



AGENDA

Ordinary Council Meeting

28 November 2023

4:30pm

**Kambalda Recreation Centre, Barnes Drive,
Kambalda**

SHIRE OF COOLGARDIE

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member

The next Ordinary Meeting of the Shire of Coolgardie will be held on Tuesday 28 November 2023 commencing at 4:30pm.

A handwritten signature in black ink, appearing to be 'R. Hicks', written over a white rectangular background.

**ROBERT HICKS
ACTING CHIEF EXECUTIVE OFFICER**

ORDINARY COUNCIL MEETING**28 November 2023**

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

The dates, times and locations of the Ordinary Council Meetings for 2023 are listed hereunder.

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Venue</u>
Tuesday	January 2023	N/A	-
Tuesday	28 February 2023	6.00pm	Coolgardie
Tuesday	28 March 2023	6.00pm	Kambalda
Wednesday	26 April 2023	2.00pm	Coolgardie
Tuesday	23 May 2023	2.30pm	Kambalda
Tuesday	27 June 2023	2.30pm	Coolgardie
Tuesday	25 July 2023	2.30pm	Kambalda
Tuesday	22 August 2023	2.30pm	Coolgardie
Tuesday	26 September 2023	2.30pm	Kambalda
Tuesday	24 October 2023	2.30pm	Coolgardie
Tuesday	28 November 2023	4.30pm	Kambalda
Tuesday	19 December 2023	4.30pm	Coolgardie



Robert Hicks
Acting 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 10:30am 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.

2. 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: _____

QUESTION TO THE PRESIDENT:-

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

ITEM NO: _____ PAGE NO: _____

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

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**1.1 WELCOME TO COUNTRY ANNOUNCEMENT**

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

2 DECLARATION OF COUNCIL MEMBERS

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

3 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**4 DECLARATIONS OF INTEREST****4.1 Declarations of Financial Interests – Local Government Act Section 5.60A****4.2 Declarations of Proximity Interests – Local Government Act Section 5.60B****4.3 Declarations of Impartiality Interests –Shire of Coolgardie Code of Conduct for Council Members, Committee Members and Candidates for Election, Code of Conduct for Employees****5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

6 PUBLIC QUESTION TIME**7 APPLICATIONS FOR LEAVE OF ABSENCE**

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 31 OCTOBER 2023

Date: 20 November 2023

Author: Kasey Turner, Executive Assistant

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 31 October 2023 be confirmed as a true and accurate record.

9 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**9.1 PRESIDENT'S REPORT - NOVEMBER****Date:** 22 November 2023**Author:** Malcolm Cullen, Shire President

With the month of November coming to an end, it is pleasing to report that Shire projects and services to our communities continue to progress.

The Bluebush Village accommodation facility is almost complete, with the 100 room expansion units all in place and in use. The dining room has been extended to cater for the additional tenants and the two executive units will be installed later this week.

With the demand for workers accommodation remaining strong the region, and the increasing mining activity with a record gold price and strengthening interest in critical minerals, the Shire and our community should be well placed to benefit from this strategic decision to increase the opportunities from income generating projects.

One of these community projects being the Kambalda Community Garden to which works to install power, water, lighting and the fencing have been completed.

The Shire Community Development Team will be liaising with the committee over the coming weeks to plan the next steps to progress the garden, as well as a community opening for the facility.

Nominations for the Annual Australia Day Citizenship Awards are now open, and the Shire is encouraging all residents to consider nominating members and volunteers in our communities and to take the time to nominate those people they consider a worthy candidate for one of the categories of the awards for their valuable service to our community.

The next tranche of properties to be auctioned for non-payment of rates and charges is scheduled for 15 December 2023. The auction will take place at the Shire Offices, and should any prospective purchasers be seeking information regarding these properties to contact the Real Estate company conducting the sale. The contact details are freely available on the signs displayed at each of the properties in the auction.

The recent Bullabulling bushfire that was started by a lightning storm on 5 November, caused the overnight closure of Great Eastern Highway. This impacted the Coolgardie Road-train Assembly Area with many of the east-west road trains having to pull into the park until the road was reopened.

Our Shire crews were on the fire ground working with DFES and emergency services to control, then extinguish to fire over the next two days.

With a very high fire danger rating for this coming fire season, both the Shire and DFES are urging all property owners and residents alike, to ensure they have a Bush Fire Preparedness Plan in place to ensure their personal safety as well as the protection of property in our community.

The Shire is moving forward with the aim of providing GP and Allied Health Services into the Coolgardie community.

A GP and medical provider has been engaged to provide a staged service, once the lease of a portion of the Medical Centre to the Shire has been executed.

It is hoped that an initial GP service will be in operation early in the new year.

The statistics for the St John Medical Service in Kambalda are increasing month by month, with over 860 patients recorded for October.

It is pleasing to report a number of new staff appointments at the Shire over recent weeks.

We have attracted the services of a new Director of Corporate Affairs to manage the Shire's Finance and Rates portfolio, as well as oversee our data management. The role will reside in Kambalda and comes with considerable experience and accounting skills along with a background in the corporate banking sector.

The Shire has also gained a senior project officer and several young people taking trainee roles within the organisation which is a great initiative.

Cr Malcolm Cullen

Shire President.

10 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

11 REPORTS OF COMMITTEES

Nil

12 REPORTS OF OFFICERS**12.1 Executive Services****12.1.1 ADOPTION OF COUNCIL POLICY MANUAL**

Location: Shire of Coolgardie

Applicant: Nil

Disclosure of Interest: Nil

Date: 16 November 2023

Author: Rebecca Horan, Executive Manager Governance and Administration

SUMMARY

That Council Adopt, by absolute majority, the Council Policy Manual.

BACKGROUND

The significant changes proposed to the Council Policy Manual include:

- Addition of the Health and Wellbeing Policy
- Addition of the Childsafe Awareness Policy as adopted at OCM July 2023,
- Addition of the Australia Day Awards Policy as adopted at OCM October 2023
- Addition of the Contract Extension and Variations Policy as recommended by Moore as part of internal audits.

COMMENT

As a result of recent changes in employee titles, changes to, and new policies a review has been undertaken of the Council Policy Manual to reflect same. It has also become necessary to ensure consistency with cross references to the Register of Delegation, Sub Delegations, Authorisations and Appointments.

CONSULTATION

Chief Executive Officer

Governance Consultant

Council

STATUTORY ENVIRONMENT

Various Acts require Council to adopt specific Policies.

Policies serve to guide Council, administration and the community on how matters are to be addressed, priorities in addressing issues etc, thus ensuring consistency of approach and predictability of outcomes where the criteria are met.

POLICY IMPLICATIONS

New Policy Manual to be adopted and implemented.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Accountable and effective leaders

High quality corporate governance, accountability and compliance

ATTACHMENTS

1. **Council Policy Manual - Final 2023**

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION:

That Council Adopt, by absolute majority, the Council Policy Manual.

12.1.2 RFT 07/2023 - LOCAL GOVERNMENT SERVICES PANEL

Location: Coolgardie
Applicant: NIL
Disclosure of Interest: NIL
Date: 20 November 2023
Author: Celia Jordaan, Consultant

SUMMARY

That Council consider awarding Tender 07/2023 Local Government Services Panel for the provision of the local government service categories on the schedule of rates offered in the Respondents' tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire to the following consultants as part of the refreshed Local Government Services Panel for the categories as listed below:

No	Consultant Organisation Name	Service Categories Awarded
1	Core Business Australia	a. Strategic Corporate Planning Services
2	Lee-Anne Ober	a. Rates and Property Services

BACKGROUND

The Shire of Coolgardie issued a Request for Tender for Local Government Services Panel for the as and when required provision of strategic corporate planning services, financial management/accounting services and rates and property services.

The RFT was advertised on 27 September 2023 via Tenderlink, Shire website, Kalgoorlie Miner and West Australian with submissions closing at 3pm (WST) on Wednesday, 18 October 2023. The RFT did not include a mandatory site visit.

The RFT was a panel refresh only.

COMMENT

The Shire requires services of suitably qualified and experienced suppliers to provide local government services on an as and when required basis as part of a panel of suppliers as set out in the specification included in the RFT.

The scope of the tender was for the refresh of a panel of providers, covering the following service categories:

1. Strategic Corporate Planning Services;
2. Financial Management / Accounting Services; and
3. Rates and Property Services.

Each successful Tenderer will be engaged by the Shire for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire.

The services to be provided by each successful Tenderer will be provided as and when required by the Shire under a purchase order at the tendered rates in accordance with the terms and conditions of the contract.

The following 3 organisations submitted tender offers for the trades as set out in the RFT (in no particular order) as Indicated below:

- a. Core Business Australia;
- b. KPMG;
- c. Lee-Anne Ober.

The tenders were assessed against meeting the requirements with respect to compliance, qualitative criteria and pricing criteria. The detailed outcome of the assessment completed, is set out below and included in the related documentation as provided with the Tender Assessment Workbook.

The process and outcome of the tender assessment completed, is as detailed in the Tender Assessment Workbook.

In terms of the evaluation of the RFT, the RFT evaluation was broken down into the following main stages, including the progression of the assessment:

- a. Stage 1: Non-compliance with stage 1 – no option to proceed;
- b. Stage 2: Compliance criteria – no material deficiencies;
- c. Stage 3: Acceptable Qualitative review, including pricing;
- d. Stage 4: Schedule of rates review.

The selection criteria and weighting for the RFT was as follows:

QUALITATIVE CRITERIA	WEIGHTING
Relevant Experience	50%
Proposed Resources	10%
Pricing	40%

The outcome of the qualitative assessment is as follows:

No	Consultant Organisation Name	Service Categories Recommended for Award	Pro Rata Weighted Total Score Out of 100%
1	Core Business Australia	a. Strategic Corporate Planning Services	70%
2	Lee-Anne Ober	a. Rates and Property Services	68%
3	KPMG	a. Strategic Corporate Planning Services b. Financial Management/Accounting Services	46%

With the exception of KPMG, all of the tender submissions were acceptable. The panel assessed that KPMG's offer did not provide best value to the Shire of Coolgardie. It is recommended to add the following organisations as panel members to the local government services panel:

No	Consultant Organisation Name	Service Categories Recommended for Award	Pro Rata Weighted Total Score Out of 100%
1	Core Business Australia	b. Strategic Corporate Planning Services	70%
2	Lee-Anne Ober	b. Rates and Property Services	68%

CONSULTATION

Robert Hicks – Deputy Chief Executive Officer - Coolgardie Shire

Bec Horan, Manager Executive Services - Coolgardie Shire

Celia Jordaan, Uniqco International

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 3.57

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The funds for any services to be provided, are included in approved budgets for the specific services required.

STRATEGIC IMPLICATIONS

Accountable and effective leaders

High quality corporate governance, accountability and compliance

ATTACHMENTS

1. RFT 07/2023 - Local Government Services - Tender Assessment Workbook - Confidential

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council:

1. **AWARD** the tender submitted by Core Business Australia Pty Ltd ABN 89 154 888 883 for the provision of local government services for the categories as listed below and on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire:
 - a. Strategic Corporate Planning Services
2. **DELEGATE** authority to the Chief Executive Officer to finalise the contract with Core Business Australia Pty Ltd ABN 89 154 888 883 for the provision of local government services for the categories as listed below and on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two year period at the sole discretion of the Shire and sign and affix the common seal to any required documents:
 - a. Strategic Corporate Planning Services
3. **AWARD** the tender submitted by Lee-Anne Ober (Sole trader) ABN 49 975 817 883 for the provision of local government services for the categories as listed below and on the schedule of rates offered

in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire:

- a. Rates and Property Services
4. DELEGATE authority to the Chief Executive Officer to finalise the contract with Lee-Anne Ober (Sole trader) ABN 49 975 817 883 for the provision of local government services for the categories as listed below and on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two year period at the sole discretion of the Shire and sign and affix the common seal to any required documents:
Rates and Property Services

12.1.3 RFT 08/2023 - GENERAL ELECTRICAL SERVICES PANEL

Location: Shire of Coolgardie
Applicant: NIL
Disclosure of Interest: NIL
Date: 21 November 2023
Author: Celia Jordaan, Consultant

SUMMARY

That Council consider awarding Tender 08/2023 General Electrical Services Panel for the provision of general electrical services on the schedule of rates offered in the Respondents' tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire to the following contractors as part of the General Electrical Services Panel as listed below:

- a. Goldfields Electrical Contracting;
- b. HS Leeson;
- c. Ruka Industries t/a PGE Services;
- d. Pryce Mining Services;
- e. Red Desert Cooling.

BACKGROUND

The Shire of Coolgardie issued a Request for Tender for General Electrical Services Panel for the as and when required provision of general electrical services as set out in the tendered scope.

The RFT was advertised on 20 October 2023 via Tenderlink, Shire website, Kalgoorlie Miner and West Australian with submissions closing at 3pm (WST) on Wednesday, 8 November 2023. The RFT did not include a mandatory site visit.

The RFT was a panel refresh as the existing electrical services panel contracts have expired and had not further extension options available.

COMMENT

The Shire requires services of suitably qualified and experienced suppliers to provide general electrical services on an as and when required basis as part of a panel of suppliers as set out in the specification included in the RFT.

The requirement includes general electrical services, management and supervision on an as and when basis, including areas such as:

- a. Disconnect, relocate, modify and connect power and lighting circuits and switches.
- b. Supply, upgrade and install meters, transformers, power, circuit breakers and consumables items as required for requested quoted works.
- c. Disconnecting and reconnecting pumps and power boards as required for requested quoted works.
- d. Where required test and commission installation's and/or sourcing appropriate qualified contractors to undertake.
- e. Where required give the supply Authority notice of intention to start work.

- f. Where required and authorised make arrangements for connecting, supply and alterations or re-arrangement to supply or equipment found necessary during course of undertaking electrical services.
- g. Where required and authorised issue provisional certificates for completed works.
- h. Where required and authorised inform supply authority's when work has been completed and obtain a Completion Certificate on approval from relevant Authorities.
- i. Supply and installation of miscellaneous equipment, cabling and conduiting as required for requested quoted works.
- j. Supply electrical materials as required for requested quoted works.
- k. Undertake electrical audit of meters in the Shire
- l. General electrical services;
- m. Electrical project execution, supervision and management;
- n. Other electrical service and management requirements as identified by the Shire from time to time.

Each successful Tenderer will be engaged by the Shire for a period of three years with the option to extend the contract for a further two year period at the sole discretion of the Shire.

The services to be provided by each successful Tenderer will be provided as and when required by the Shire under a purchase order at the tendered rates in accordance with the terms and conditions of the contract.

The following 5 organisations submitted tender offers (in no particular order) as Indicated below:

- a. Goldfields Electrical Contracting;
- b. HS Leeson;
- c. Ruka Industries t/a PGE Services;
- d. Pryce Mining Services;
- e. Red Desert Cooling.

The tenders were assessed against meeting the requirements with respect to compliance and qualitative criteria (including pricing). The detailed outcome of the assessment completed, is set out below and included in the related documentation as provided with the Tender Assessment Workbook.

The process and outcome of the tender assessment completed, is as detailed in the Tender Assessment Workbook.

In terms of the evaluation of the RFT, the RFT evaluation was broken down into the following main stages, including the progression of the assessment:

- a. Stage 1: Non-compliance with stage 1 – no non-compliances;
- b. Stage 2: Compliance criteria – no material deficiencies;
- c. Stage 3: Acceptable Qualitative review;
- d. Stage 4: Schedule of rates review.

The selection criteria and weighting for the RFT was as follows:

No	Selection Criteria	Weighting
1.	Relevant Local Government Experience in the Goldfields-Esperance Region	50%
2.	Proposed Resources - Key Personnel	20%

No	Selection Criteria	Weighting
3.	Tendered Pricing	30%
Total		100%

The outcome of the qualitative assessment is as follows:

No	Contractor Organisation Name	Pro Rata Weighted Total Score Out of 100%
1	Goldfields Electrical Contracting	88%
2	HS Leeson	86%
3	Ruka Industries t/a PGE Services	87%
4	Pryce Mining Services	87%
5	Red Desert Cooling	82%

All of the tender submissions were acceptable, and it is recommended to add all of the organisations listed above panel members on the general electrical service panel.

It is to be noted that the majority of suppliers are local to the Shire of Coolgardie or operate within the Goldfields-Esperance region.

CONSULTATION

Robert Hicks, Deputy Chief Executive Officer

Bec Horan, Executive Manager Governance and Administration

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 3.57

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The funds for any services provided are included in approved budgets for the specific services required.

STRATEGIC IMPLICATIONS

A thriving local economy

Encouraging and attracting new investment and advocating for local employment

Accountable and effective leaders

High quality corporate governance, accountability and compliance

ATTACHMENTS

1. RFT 08/2023 - General Electrical Services Panel Tender - Tender Assessment Workbook - Confidential
2. RFT 08/2023 - General Electrical Services Panel - Compliance Assessment - Confidential

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council: -

1. **AWARD** the tender submitted by Goldfields Electrical Contracting Pty Ltd ABN 88 103 590 218 for the provision of general electrical services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire;
2. **DELEGATE** authority to the Chief Executive Officer to finalise the contract with Goldfields Electrical Contracting Pty Ltd for the provision of general electrical services general electrical services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire and sign and affix the common seal to any required documentation.
3. **AWARD** the tender submitted by H & S Leeson Pty Ltd ABN 33 615 256 490 for the provision of general electrical services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire;
4. **DELEGATE** authority to the Chief Executive Officer to finalise the contract with H & S Leeson Pty Ltd for the provision of general electrical services general electrical services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire and sign and affix the common seal to any required documentation.
5. **AWARD** the tender submitted by Ruka Industries Pty Ltd trading as PGE Services ABN 17 629 226 062 for the provision of general electrical services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire;
6. **DELEGATE** authority to the Chief Executive Officer to finalise the contract with Ruka Industries Pty Ltd trading as PGE Services for the provision of general electrical services general electrical services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two year period at the sole discretion of the Shire and sign and affix the common seal to any required documentation.
7. **AWARD** the tender submitted by Pryce Mining Services Pty Ltd ABN 22 120 999 359 for the provision of general electrical services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire;
8. **DELEGATE** authority to the Chief Executive Officer to finalise the contract with Pryce Mining Services Pty Ltd for the provision of general electrical services general electrical services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire and sign and affix the common seal to any required documentation.
9. **AWARD** the tender submitted by Red Desert Cooling Pty Ltd ABN 40 600 491 889 for the provision of general electrical services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire;
10. **DELEGATE** authority to the Chief Executive Officer to finalise the contract with Red Desert Cooling Pty Ltd Pty Ltd for the provision of general electrical services general electrical services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two year period at the sole discretion of the Shire and sign and affix the common seal to any required documentation.

12.1.4 RFT 09/2023 - PROVISION OF PROJECT CAPABILITY SUPPORT SERVICES PANEL

Location: Shire of Coolgardie
Applicant: NIL
Disclosure of Interest: NIL
Date: 21 November 2023
Author: Celia Jordaan, Consultant

SUMMARY

That Council consider awarding Tender 09/2023 provision for the provision of project capability support services on the schedule of rates offered in the Respondents' tender offer for a period of three years with the option to extend the contract for a further two year period at the sole discretion of the Shire to the following contractors as part of the Project Capability Support Services Panel as listed below:

- a. HC Construction Services;
- b. Pryce Mining Services;
- c. Versatile Plant Hire & Contracting.

BACKGROUND

The Shire of Coolgardie issued a Request for Tender for the Provision of Project Capability Support Panel for the as and when required provision of project capability support services as set out in the tendered scope.

The RFT was advertised on 31 October 2023 via Tenderlink, Shire website, Kalgoorlie Miner and West Australian with submissions closing at 3pm (WST) on Wednesday, 15 November 2023. The RFT did not include a mandatory site visit.

COMMENT

The Shire requires services of suitably qualified and experienced suppliers to provide project capability support services on an as and when required basis as part of a panel of suppliers as set out in the specification included in the RFT.

The requirement includes general project management support, management and supervision on an as and when basis, including areas such as:

- a. Provision of project management personnel, including additional labour and trades personnel as required by the Principal.
- b. Supply and provision of miscellaneous plant and equipment for requested quoted projects.
- c. Supply project materials as required for requested quoted projects.
- d. General project management services, including project execution, supervision and management;
- e. Other project support service and management requirements as identified by the Shire from time to time.

Each successful Tenderer will be engaged by the Shire for a period of three years with the option to extend the contract for a further two year period at the sole discretion of the Shire.

The services to be provided by each successful Tenderer will be provided as and when required by the Shire under a purchase order at the tendered rates in accordance with the terms and conditions of the contract.

The following 4 organisations submitted tender offers (in no particular order) as Indicated below:

- a. HC Construction Services;
- b. Pryce Mining Services;
- c. Versatile Plant Hire & Contracting;
- d. PMLV Invest & Const.

The tenders were assessed against meeting the requirements with respect to compliance and qualitative criteria (including pricing). The detailed outcome of the assessment completed, is set out below and included in the related documentation as provided with the Tender Assessment Workbook.

The process and outcome of the tender assessment completed, is as detailed in the Tender Assessment Workbook.

In terms of the evaluation of the RFT, the RFT evaluation was broken down into the following main stages, including the progression of the assessment:

- a. Stage 1: Non-compliance with stage 1 – no non-compliances;
- b. Stage 2: Compliance criteria – no material deficiencies;
- c. Stage 3: Acceptable Qualitative review;
- d. Stage 4: Schedule of rates review.

The selection criteria and weighting for the RFT was as follows:

No	Selection Criteria	Weighting
1.	Relevant Local Government Experience in the Goldfields-Esperance Region	40%
2.	Proposed Resources - Key Personnel	30%
3.	Tendered Pricing	30%
Total		100%

The outcome of the qualitative assessment is as follows:

No	Contractor Organisation Name	Pro Rata Weighted Total Score Out of 100%
1	HC Construction Services	61%
2	Pryce Mining Services	82%
3	Versatile Plant Contracting	83%
4	PMLV Invest & Const	48%

It was assessed that although the tender submission from HC Construction met the minimum threshold requirement of 60%. PMLV Invest & Constr did not demonstrate to deliver value for money as assessed against the tender criteria and is not recommended for award. It is therefore recommended to add the following organisations as panel members on the Project Capability Support Services Panel:

- a. HC Construction;
- b. Pryce Mining Services;
- c. Versatile Plant Hire & Contracting.

CONSULTATION

Robert Hicks, Deputy Chief Executive Officer

Bec Horan, Executive Manager Governance and Administration

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 3.57

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The funds for any services to be provided, are included in approved budgets for the specific services required.

STRATEGIC IMPLICATIONS

A thriving local economy

Encouraging and attracting new investment and advocating for local employment

Accountable and effective leaders

High quality corporate governance, accountability and compliance

ATTACHMENTS

1. **RFT 09/2023 - Provision of Project Capability Support Services Panel - Confidential**
2. **RFT 09/2023 - Provision of Project Capability Support Services Panel - Compliance Assessment - Confidential**

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council: -

1. **AWARD** the tender submitted by HC Construction Services Pty Ltd ABN 15 632 923 703 for the provision of project capability support services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire;
2. **DELEGATE** authority to the Chief Executive Officer to finalise the contract with HC Construction Services Pty Ltd for the provision of project capability support services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire and sign and affix the common seal to any required documentation.
3. **AWARD** the tender submitted by Pryce Mining Services Pty Ltd ABN 22 120 999 359 for the provision of project capability support services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire;
4. **DELEGATE** authority to the Chief Executive Officer to finalise the contract with Pryce Mining Services Pty Ltd for the provision of project capability support services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire and sign and affix the common seal to any required documentation.
5. **AWARD** the tender submitted by Versatile Plant Hire & Contracting Pty Ltd ABN 99 607 017 498 for the provision of project capability support services on the schedule of rates offered in the

Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire;

6. **DELEGATE** authority to the Chief Executive Officer to finalise the contract with Versatile Plant Hire & Contracting Pty Ltd Pty Ltd for the provision of project capability support services on the schedule of rates offered in the Respondent's tender offer for a period of three years with the option to extend the contract for a further two-year period at the sole discretion of the Shire and sign and affix the common seal to any required documentation.

12.2 Operation Services

12.2.1 HAULAGE CAMPAIGN (125KT) FOCUS MINERALS

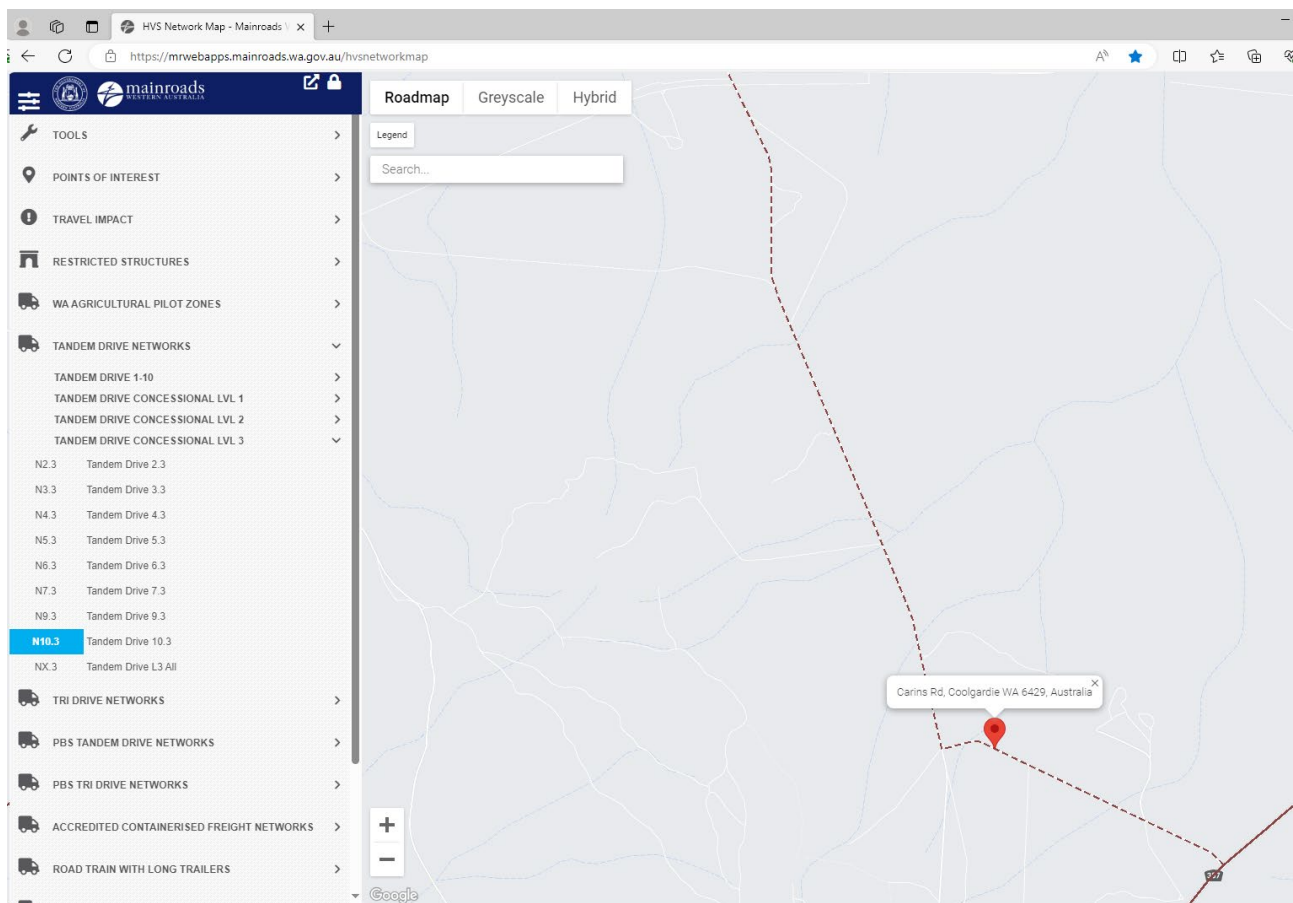
Location: Kambalda
Applicant: Focus Minerals Ltd
Disclosure of Interest: Nil
Date: 22 November 2023
Author: Robert Hicks, Acting Chief Executive Officer

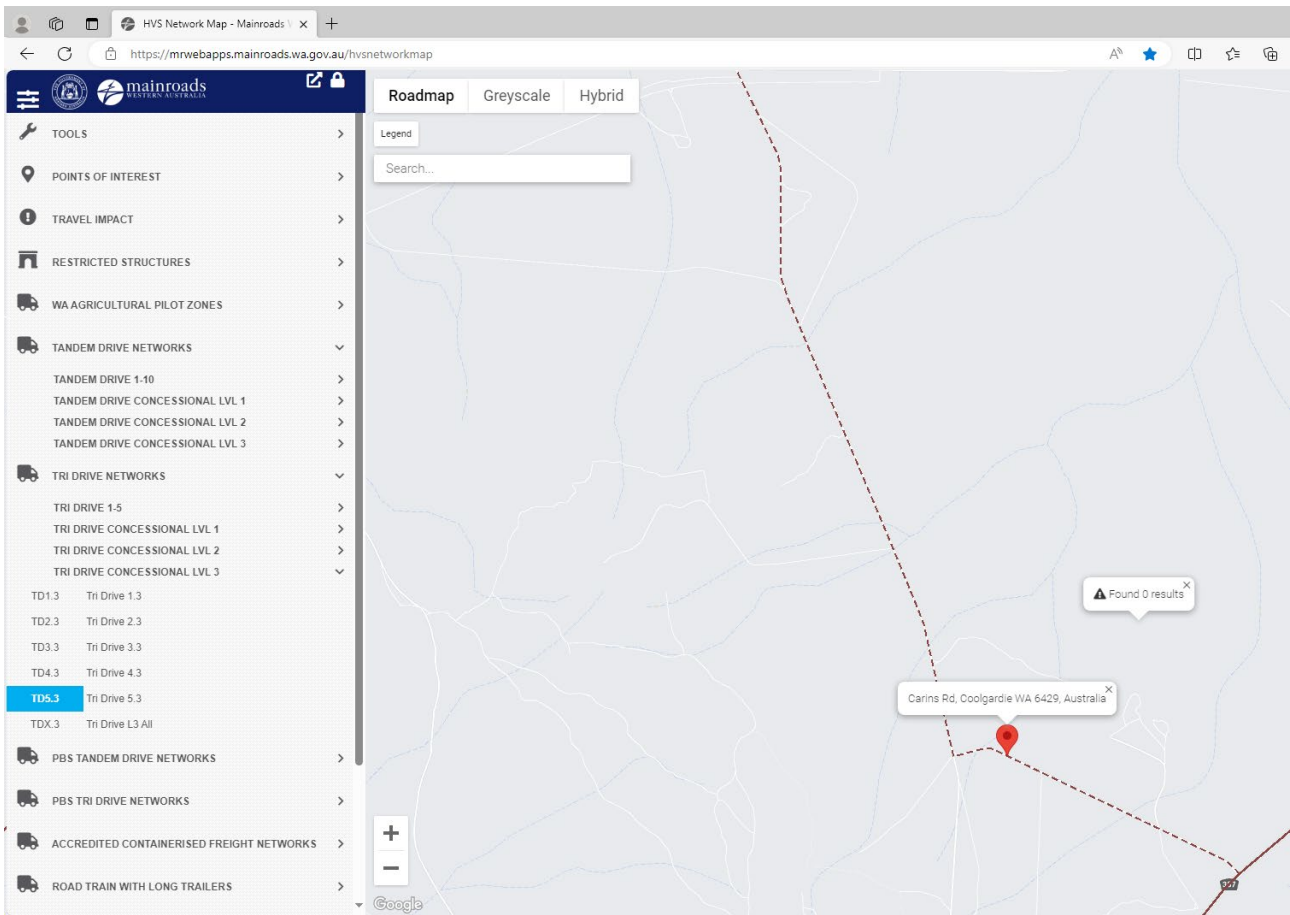
SUMMARY

For Council to consider a CA07 application from Focus Minerals Ltd to utilise 4.86km Coolgardie North Road and 3.06km Carins Road, Coolgardie, for a gold ore parcel of 125,000 tonnes (haulage campaign) to Greenfields Processing Plant from 01 December 2023 with the end date of campaign subject to mining commencement. Total of road usage is approximately 7.92kms.

BACKGROUND

As per Council Policy Number 3.11 (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 Principal needs to apply to the Shire of Coolgardie for use of the Shire of Coolgardie road network. MLG will be utilised for hauling and vehicle registration numbers have been provided to the Shire. The Main Roads Mapping Tool shows the suitability of the RAV network required (ie 10.3 Tandem Drive & 5.3 Tri Drive).





	Coolgardie North Road 4.86 kms	Coolgardie North Road 4.86 kms	Carins Road 3.06kms	Carins Road 3.06kms
Total Haulage	125,000	125,000	125,000	125,000
Road length	4.86 km	4.86 km	3.06 km	3.06 km
Contribution Type	Capital	Maintenance	Capital	Maintenance
Contribution Rate	\$0.07	\$0.04	\$0.07	\$0.04
Contribution Cost	\$42,525	\$24,300	\$26,775	\$15,300
GST	\$4,252.50	\$2,430	\$2,677.50	\$1,530
TOTAL	\$46,777.50	\$26,730.00	\$29,452.50	\$16,830.00

COMMENTCoolgardie North Road, Coolgardie

Maintenance Contribution at \$0.04 per tonne per km at 125,000 tonnes over 4.86 kms \$26,730 (inc GST)

Capital Contribution of \$0.07 per tonne per km at 125,000 tonnes over 4.86 kms \$46,777.50 (inc GST)

Carins Road, Coolgardie

Maintenance Contribution at \$0.04 per tonne per km at 125,000 tonnes over 3.06 kms \$16,830.00 (inc GST)

Capital Contribution of \$0.07 per tonne per km at 125,000 tonnes over 3.06 kms \$29,452.50 (inc GST)

CONSULTATION

Brad Woodland (Mining Manager) Focus Minerals Limited

Shire of Coolgardie staff

STATUTORY ENVIRONMENT

Road Traffic (Administration) Act 2008 Section 132(4)

POLICY IMPLICATIONS

Policy #3.11 – Haulage Campaigns

Policy #3.12 – 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**A thriving local economy**

Encouraging and attracting new investment and advocating for local employment

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

ATTACHMENTS

1. Focus Minerals route map
2. Focus Minerals - CA07 Application
3. Focus Minerals - ore letter haulage

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council: -

1. **APPROVE**, in accordance with Policy 3.11 Haulage Campaigns, the proposal from Focus Minerals Limited (Principal) to use: -
Coolgardie North Road, Coolgardie – for a Capital Contribution (at \$0.07 p/tonne p/km; at 125,000 tonnes over 4.86kms = \$46,77.50(inc GST) and
Carins Road, Coolgardie - for a Capital Contribution (at \$0.07 p/tonne p/km; at 125,000 tonnes over 3.06kms = \$29,452.50 (inc GST)
to Account/Job #11202750 (Limited Cartage Campaign) conditional on:
 - a) End date of haulage campaign to be finalised & Shire advised.
 - b) 50% payment prior to campaign start date.
 - c) Require Focus Minerals to pay remaining/final 50% by 28 February 2024.
 - d) Focus Minerals to erect appropriate Heavy Vehicle entering and turning signage at Mt Burgess and Coolgardie North Road Intersection to Main Roads Standard.
 - e) Adherence to all conditions as per the Shire's Haulage Campaigns & Heavy Vehicles Conditions for use on Shire Roads policies.

2. **AUTHORISE** the CEO to determine any request from the Company to amend the dates applicable to the request, but only on the basis that the relevant Council Policies be applied accordingly and that where any such applications are made and approved by the CEO, that suitable local public notice is given.

12.2.2 COOLGARDIE MEDICAL SERVICES

Location:	Coolgardie
Applicant:	Shire of Coolgardie
Disclosure of Interest:	Nil
Date:	14 November 2023
Author:	Robert Hicks, Acting Chief Executive Officer

SUMMARY

For the Council to consider communicating its deep concern to the Premier, relevant WA State Ministers and local members of parliament, at delays in finalising the lease process between the Shire and WA Country Health Services on a peppercorn lease basis.

BACKGROUND

The Shire has identified a need for GP and allied health services in Coolgardie.

Productive discussions have been held with a health provider who has stated an interest in providing GP and allied health services in Coolgardie. These discussions have culminated the Shire President and a Shire employee meeting with WA Country Health regional staff in Kalgoorlie-Boulder Wednesday 23 August 2023. This meeting came after several failed attempts to meet with appropriate WACHS staff. The broad discussion included:

- No doctors currently offering a service out of Coolgardie. Some allied health services currently available in both Coolgardie and Kambalda.
- Shire seeking the availability of a shared space on a regular basis for a GP and to hopefully grow these services overtime.
- Lease agreement in place between the Shire and WACHS for the Kambalda space. Co-locates with St John Medical.
- WACHS currently provide the following services: -
 - Child Health Service
 - Immunisations 0-4 years plus high school and COVID
 - Emergency Health Issues – Telehealth (Kambalda only)
 - Outpatient service such as wound dressing and chronic illness management
 - Kambalda service.
 - Audiologist – Kalgoorlie based.
 - Chronic condition specialist – Kalgoorlie based.
 - Outreach podiatrist
 - Palliative Care – referral basis
 - CAMS – adolescent mental health
 - Telehealth Specialist appointments – available in Coolgardie

- WACHS currently working on an aboriginal staff model to support.
- Coolgardie WACHS staff proving difficult to recruit to the region.
- WACHS currently has 2 houses in Coolgardie that have undergone some renovations recently. One property being used for visiting services and the other will be offered to a position that they are currently trying to recruit.
- WACHS currently has 2 x units and 1 house in Kambalda. 2 units are currently tenanted, and house will be used for a senior nurse if successful in their recruitment.
- WACHS is currently juggling staff between Kambalda, Coolgardie and Kalgoorlie to fill the gaps.
- St John Medical currently not able to offer a Coolgardie service.
- Space at WACHS Coolgardie facility is available and has not been repurposed.
- Shire to arrange for Shire President and Deputy CEO to view the WACHS Coolgardie facility.
- WACHS to review the current lease agreement.

Monday 28 August 2023 the Shire President, Shire staff met with WACHS staff at the Coolgardie Health facility to inspect the site for suitability. This meeting culminated in a further teleconference 02 October 2023 to reaffirm the following:

- The suitability of the proposed Coolgardie site.
- The proposed medical providers interest in providing a broad range of health services to Coolgardie.
- The Shire's intention to sub-lease the site to the proposed medical provider, similar to the St John Kambalda arrangement.

The provision of medical services in Coolgardie was discussed at the 14 November 2023 Council Briefing.

COMMENT

There have been several email conversations with WACHS contract staff to progress the leasing arrangement. WACHS has indicated that the Coolgardie lease is a priority. WACHS is preparing a draft based on State Solicitor's Office standard government lease.

WACHS has stated that they are progressing the preparation/negotiation of the documents as a matter of urgency, however the need for an updated valuation for the purposes of calculation of the rent, may delay matters.

The Shire's preferred position is that it pays no rent given its investment in the provision of the GP and allied health services in Coolgardie.

CONSULTATION

Shire Councillors

Shire CEO

STATUTORY ENVIRONMENT

Local Government Act 1995 and relevant regulations

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Rent payment on the proposed Coolgardie health facility space – subject to valuation.

A thriving local economy

Supporting local businesses in the Shire

Accountable and effective leaders

Advocating for services that support our community needs

An inclusive, safe and vibrant community

Promoting and advocating for community health services

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council: -

1. **EXPRESS its deep concern, on behalf of the residents of the town of Coolgardie and surrounding areas, to the Hon the Premier of WA, relevant WA State Government Ministers and local Members of Parliament, at delays in finalising the lease processes between the Shire and the WA Country Health Service on a Peppercorn lease basis.**
2. **That the Shire President communicate these concerns as a matter of priority.**

12.2.3 GOLDEN QUEST DISCOVERY TRAIL INCORPORATED (GQDT) MEMBERSHIP

Location: N/A
Applicant: Shire of Coolgardie
Disclosure of Interest: Nil
Date: 14 November 2023
Author: Robert Hicks, Acting Chief Executive Officer

SUMMARY

For Council to consider declining the offer of continuing membership to the GQDT Inc. and not sign off on the Memorandum of Understanding (MOU) terms between the Shire of Coolgardie and GQDT Inc.

BACKGROUND

The "Trail" was identified in 2003 as a significant destination for tourism in the Goldfields of Western Australia.

Traversing through 956kms highlighting the City of Kalgoorlie Boulder, the Shires of Coolgardie, Menzies, Leonora and Laverton, the "Trail" offers a diverse outback experience encompassing the rich historical, cultural and environmental landscape of the Goldfields region.

The role of the GQDT Inc. is to manage and maintain the "Trail" as custodians for the future of tourism within the Goldfields region.

There was a period of inertia within the GQDT resulting in the Shire of Coolgardie ceasing to be a member.

The Shire of Menzies took on the secretariat role that included all administration and accounting functions and the Shire of Coolgardie subsequently agreed to become a member again.

At the 22 August 2023 meeting Council was asked to endorse and accept the MOU terms between the Shire of Coolgardie and GQDT Inc. and authorise the CEO to execute the MOU. Questions were raised by Council in relation to the structure of the GQDT post the GQDT 04 August 2023 General Meeting resulting in the decision to defer the agenda item to the December 2023 Council meeting subject to further investigation and information.

Shire staff attended the 10 November 2023 GQDT Annual General Meeting at which a new Chair was appointed.

COMMENT

Australia's Golden Outback (AGO) has indicated its willingness to continue to support the GQDT Inc particularly regarding governance, if necessary, as well as ongoing marketing.

Council discussed membership of the GQDT and outcomes from the AGM at the 14 November 2023 Briefing agreed to receive an agenda item at the 28 November 2023 Ordinary Council Meeting.

Options

The following options are available to the Council: -

- Option 1: Approve membership to the GQDT and sign off on the MOU
- Option 2: Reject membership to the GQDT and sign off on the MOU
- Option 3: Defer the proposal for further information.

Summary

The GDDT Inc has been largely dysfunctional in recent times evidenced by irregular meeting schedule and reporting being inconsistent,

Officers take the view that GQDT budgeted funding ought to be reallocated to support Australia's Golden Outback (AGO) organisation because that organisation has a far greater marketing reach and has a proven track record in the promotion of tourism product such as the Trail.

It is recommended that the offer of continuing membership of the GQDT be declined and not sign off on the MOU.

CONSULTATION

Councillors

Golden Quest Discovery Trail Association Inc.

Australia's Golden Outback

Shire Officers

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

\$11,500 (excl GST) membership contribution in 2023/24 budget

STRATEGIC IMPLICATIONS

A thriving local economy

Supporting local businesses in the Shire

Accountable and effective leaders

Developing strong partnerships with stakeholders for the benefit of our community

Effective management of infrastructure, heritage and environment

Supporting and encouraging local and regional tourism

ATTACHMENTS

1. Memorandum Of Understanding & Terms of Reference

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council: -

DECLINE of offer of continuing membership of the GQDT Inc. and not sign off on the Memorandum of Understanding (MOU) terms between the Shire of Coolgardie and GQDT Inc.

12.2.4 LIST OF PAYMENTS - OCTOBER 2023

Location: Nil
Applicant: Nil
Disclosure of Interest: Nil
Date: 6 November 2023
Author: Corina Morgan, Finance Manager

SUMMARY

For Council to receive the list of accounts for October 2023

BACKGROUND

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

COMMENT

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

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

Significant Payments for the month of October 2023 are:

1. Pryce Mining Services Pty Ltd – Various works at Bluebush Village
2. Northern Rise – Management of Bluebush Village
3. A&M Joint Venture- Accenture Group & Jmac Civil – Bluebush Village Extension
4. Coxdon Pty Ltd – Progress Works Coolgardie Post Office Tenancy 5 Fire Remediation
5. Worthy Parts - Supply And Delivery Of 2003 Bell B40D Artic Truck
6. Gencon Civil - Bluebush Village Carpark Asphalt Works & Airport Runway maintenance

7. Plumbing Gas & electrical Services - Bluebush Village Expansion & Installation of Focus Pump Station

CONSULTATION

Nil

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS**Accountable and effective leaders**

Maintain integrated strategic and operational plans

High quality corporate governance, accountability and compliance

ATTACHMENTS

1. **List of Payments - October 2023**

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council RECEIVE listing (attached) of accounts paid during the month of October 2023 by the Chief Executive Officer under delegated authority of Council.

1. **Municipal accounts totalling \$3,150,274.10 on municipal vouchers EFT26246 – EFT26340, Cheque 53556 - 53559 and Direct Debits.**
2. **Credit card payments totalling \$15,562.75**

12.2.5 MONTHLY FINANCIAL STATEMENTS FOR THE MONTH ENDED 31 OCTOBER 2023

Location: Shire of Coolgardie
Applicant: Shire of Coolgardie
Disclosure of Interest: Nil
Date: 21 November 2023
Author: Martin Whitely, Consultant

SUMMARY

This report recommends that the Monthly Statement of Financial Activity report for the period ending 31 October 2023 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 October 2023, loan repayments, and reserve account status.

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

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

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

(1A) In this regulation —

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Accountable and effective leaders

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

High quality corporate governance, accountability and compliance

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

ATTACHMENTS

1. **Monthly Financial Statements - October 2023**
2. **Management Report - October 2023**

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the Monthly Financial Activity Statement for the period 1 July 2023 to 31 October 2023 be received.

12.3 Commercial Services

Nil

13 ITEMS FOR INFORMATION ONLY

Nil

14 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

15.1 Elected Members

15.2 Council Officers

16 MATTERS BEHIND CLOSED DOORS

OFFICER RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

16.1 Deed of Settlement

This matter is considered to be confidential under Section 5.23(2) - e(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government.

17 CLOSURE OF MEETING