2 provides some additional advantage in that light rainfall events will allow a dry crossing, heavy events will still not be able to be managed and closure will still occur.

Cost : Internal works : \$ 3,500.00
Contractor : \$50,000.00 or greater
Signage : \$ 600.00

Total \$54,100.00 (min).

Comment:

Detailed designs and fixed quotations will need to be sought. The above listed options are based on unit rates and give an indication for Council to approve funding allocation in the 2020/21 annual budget.

It should be noted that none of these options will provide complete access across the floodway during heavy rain events. Option 2 however will increase usability of the path by increasing the height above static water levels and flooding levels during heavy rainfall events.

Signage at either side of the pathway will give clear direction to users of the pathway during times of water crossing the pathway.

Attachments:

1. Existing 1 [11.2.2.1 - 1 page]
2. Existing 3 [11.2.2.2 - 1 page]
3. Existing 2 [11.2.2.3 - 1 page]
4. Proposed Design 1 [11.2.2.4 - 1 page]
5. Proposed Design 2 [11.2.2.5 - 1 page]
6. Indicative Designs [11.2.2.6 - 2 pages]

Consultation:

Council

Statutory Environment:

Local Government Act 1995

Policy Implications:

As per Policy Number 19 – Purchasing – Policy Procedure

Financial Implications:

Allocation of \$54,100.00 in the 2020/21 annual budget

Strategic Implications:

Effective management of infrastructure, heritage and environment

Maintaining and renewing infrastructure and building assets

Voting Requirement: Absolute Majority

Officer Recommendation:

That Council, endorse option 2, detailed above and allocate \$54,100.00 in the 20/21 annual budget.

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